



HARYANA MEDICAL COUNCIL

SCO-410, 2ND Floor, Sector-20, Panchkula, Haryana-134116
Email - registrarhmc@gmail.com, Office - 0172 - 2520165

41

GUIDELINES FOR WEBINARS

1.	In the first phase, webinars may be conducted by only accredited institution, organizations, medical colleges and teaching institutes.
2.	The Organization should have all the requisite and demonstrated ability to plan and implement webinar to cover the targeted group.
3.	As a special case, organizations can be accredited by the HMC President or accreditation committee on case-to-case basis.
4.	In the first phase webinars will be granted credit hours for a period of six months, starting from 1st February, 2021.
5.	RMPs are allowed to collect a maximum of 10 credit hours by webinars for every renewal.
6.	Webinar types by participation: - 1. Classroom type webinars 2. Streaming type webinars (For example, You Tube stream with questions received on a Chat interface.
7.	Application and attendee registration: - Application for accreditation of the webinar to be made online to HMC website 15 days prior to conduct of webinar, in a standard HMC prescribed format which is uploaded on HMC website.
8.	Screenshots: - Periodic time-stamped screenshots taken after half an hour of start and at the end of the webinar in every slot of 2 hrs. to 3 hrs.
9.	Observers: - HMC can choose to appoint an observer to attend the webinar. HMC observer must have the ability to independently view all participants at any time during the webinar and verify the attendance of any doctor. The link to the webinar should be sent to HMC and Observers minimum 2 days before webinar.
10.	Runtime: - Each webinar should be of 2.5 to 3 hrs and multiples thereof. Webinar of 2.5 to 3 hrs shall be granted 01(one) credit hour, webinar of 5-6 hrs shall be granted 2(two) credit hours and webinars of 02(two) full days shall be granted 4 (four) credit hours. A minimum of 2 speakers per credit hour are required.
11.	The transcript of each webinar shall be relevant to updating the knowledge of the medical practitioners by way of latest medical advances, National Health Program, and the local needs of the Area/zone/State.
12.	The officer bearers of the accredited institution, organizations, medical colleges and teaching institutes will apply to the Haryana Medical Council on a designated application form. The application should be accompanied by the complete program of the webinar including the names, designation and Country of the speakers and the subject of speech as per guidelines by HMC. (in the format.)
13.	Accreditation / Credit points to be awarded will be the sole discretion of the Haryana Medical Council and will depend upon the subject matter, Status of the speaker, Quality of the CME to be presented in the webinar.
14.	It Will be the responsibility of accredited organization to see that adequate standards are maintained.


President
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12

15.	All the speakers in the webinar should be accredited speakers by HMC or of national/ international repute.
16.	The webinars should not have any product/ person advertisement or company/ hospital/ individual propaganda material.
17.	The accredited organization will be held responsible for any irregularity in the webinar submitted to HMC.
18.	Payment: - 1000/- per day webinar to be paid in advance to HMC account online, once webinar is accepted for credit hours and 7 days before actual transmission of webinar.
19.	Post webinar accredited associations, organizations, medical colleges and teaching institutes should send the excel sheet with Name of RMP, HMC Registration number/any other State Medical Council registration number or MCI registration number and payment of I 10/- per RMP per credit hours along with screenshots taken to HMC office within 15 days of the webinar to be sent by email, for avoiding any delay in conducting further webinars. The hard copies of excel sheet to be sent by post to HMC within one month.
20.	The organization will be required to preserve the recording of the whole Webinar for a minimum period of 6 months and the same to be made available to HMC if demand arises.
21.	Regular review (Performance Audit) will be done of such organizations by HMC.
22.	All other guidelines prescribed for physical CPD's on HMC website will be applicable wherever required for Webinar Guidelines.


President,
Haryana Medical Council
Panchkula