

*As per March 2019*

## **European Board in Head and Neck Radiology Diploma Renewal Guidelines**

The European Board in Head and Neck Radiology (EBiHNR) Diploma certification has a validity of 5 years.

The renewal will be automatic upon completion of **at least 100 CME points during the 5 years** of the Diploma validity. The diploma bearers have to submit the documentation of the obtained 100 CME points to the ESHNR office.

### **Recognized CME points in head and neck radiology can be obtained as follows:**

1. Attendance at a **minimum of 1 annual meeting of the ESHNR** in 5 years (certificate of attendance required)
2. Attendance at **other recognized meetings** with head and neck radiology lectures, courses, or workshops, such as:
  - European Congress of Radiology (ECR),
  - Erasmus course on head and neck radiology,
  - European School of Radiology (ESOR),
  - Leuven Course on ear imaging and on head and neck cancer imaging,
  - Meetings of the British Society of Head and Neck Imaging (BSHNI)
  - Meetings of the Collège d'Imagerie pour la Recherche et l'enseignement en Otorhino- Laryngologie (CIREOL)
  - International Diagnostics Course Davos (IDKD)
  - Sandwichcursus Neuro-en Hoofd\_Hals Radiologie
  - ESMRMB School of MRI and many more...

The maximum number of CME points that can be obtained at the above-mentioned meetings is variable from one year to another and is specified in **Appendix 1**. As a general rule, 1 CME credit = 1 hour of attendance of a course / workshop / lecture/ scientific session / symposium. The respective certificates of attendance are required

3. Attendance at the **ESHNR webinars**:
  - 1 webinar = 1 CME credit (e mail confirming participation as proof)
4. Giving an **invited lecture at a national or international meeting**:
  - 1 invited lecture = 20 CME credits (title, place, date required)
5. Giving an **invited lecture at a local meeting**:
  - 1 invited lecture = 10 CME credits (title, place, date required)
6. **Reviewing** for a peer-reviewed journal indexed in Pubmed, for eg. European Radiology, Insights into Imaging, European Journal of Radiology, etc:
  - 1 review = 3 CME points (e mail from the journal confirming completion of review).

7. **Publishing an abstract, an ESHNR poster, an EPOS poster, a poster at a national meeting** (such as RSNA, JFR, DRK, SERAM, etc), **a EURORAD case or a case report** in a peer – reviewed indexed journal:
  - 1 abstract or 1 poster or 1 case report = 10 CME points if 1<sup>st</sup>, 2<sup>nd</sup> or last author. Authors, title, DOI required.
  - 1 abstract or 1 poster or 1 case report = 5 CME points if any other co-author (3<sup>rd</sup>, 4<sup>th</sup>, etc). Authors, title, DOI required.
  
8. **Publishing an original article, a review article or a pictorial review** in a peer reviewed indexed journal
  - 1 original article or 1 review article = 40 CME points if 1<sup>st</sup>, 2<sup>nd</sup> or last author. Authors, title, journal, year, volume, pages, Epub required.
  - 1 original article or 1 review article = 20 CME points if any other co-author (3<sup>rd</sup>, 4<sup>th</sup>, etc). Authors, title, journal, year, volume, pages, Epub required.
  - 1 pictorial review article = 30 CME points if 1<sup>st</sup>, 2<sup>nd</sup> or last author. Authors, title, journal, year, volume, pages, Epub required.
  - 1 pictorial review article = 15 CME points if any other co-author (3<sup>rd</sup>, 4<sup>th</sup>, etc). Authors, title, journal, year, volume, pages, Epub required.
  
9. **Self declaration of reading an original article or a review article** published in a Pubmed journal
  - 1 read article = 1 CME credit.

The name of the article and the precise reference must be provided when submitting the renewal documentation.
  
10. Self declaration of attending a **multidisciplinary tumor board or multidisciplinary head and neck meeting** (MDTB) in the local hospital by the diploma bearer
  - 1 MDTB = 1 CME credit.

The name of the MDTB, the precise location (which hospital, which pathology, date and time, as well as the attending subspecialties must be provided when submitting the renewal documentation).

A maximum of 10 CME credits per year can be obtained by attending a MDTB.

A maximum of 10 points per year for self declaration (points 9 and 10) can be claimed.

A **modest fee** of **30€** will be requested to cover expenses related to the diploma renewal (office work/triage, continuous updating of CME credits, webpage maintenance, printing and mailing of the Diploma certificates).

## **Appendix 1:**

Non-exhaustive list of the maximum number of CME credits that can be obtained by attending recognized meetings on head and neck radiology:

	CME credits
ESHNR 2014	19
ESHNR 2015	20.5
ESHNR 2016	21
ESHNR 2017	19
ESHNR 2018	18

	CME credits
ERASMUS 2014	35
ERASMUS 2015	35
ERASMUS 2016	35
ERASMUS 2017	28.5
ERASMUS 2018	35

	CME credits
ECR 2014	12
ECR 2015	22.5
ECR 2016	13
ECR 2017	15.5
ECR 2018	15.5

	CME credits
Leuven 2014	15
Leuven 2015	18
Leuven 2016	15
Leuven 2017	15
Leuven 2018	18

	CME credits
BSHNI 2014	12
BSHNI 2015	12
BSHNI 2016	12
BSHNI 2017	12
BSHNI 2018	12

	CME credits
BSHNI RC 2015	6
BSHNI RC 2016	6

BSHNI RC 2017	6
BSHNI RC 2018	6

	CME credits
School of MRI 2014	18,5
School of MRI 2015	18,5
School of MRI 2016	18,5
School of MRI 2017	18,5
School of MRI 2018	18,5

	CME credits
CIREOL 1 & 2 (2 courses) 2014	12
CIREOL 1 & 2 (2 courses) 2015	12
CIREOL 1 & 2 (2 courses) 2016	12
CIREOL 1 & 2 (2 courses) 2017	12
CIREOL 1 & 2 (2 courses) 2018	12

	CME credits <sup>3)</sup>
JFR 2014	?
JFR 2015	?
JFR 2016	?
JFR 2017	?
JFR 2018	?

	CME credits
Sandwichcursus 2013	5
Sandwichcursus 2015	5.5
Sandwichcursus 2017	5

Any other local or national course can potentially count for recognition of CME points in head and neck radiology provided that the official program of the course together with a certificate of attendance are joined. Only the lectures and workshops dealing with head and neck topics provide points.

The number of CME credits obtained by attending **any other meeting not on this list** can be recognized by the ESHNR in view of the Diploma renewal provided the candidate has submitted the program of the meeting and the lectures he/she attended.