MEDICAL LABORATORY TECHNOLOGISTS BOARD

Manual for Accreditation as

a Provider of

Continuing Professional Development

for

Registered Medical Laboratory Technologists

(Voluntary Scheme)

**MANUAL FOR ACCREDITATION AS A PROVIDER OF
CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES FOR
REGISTERED MEDICAL LABORATORY TECHNOLOGISTS**

Table of Contents

Medical Laboratory Technologists Board

Manual for Accreditation as A Provider of Continuing Professional Development for Registered Medical Laboratory Technologists

1. INTRODUCTION

1.1   Selection and accreditation of continuing professional development (CPD) providers is an integral part of the CPD system, which helps medical laboratory technologists (MLT) meet the requirements of life-long learning and professionalism enhancement.

1.2   The MLT Board, being a statutory body for the regulation of the MLT profession in Hong Kong, mandates the establishment of an accreditation system to govern the standards of providers for CPD.

1.3   This manual provides an overview of the CPD provider accreditation system, accreditation criteria for selection of Accredited Providers, and policies/procedures governing the operation of Accredited Providers. All these are aimed at improving the quality of CPD continuously.

2. OVERVIEW OF THE ACCREDITATION SYSTEM

2.1   All providers of CPD must seek accreditation from the MLT Board before their CPD programmes/activities will be recognised by the Board. The types of programmes/activities include courses, workshops, symposia, conferences, scientific meetings, panel discussions, self-study with assessment, etc.

2.2   Accreditation is for a three-year period. Accredited organizations wishing to continue their accredited status must submit a new application 3 months before the end of each accreditation period. All applications must document adherence to all MLT Board's criteria and policies.

2.3   Any independent organisation or its provider unit responsible for the overall development, implementation, evaluation and quality assurance of CPD may seek accreditation as an Accredited Provider.

2.4   At the discretion of the MLT Board, a visit to the CPD programme/activity or the applicant may be scheduled.

2.5   The purpose of a visit is to make an accurate, first-hand assessment of the data given in the applicant's supporting documents. The MLT Board will work closely with the applicant to verify, amplify, and clarify information presented in the written application materials and identify strengths and any areas of concern.

2.6   The MLT Board will decide whether to grant accreditation status or formulate recommendations to the applicant for improving the CPD programmes or activities as appropriate.

2.7   The applicant will be notified of the accreditation and recommendations, if any, and the effective period for accreditation status.

3.   POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER

Accredited Providers must adhere to the following policies and procedures.

3.1   Compliance with MLT Board's Accreditation Criteria, Policies and Procedures
(1)   Accredited Providers are required to implement all accreditation criteria, policies and procedures as stated in this Manual.

(2)   Accreditation criteria, policies, and procedures may be revised by the MLT Board from time to time. Providers are expected to comply with such changes and to implement appropriate revisions in their programmes as indicated by the MLT Board as soon as possible.

3.2   Requirement for Reporting Data
(1)   Accredited Providers must submit data about their CPD activities annually (or as and when requested by the MLT Board), to assist the MLT Board in evaluating and monitoring the standards of their CPD activities and programmes.

(2)   Minimal data must be able to show fulfilment of the programme design criteria as stated in section 4.10.

3.3   Recognition of CPD Credit Points
(1)   Accredited Providers may use CPD credit points in their communications, marketing materials, certificates of attendance, etc.

(2)   Accredited Providers may use the following terminology:

```
_____ is accredited as a Provider of
    (Name of Accredited Provider)
Continuing  Professional  Development  by  the  Medical  Laboratory
Technologists Board for the period
from _____ to _____.
            (Month/Year)                    (Month/Year)
```

Or

> This activity for _____ CPD credit points is provided by
>   (Number)
> _____, which is accredited as a
>   (Name of the Accredited Provider)
> provider of continuing professional development by the Medical
> Laboratory Technologists Board.

3.4 **Award of CPD Points**

Accredited Providers must assign CPD points to their programmes/activities as guided by the following table. The minimum number of CPD points to be awarded is 0.5. Any fraction or portions of the hour will be rounded **down** to the nearest half-hour.

Accredited Activities	CPD Credit Points
Participation as a teacher/trainer/speaker/presenter/ chairman/panelist in courses, workshops, symposia, conferences, scientific meetings, and panel discussions	2 points / hour or activity (whichever is greater)
Participation as a student/trainee/attendee in courses, workshops, symposia, conferences, scientific meetings and panel discussions	1 point / hour 6 credit points maximum per day and 12 credit points maximum per single programme
Self-study with assessment	Credit points to be awarded on individual assessment
Being an examiner/clinical assessor/supervisor of project or dissertation	Credit points to be awarded on individual assessment
Being a technical assessor in accrediting medical laboratories	1 point / hour

Depending on the relevancy of the CPD activities, the CPD credit points assigned may be multiplied by a relevancy factor ranging from 0 to 1 (0 signifies no relatedness, 0.5 signifies partial relatedness and 1 signifies total relatedness).

Therefore the actual CPD credit points earned from participating in a particular CPD programme/activity can be calculated by using the formula:

Weighting   x   Relevancy

Where: Weighting = the CPD credit points preliminarily assigned to a specific CPD programme/activity;
e.g. an attendee of a 3-hour seminar will get 3 credit points (1 credit point/hour x 3 hours)

Relevancy = the degree of significance that the particular CPD programme/ activity can enhance participants' proficiency in the MLT profession in terms of specialty development, research, laboratory management, good laboratory practices, etc.

3.5   **Verification of Participation and Successful Completion**
Accredited Providers must award certificates or written statements verifying an individual's participation and successful completion of each CPD programme/ activity.

3.6   **Co-provided Activities**
(1)   An Accredited Provider may co-provide activities with other non-accredited providers.

(2)   The co-provided activity (for which CPD points will be awarded by the Accredited Provider) must be planned and implemented with the direct involvement of the Accredited Provider in all stages of the activity – from initial planning through implementation to evaluation.

3.7   **Providers Cannot Approve Activities**
Accredited Providers cannot approve another organisation to organise CPD activities.

3.8   **Organisational Change**
(1)   Organisations are accredited under the name, structure, and ownership as well as personnel qualifications in place at the time of the accreditation decision.

(2)   To maintain accredited status, accredited organisations must report any changes that occur after accredited status is awarded in writing and within 30 days for MLT Board's review and decision.

(3)   The MLT Board reviews all statements of change at its regular panel meetings.

(4)   The MLT Board reserves the right to conduct visits to the organisations to verify, amplify, clarify and audit the current abilities of the organisations to implement the MLT Board's accreditation requirements.

(5)   The changes must be accepted by the MLT Board to determine the organisation's ability to continue to be an Accredited Provider.

(6)   The MLT Board also reserves the right to withdraw accreditation at any time and shall not be liable for any claim for damages or loss suffered by the Provider or any other party arising therefrom.

4. **PROVIDER ACCREDITATION CRITERIA**

4.1   Any independent organisation or its provider unit responsible for the overall development, implementation, evaluation and quality assurance of CPD programmes/ activities is eligible to seek accreditation as an Accredited Provider.

4.2   Only an organisation with acceptable experience in running CPD programmes/activities over the past 3 years before application is eligible to apply for Accredited CPD Provider status. Non-accredited organisations can only apply for validation of their particular CPD programmes/activities.

4.3   An organisation seeking accreditation as an Accredited CPD Provider may identify, within itself, a separate, defined provider unit, administratively and operationally responsible for co-ordinating all aspects of CPD programmes/activities.

4.4   The organisation or its provider unit has to submit, in a written statement, its beliefs and goals about the promotion and improvement of biomedical sciences through the provision of CPD. The statement, if revised, shall be reported to the MLT Board.

4.5   A first time applicant seeking accreditation cannot use programmes/activities co-provided with an Accredited Provider in its application.

4.6   An organisation seeking accreditation must establish and affirm its eligibility as a provider, and provides supporting documents upon request.

4.7   The organisation or its provider unit must have an unequivocal line of authority and communications among the person in-charge, the CPD programme/activity planner and other concerned persons.

4.8   The person in-charge and the CPD programme/activity planner should preferably be a Part I registered medical laboratory technologist or an academically well-qualified educator/trainer in the profession.

4.9   An applicant must submit its policies and procedures to implement the MLT Board accreditation requirements as required in section 3 above for the Board's examination.

4.10   The process of planning, developing, implementing and evaluating CPD programmes/activities must adhere to the following design criteria to ensure an optimal standard of CPD provision.

    (1)   **CPD Programme/Activity Planner**
        There should be a CPD programme/activity planner/chairperson, preferably being a Part I registered medical laboratory technologist or an academically well-qualified educator/trainer in the profession, responsible for the planning process of the CPD programmes/activities.

(2) **Educational/Learning Needs Assessment and Target Participants**
The CPD programme/activity should be developed in response to the learning needs of potential participants.

(3) **Aims and Objectives**
The aims and objectives of the CPD programme/activity should be clearly stated. The objectives should be well defined with the expected learning outcome(s) of participants and their level of professional attainment.

(4) **Contents**
Contents should be related to and consistent with the objectives.

(5) **Time Allocation**
Time allocated for the contents should be tuned so as to allow the participants to achieve the expected learning outcome(s).

(6) **Presenter(s)/Speaker(s)/Facilitator(s)**
Presenter(s)/Speaker(s)/Facilitator(s) must have knowledge of and expertise in the contents area and take an active part in planning, teaching and conducting the programme.

(7) **Learning-teaching Method**
The learning-teaching method should be congruent with the programme objectives and contents, and facilitate participants' achievement of their expected learning outcome(s).

(8) **Verifying Participation and Successful Completion**
The means for verifying participation and successful completion of the learning programme should be specified.

(9) **Programme Evaluation**
There should be clearly defined methods for evaluation that cover the following:
♦ Relationship between contents and learning-teaching activities and the overall objectives of the CPD programme
♦ Learners' achievement in each objective
♦ Expertise of presenter(s)/speaker(s)/facilitator(s) in teaching and conducting the programme
♦ Appropriateness of the teaching method and facilities

(10) **Assignment of CPD Programme/Activity Code**
The CPD programme/activity code should be put in the communication, marketing materials and certificate of attendance issued to participants.

4.11 Records of all CPD programmes/activities shall be kept for six years and easily accessible for the MLT Board's or programme participants' reference. The following essential information should be included: -

- Title of CPD programmes/activities
- CPD programme/activity code
- Programme Design:
  - ♦ Aims and objectives of the CPD programmes/activities (Written in terms of learner-oriented outcomes)
  - ♦ Contents
  - ♦ Timeframes
  - ♦ Name(s) and documentation of expertise of presenter(s)/speaker(s)/facilitator(s)
  - ♦ Learning-teaching strategies
  - ♦ Venue and special facilities (if applicable)
- Number of CPD points awarded
- Names, titles and documentation of the persons responsible for planning the educational activities
- Target audience:
  - ♦ Characteristics of target participants
  - ♦ Total number of participants
- Attendance records with participants' profiles such as name/HKID Card No. /rank/employer
- Summary of participants' evaluations
- Verification of participation and successful completion
- Samples of certificates or written verifications issued to participants upon their successful completion of the CPD programmes/activities
- Copies of marketing materials e.g. brochures, programme/activity announcements, flyers, should be kept on activity files

5. **VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES**

5.1   Programme validation shall be carried out by the Accredited Providers themselves (internal), and by the MLT Board (external), to examine the standards and aims of the programmes.

5.2   Organizations providing CPD should carry out internal programme validation, to establish, maintain and improve the standard of their programmes as part of the responsibility of providing CPD.

5.3   The external validation process conducted by the MLT Board is to ensure that Accredited Providers are:

(1)   committed to the general requirements in programme organisation, and

(2)   meeting the design criteria as stated in section 4.10 when organizing CPD programmes/activities,

5.4   The MLT Board may decide to visit an accredited organization as it sees fit.

6   THE APPLICATION PROCESS

6.1   Review section 3 "POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER" for information on the policies your organisation must comply with as an Accredited Provider.

6.2   Review section 4 "PROVIDER ACCREDITATION CRITERIA" to determine whether your organisation is eligible for accreditation, and whether the required documentation or evidence of your compliance that you will need to provide is available.

6.3   There will be two accreditation cycles each year. The deadline for receiving applications for each cycle is:

   (1)   **1 February** - Spring Cycle
            Applications received by 1 February are processed by the end of August of that year.
   (2)   **1 August** - Autumn Cycle
            Applications received by 1 August are processed by the end of the following February.

6.4   Organisations applying for accreditation should conduct an internal evaluation of CPD provision in current practice, to determine to what extent the organisation meets all the requirements.

6.5   The data collected from the internal evaluation serve as evidence of adherence to stipulated accreditation policies and criteria.

6.6   The application form for accreditation as an accredited CPD provider (**FORM - AP I**) includes the following three parts:

   (1)   **Part I   - Fact Sheet**
   (2)   **Part II   - Documentation Report of Internal Evaluation of CPD Provision**
   (3)   **Part III - Report Summary Sheet on CPD Programmes/Activities**

6.7   You may copy the APPLICATION FORM enclosed in this manual when applying for accreditation. Use supplementary sheets, if required.

6.8   A first-time applicant should complete Part III of the APPLICATION FORM, the Report Summary Sheet on CPD Programmes/Activities, covering the 36 months preceding application. File in MS Excel format can be obtained from Board's secretary.

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Application for Accreditation as a Provider of Continuing Professional Development (CPD) for Registered Medical Laboratory Technologists

Part I: Fact Sheet

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Name of Organisation	

Address	

Name of Person in-charge	

Title or Position	

Telephone Number		Fax Number	

E-mail Address	

Contact Person		Telephone Number	

E-mail Address	

Is this your organisation's first application for accreditation?   ☐ Yes   ☐ No

If no, when was accreditation originally sought?	

The provider unit administratively and operationally responsible for co-ordinating all aspects of CPD offered by the provider is (if different to the applicant):

(i.e., department/division/unit within the organisation responsible for providing CPD)

MEDICAL LABORATORY TECHNOLOGISTS BOARD

Application for Accreditation as Provider of Continuing Professional Development (CPD) for Registered Medical Laboratory Technologists

Part II: Documentation Report of Internal Evaluation of CPD Provision:
Data in response to Provider Accreditation Criteria

---

1.   **~ Beliefs & goals of the organisation or its provider unit in the provision of CPD ~**

2.   **~ Administrative & organisational structure ~**
(Organisational chart(s) or other schematic(s) that depict the line of authority and organisational communication within the organisation as a whole as well as within the provider unit in relation to the provision of CPD.)

The person in-charge of the overall day-to-day management and operation of the CPD is:

Name(s)	Qualifications	Position/Title

The names of persons involved in CPD programmes/activities are:
(teachers, trainers, co-ordinators, organizers, etc.)

Name(s)	Professional Qualifications	Position/Title

3. **~ Organisation's CPD Policy and Procedures, and CPD Programme/Activity Design Criteria ~**
(State how the organisation or its provider unit meets the accreditation requirements.)

Part III

Accredited Provider of Continuing Professional Development for Registered Medical Laboratory Technologists
Report Summary Sheet on Continuing Professional Development (CPD) Programmes/Activities
(__May 200__ - __April 200__)
Month / Year   Month / Year   (Note)

Note: 1. Accredited CPD Providers must submit data about their CPD activities annually or as and when requested by the MLT Board.
2. Wrap words within the cell but do not merge cells.   3. Do not protect the workbook/worksheet with password.

Name of the Accredited Provider		Accredited Period	

Programme/ Activity Code	Date	Programme/Activity Title	Name of Person(s) involved in Planning	Objectives	Total CPD Credit Points	Cate-gory	Time Frame		Speaker(s) [Name(s) & Professional Qualifications]	No. of Parti-cipants	Estimated Venue Capacity	Remarks
							Theory (Hrs / Days)	Practical (Hrs / Days)				

Contact person: _____   _____ **(tel. no.)**