**CPD Scheme for Registered Occupational Therapists** **Record Form**

Appendix B

**for the CPD cycle from 1 July (*year)* to 30 June (*year*)**

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| **Categories of CPD activities** | **Description** | **Credit points for each activity** | **CPD credit points attained** |
| **1. Award Bearing Courses** | * Leading to award of tertiary qualification, e.g. doctorate, master, diploma or certificate courses by a recognized academic institute, and fit the following criteria:
	+ Related to the current professional role of the occupational therapist or directly related to the delivery of OT services
	+ Formal assessment for confirming “PASS” or “FAIL” either continuously or at the end of the course
	+ Of not less than 45 contact hours
* Instead of allocating CPD credit points upon completion of the whole program, they would be awarded in each cycle. Individual modules of the program would be separately counted for the award of the CPD credit points.
 | * Equals to the number of contact hours^
 |  |  |
| **2. Accredited Programs @** | An accredited program should:* Have a theme relevant to Occupational Therapy or Broad Professional aspects
	+ **Occupational Therapy relevant (OT relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of OT services. The knowledge, skills or technique should already have a demonstrated utilization in OT in local or overseas context with either literature support or documentary proof in journals, newsletters, seminar sharing and case illustrations / demonstrations;
	+ **Broad Professional relevant (BP relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that may be applicable across a wide spectrum of professionals including occupational therapists.
* Be accredited by the Occupational Therapists Board or organized by Accredited Program Providers
* Have been formally announced (with structured program run-down) to members of the profession and have proper registration procedures
* Have invitation letter issued to speakers or presenters and attendance certificates to audience participants
* Have a duration of an hour or more
 | * Being speaker, either lecturing or presenting at OT or BP relevant accredited programs
	+ Equals to the number of hours^ spent in lecturing or presenting multiplied by 4
		- Maximum of 24 CPD credit points for a whole day program lasting for six hours or more
		- Maximum of 72 CPD credit points for a single program lasting for three days or more
* Being audience participant
	+ **OT relevant**
		- Equals to the number of contact hours^
	+ **BP relevant**
		- Equals to the number of contact hours^ multiplied by 0.5
* For a whole day program lasting for 6 hours or more, the CPD credit points will be standardized at 6 for an OT relevant program and 3 for a BP relevant program
* For a single program lasting for 3 days or more, the CPD credit points will be standardized at 18 for an OT relevant program and 9 for a BP relevant program
 | **Program code** | **CPD credit points attained** |
|  |  |
| **3. Publications** | * Indexed Journals: listed in the Science Citation Index (SCI) or the Social Science Citation Index (SSCI)
* Peer-review OT relevant professional journals not indexed in SCI or SSCI
* Publications with ISBN numbers: books, manuals, practice guidelines, etc.
* Poster presentation or oral presentation or publications in proceedings at an Accredited Program or OT relevant overseas conferences or symposia
* Other publications: newspaper articles, films, video & multimedia productions, the content of which are OT related and are accessible to the public
 | * Indexed journals
	+ 1st ,2nd and corresponding author : 30 for each author
	+ 3 rd and the following authors : Portion of 30 shared among the total number of the 3rd & others#
* ISBN publications and non-indexed journals : 10 for each author
* Poster presentation or oral presentation or publications in proceedings at an accredited program or OT relevant overseas conferences or symposia : 2 for each author
* Other publications : 2 for each author
 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Participation in Study Group @** | * Include meetings such as in-service training, special interest group meetings under professional association, etc.
* Each study group meeting should:
	+ Focus on a discussion topic related to OT or Broad Professional aspects
	+ Last for an hour or more
	+ Involve 3 or more participants and an attendance record should be kept
	+ Keep a record of the written or electronic material used in the discussion
 | * 1 for each study group meeting
* Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)
 |  |
| **5. Self-Study @** | Review of information from a journal, a book, an online source, etc. relevant to OT or Broad Professional aspects. Registrants should provide a summary report of not less than 200 words illustrating how the information could be applied to OT practice. | * 1 for each self-study report
* Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)
 |  |
| **6. Educational Activities @** | Being speaker/trainer, either lecturing, presenting, training or demonstrating techniques in programs other than accredited programs but not one of the following:* Facilitating clinical visits
* Performing clinical orientations
* Being part and parcel of the core duties of an OT
 | * 1 for each activity lasting for 1 hour or more
* Maximum of 9 CPD credit points per cycle (3 CPD credit points per year on average)
 |  |
|  |  |
|  |  | **CPD Credit Point Requirement in the CPD Cycle :** |  |

**Legend**

^ 30 or less than 30 minutes would be rounded up to 0.5 hour in calculation, e.g. 15 minutes would be rounded up to 0.5 hour & 45 minutes would be rounded up to 1 hour.

# In case there are ONLY three authors, the 3rd author will be granted HALF of the allocated CPD credit points, i.e. 15 credit points. All calculation would be rounded up to an integer.

@ Categories where the maximum credit points will be capped.

**Total CPD Credit Points attained:**

I confirm that I \***have / have not** fulfilled the CPD requirement in the CPD cycle.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | : |  | Registration No. | : |  |
|  |  | (Surname first, in block letters) |  |  |  |
| Tel No. | : |  | Employment background  | : | \*HA / NGO / Private practice / Academic / Others:  |
| Signature | : |  | Date of submission | : |  |

*\* Please delete where inappropriate*