

# **OCCUPATIONAL THERAPISTS BOARD**

## **MANUAL for Accreditation of Continuing Professional Development (CPD) Program Provider**

### **for Registered Occupational Therapists**

**January 2013**

**Education Committee  
Occupational Therapists Board  
Hong Kong**

## **1 INTRODUCTION**

- 1.1 This manual provides an overview of the CPD Program Providers' accreditation system, criteria for selection of accredited program providers and responsibilities of accredited program providers.

## **2 OVERVIEW OF THE ACCREDITATION SYSTEM FOR PROGRAM PROVIDERS**

- 2.1 Accredited program providers refer to organizations accredited by the Occupational Therapists Board (OT Board) for planning and conducting continuing professional development (CPD) programs / activities for registered occupational therapists. These program providers can allocate CPD credit points to the training programs conducted by them for the development of registered occupational therapists, which will be termed as "Accredited Programs", in accordance with the OT Board's criteria and guideline.
- 2.2 Registered occupational therapists can earn CPD credit points through participation in "Accredited Programs" organized by the accredited program providers.
- 2.3 Accredited program providers are organizations with rich experience in and a strong commitment to organizing occupational therapists' development activities. The OT Board will go through a stringent process before appointing the accredited program providers for the benefit of both the society and the occupational therapists.
- 2.4 Other organizations have to apply to the OT Board for accreditation of their training activities for the award of CPD credit points. Please refer to the Manual for Accreditation of CPD Program for details.

## **3 APPLICATION & ACCREDITATION PROCEDURES**

- 3.1 Organizations seeking accreditation should submit their applications via the form at **Appendix I**. Accredited program providers that would like to continue their accredited status must submit a new application 3 months before the end of each accreditation period.
- 3.2 The applying organizations must explicitly demonstrate the following in their application forms submitted to the OT Board-
  - a) their missions and goals in promoting and enhancing occupational therapists' professional knowledge and skills through the provision of CPD activities;
  - b) how their organizational structure and capacity can support their plans for organizing CPD activities;
  - c) their past experience in organizing CPD activities;
  - d) their preliminary plans of CPD activities for the coming 3 years; and
  - e) their mechanism in assuring the quality of CPD activities.
- 3.3 The OT Board will decide whether to grant accreditation status, which is usually valid for a period of three years.

- 3.4 The OT Board reserves the right to withdraw approval for the accreditation at any time and shall not be liable for any claim for damages or loss suffered by the providers or any other parties so arise.

#### **4 RESPONSIBILITIES OF THE ACCREDITED PROGRAM PROVIDERS**

##### 4.1 Planning & Organizing CPD activities

- a) To organize CPD activities, which include courses<sup>1</sup>, conferences, seminars, workshops and symposia, etc. for occupational therapists. The accredited program providers may collaborate with other non-accredited program providers to organize CPD activities, provided that they have **direct** involvement in all stages of development of the joint activity – from initial planning through implementation to evaluation.
- b) To allocate CPD credit points to their activities, including joint CPD activities with other non-accredited providers, in accordance with the OT Board's criteria and guidelines as set out in **Appendix II**. The accredited program providers cannot accredit the CPD activities organized by another organization.
- c) The CPD activities should be accredited by a Part I occupational therapist appointed by the accredited program providers.

##### 4.2 Requirement for Reporting Data

- a) To submit data about their CPD activities annually (or as and when requested by the OT Board) for review by the OT Board, using the Annual Report Summary Sheet at **Appendix III**. Summary of participants' evaluations for respective CPD programs / activities may also be included.
- b) To report any major organizational changes that occur after accredited status is granted in writing within *30 days* for the OT Board's review since the organizations are accredited under the name, structure, and ownership, as well as, personnel qualifications in place at the time of accreditation. The OT Board will determine the organization's ability to continue to be an accredited program provider.

##### 4.3 Verification of Participants and Successful Completion of CPD activities

- a) To award certificates or issue written statements verifying each individual occupational therapist's participation in and successful completion of each CPD program / activity.
- b) To issue an invitation letter to each of the occupational therapists, who would be a presenter or speaker for that program. The letter should indicate the title of his/ her presentation and the duration of presentation.

##### 4.4 Conducting Audit

- a) To keep copies of marketing materials e.g. brochures, program/activity announcements, flyers, etc. as well as, samples of certificates or written verification issued to participants upon their successful completion of the CPD

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<sup>1</sup> Exclude Award Bearing Courses (see Appendix II for details)

programs/activities for audit.

- b) To keep the attendance records with participants' profiles such as names / rank/ employers/ working organizations and invitation letters for presenters or speakers for at least four years for reference or audit purpose.
- c) To maintain and improve the quality of their programs, an accredited program provider should carry out program evaluation internally and submit a report to the OT Board *three months* before the end of the prevailing accreditation period.
- d) To participate and cooperate in the audit process conducted by the OT Board. At the discretion of the OT Board, a visit to the CPD program / activity or the organization may be scheduled in order to make an accurate, first-hand assessment of the data given in the organization's documents. The OT Board will work closely with the organization to verify and clarify information submitted and identify any areas of concern.

## **5 RECOGNITION OF THE ACCREDITED PROGRAM PROVIDER STATUS**

- 5.1 The accredited program provider can declare to the public, as well as, registered occupational therapists of its "Accredited Program Provider" status.
- 5.2 The accredited program providers may quote CPD credit points in their communications, marketing materials, and certificates of attendance, etc.

**OCCUPATIONAL THERAPISTS BOARD**  
**Application For Appointment as an Accredited Program Provider of Continuing**  
**Professional Development (CPD) for**  
**Registered Occupational Therapists**

Completed application form should be sent to the Occupational Therapists Board by-

E-mail: [smpb@dh.gov.hk](mailto:smpb@dh.gov.hk)

Post: 2/F, Shun Feng International Centre, 182, Queen's Road East, Wan Chai, Hong Kong

Fax: 2865 5540

Application form can be downloaded from the Board's website at [www.smp-council.org.hk/ot/en/content.php?page=cpd](http://www.smp-council.org.hk/ot/en/content.php?page=cpd).

**Part I: Fact Sheet**

**Name :** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_

**Person in-charge**

**Name :** \_\_\_\_\_ **Title or Position :** \_\_\_\_\_

**Tel. Number :** \_\_\_\_\_ **Fax. Number :** \_\_\_\_\_ **E-mail :** \_\_\_\_\_

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**Part II:**

**1. Missions & Goals \***

**2. Administration of CPD & organizational structure \***

(Organizational chart(s) or other schematic(s) that depict the line of authority and organizational communication within the organization 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):* \_\_\_\_\_ *Title :* \_\_\_\_\_ *Qualification:* \_\_\_\_\_

\* Use separate sheet(s) whenever necessary

**3. Past Experience in organizing CPD Programs \***

(Please supply information on CPD programs organized in the past 3 years such as programs details, speakers and number of occupational therapists participating in the programs.)

**4. Preliminary Plan of CPD Programs in the coming 3 years \***

**5. Quality Assurance Mechanism for CPD Programs \***

(State how organization ensures the quality of the CPD programs provided.)

*\* Use separate sheet(s) whenever necessary*

**Name of Person  
in-charge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title or Position :** \_\_\_\_\_

**Date of  
Application :** \_\_\_\_\_

### **Guideline on Accredited Programs and the Credit Points Allocation**

**Accredited programs** refer to courses<sup>1</sup>, conferences, seminars, workshops and symposia, etc that are organized by the Accredited Program Providers or are accredited by the OT Board for the award of CPD credit points and should-

- \* Have a theme relevant to Occupational Therapy or Broad Professional aspects
  - **Occupational Therapy relevant (OT relevant)** – courses<sup>1</sup>, 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<sup>1</sup>, 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.
- \* Have been formally announced (with structured program run-down) to members of the profession and have proper registration procedures
- \* Have invitation letters issued to speakers or presenters and attendance certificates to audience participants
- \* Have a duration of an hour or more

**The credit point allocation for accredited programs is as follows-**

	<b>Credit Points per activity</b>
1 Being speaker, either lecturing or presenting at OT or BP relevant accredited programs	Equals to the number of hours <sup>^</sup> 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	

<sup>1</sup> Exclude Award Bearing Courses:

- Award Bearing Courses refer to courses leading to award of tertiary qualifications, 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 occupational therapy 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.

## 2 Being audience participant

(1) OT relevant

Equals to the number of contact hours<sup>^</sup>

(2) BP relevant

Equals to the number of contact hours<sup>^</sup>  
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 6 for a BP relevant program

<sup>^</sup> 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 round up to 1 hour.

## Annual Report Summary Sheet of Continuing Professional Development (CPD) Programs / Activities – OT Board Accredited Program Provider

Name of the Organization: \_\_\_\_\_ Accredited Period: \_\_\_\_\_(mm/yy) to \_\_\_\_\_(mm/yy)

Code (Organization reference only)	Date :		Duration (Contact Hours)	CPD Credit Point(s)	CPD Program/Activity Title	OT relevant / Broad Professional relevant *	Speaker(s)[Name(s) & Professional Qualifications] ^	Number of audience participants : OT / non-OT #
	Start	End						

\* Select either OT or Broad Professional relevant

^ Enclose invitation letter to OT speaker(s) for reference and/or audit purpose

# Enclosed attendance record for reference and/or audit purpose