

**PHYSIOTHERAPISTS BOARD**

**Manual for**  
**Accredited Programme Provider of**  
**Voluntary Continuing Professional Development**  
**for**  
**Registered Physiotherapists**

Education Committee  
Physiotherapists Board  
HKSAR  
(August 2009)

**MANUAL FOR ACCREDITED PROGRAMME PROVIDER OF  
CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES FOR  
REGISTERED PHYSIOTHERAPISTS**

**Table of Contents**

	<b>Page</b>
<b>1. Introduction .....</b>	<b>1</b>
<b>2. Overview of the Accreditation System .....</b>	<b>1</b>
<b>3. Policies Governing Operation as an Accredited Provider .....</b>	<b>2</b>
<b>4. Criteria for Accredited Provider .....</b>	<b>4</b>
<b>5. Internal Accreditation of CPD Programmes .....</b>	<b>6</b>
<b>6. The Application Process .....</b>	<b>7</b>
<b>7. Appendix:</b>	
<b>I. Application Form for Accredited Programme Provider</b>	
<b>Part I - Fact Sheet .....</b>	<b>8</b>
<b>Part II - Documentation Report of Internal Evaluation of CPD Provision ....</b>	<b>9</b>
<b>Part III - Report Summary Sheet on CPD Programmes/Activities .....</b>	<b>11</b>
<b>II. CPD Point Allocation Criteria .....</b>	<b>12</b>
<b>III. Classification Table of Physiotherapy Specialty Streams .....</b>	<b>14</b>
<b>IV. Guidelines for Assignment of CPD Code .....</b>	<b>15</b>

*(as amended on 1 July 2009)*

# **Physiotherapists Board**

## **Manual for Accredited Programme Provider of Continuing Professional Development for Registered Physiotherapists**

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### **1. INTRODUCTION**

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

1.2 The Physiotherapists Board (PT Board), being a statutory body for the regulation of the physiotherapy 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 Providers of CPD programmes must seek accreditation from the PT 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 PT 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 PT 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 PT 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 PT 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 PT 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 PT 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 PT 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 PT Board), to assist the PT 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. An annual summary sheet on CPD activities should also be included (report format might take reference from Part III of Appendix I).

#### **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 Physiotherapists Board for the _____ period _____ from to _____. (Month/Year) (Month/Year)
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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 Physiotherapists  
Board.

### 3.4 **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.

### 3.5 **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.

### 3.6 **Providers Cannot Approve Activities**

Accredited Providers cannot approve another organisation to organise CPD activities.

### 3.7 **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 PT Board's review and decision.
- (3) The PT Board reviews all statements of change at its regular panel meetings.
- (4) The PT 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 PT Board's accreditation requirements.
- (5) The changes must be accepted by the PT Board to determine the organisation's ability to continue to be an Accredited Provider.

- (6) The PT 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. CRITERIA FOR ACCREDITED PROVIDER**

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.

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 physiotherapy professional knowledge and skills through the provision of CPD. The statement, if revised, shall be reported to the PT 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 physiotherapist or an academically well-qualified educator/trainer in the profession.

4.9 An applicant must submit its policies and procedures to implement the PT 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 physiotherapist 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

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

- Title of CPD programmes/activities
- Programme Design:
  - ◆ Aims and objectives of the CPD programmes/activities  
(Written in terms of learner-oriented outcomes)
  - ◆ Date
  - ◆ Duration
  - ◆ Specialty Stream
  - ◆ Name(s) of presenter(s)/speaker(s)/facilitator(s)
- 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/registration number, Hong Kong Physiotherapy Association membership number or Hong Kong Physiotherapists' Union membership number/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. INTERNAL ACCREDITATION OF CPD PROGRAMMES**

5.1 Accredited programme provider should carry out internal CPD programme accreditation with an aim to establish, maintain and improve the standard of their programmes as part of the responsibility of providing CPD. This self evaluation process should cover the 3 major aspects of programme accreditation, namely: allocation of CPD credit point(s), programme classification into physiotherapy specialty stream(s), and assignment of a CPD code. Details of the CPD point allocation criteria and classification table of specialty streams are shown in Appendix II & III respectively. Programme provider may also take reference from the **Manual for Programme Accreditor of Continuing Professional Development for Registered Physiotherapists**.

5.2 To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. Accredited programme provider should work in conjunction with the PT Board in the development of such coding scheme to ensure the consistency and integrity of the coding system. (Appendix IV)

## **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 “CRITERIA FOR ACCREDITED PROVIDER” 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 includes the following three parts (Appendix I) :

(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.

6.9     Accredited Providers applying for renewal of accreditation status must submit a fresh application 3 months before the end of each accreditation period.

## PHYSIOTHERAPISTS BOARD

### Application for Appointment as Accredited Programme Provider of Continuing Professional Development (CPD) for Registered Physiotherapists

#### 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: \_\_\_\_\_

The provider unit administratively and operationally responsible for co-ordinating all aspects of CPD offered by the provider :

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

## PHYSIOTHERAPISTS BOARD

### Application for Appointment as Accredited Programme Provider of Continuing Professional Development (CPD) for Registered Physiotherapists

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

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

**2. ~ Administration of CPD & 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

**3. ~ Organisation's CPD Policy, Procedures, and CPD Programme/Activity Design Criteria**

~

(State how the organisation or its provider unit meets the accreditation requirements.)

**4. ~ Quality Assurance Mechanism for CPD Programme/Activity ~**

(State how the organisation or its provider unit ensures the quality of the CPD programmes provided.)

Name of Organisation : \_\_\_\_\_

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

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

Date : \_\_\_\_\_

**Part III: Report Summary Sheet on Continuing Professional Development (CPD) Programmes/Activities**

( \_\_\_\_\_ - \_\_\_\_\_ )  
 Month / Year                      Month / Year (*see Note*)

- Note:    i) For first time applicant, period to cover is the 36 months preceding application  
           ii) For renewal of accreditation status, period to cover is past 3-year accredited period

**Name of the Accredited Programme Provider :** \_\_\_\_\_ **Accredited Period:** \_\_\_\_\_

CPD Code	Date		Duration (Contact Hours)	CPD Point(s)	CPD Programme/Activity Title	Specialty Stream		CPD Main Category	CPD Sub-Category	Speaker(s) [Name(s) & Professional Qualifications]	Programme Organiser(s)
	Start	End				Primary	Secondary (If Applicable)				

## PHYSIOTHERAPISTS BOARD

### CPD Credit Point Allocation Criteria

CPD programmes/activities eligible for accreditation are classified into CPD main categories and CPD sub-categories. The general guiding principles for CPD credit point allocation are listed as follow:

- (1) 1 unit of CPD point is based on 1 hour of audience participation
- (2) Core CPD activities shall have a higher rating of CPD points as compared with non-core CPD activities
- (3) Allocation criteria for CPD main categories are listed in the following table:

CPD Main Categories	Description	Allocation Unit
<b>I Attendance at lecture/ seminar/ conference</b>	Audience participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practicals, and e-learning	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of audience participation</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> <li>• Point allocation for 1 whole day of audience participation will be capped at a maximum of 5 CPD points</li> <li>• Point allocation for a single program lasting over several days will be capped at a maximum of 15 CPD points</li> </ul>
<b>II Post-graduate studies</b>	Post-graduate studies in academic institution leading to higher qualification	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of lecture/tutorial/workshop/field work/e-learning</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> </ul>
<b>III In-service training</b>	In-service training activity fulfilling the following criteria: <ul style="list-style-type: none"> <li>• A total attendance of 5 or more participants</li> <li>• Presence of attendance record</li> <li>• Presence of a focused discussion topic</li> <li>• Availability of discussion/presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of presentation/discussion</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> <li>• Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle</li> </ul>
<b>IV Self study</b>	Self study in the form of journal/literature review together with write-up of review report	<ul style="list-style-type: none"> <li>• 1 CPD point per review report</li> <li>• Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle</li> </ul>
<b>V Active participation</b>	Active participation in the form of lecturing in course or presenting at scientific meeting, and which is not part of the enrollee's wage-earning duties	<ul style="list-style-type: none"> <li>• 5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes</li> </ul>

CPD Main Categories	Description	Allocation Unit												
<b>VI Publication</b>	Publication in professional journal/textbook	CPD points for publication in professional journal/textbook according to following criteria: <table border="1"> <thead> <tr> <th></th> <th>First author</th> <th>Other authors</th> </tr> </thead> <tbody> <tr> <td>Other Indexed journals</td> <td>10</td> <td>5</td> </tr> <tr> <td>Peer reviewed journals</td> <td>5</td> <td>3</td> </tr> <tr> <td>Book chapter for professionals</td> <td>10</td> <td>5</td> </tr> </tbody> </table>		First author	Other authors	Other Indexed journals	10	5	Peer reviewed journals	5	3	Book chapter for professionals	10	5
	First author	Other authors												
Other Indexed journals	10	5												
Peer reviewed journals	5	3												
Book chapter for professionals	10	5												

(4) Allocation criteria for CPD sub-categories are listed in the following table:

CPD Sub-Categories	Description	Allocation Unit
Core (C)	Core CPD activities directly related to the understanding or expansion of physiotherapy knowledge and skills including diagnosis, examination, intervention, outcome evaluation, biostatistics and epidemiology, and specialty development.	<ul style="list-style-type: none"> <li>A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category</li> </ul>
Non-Core (N)	Non-core CPD activities not directly related but contributed to the understanding or expansion of physiotherapy knowledge and skills including health care management, Chinese Herbal Medicine, information technology, and communication skills.	<ul style="list-style-type: none"> <li>A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category</li> </ul>

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### Classification Table of Physiotherapy Specialty Streams

Primary Specialty	Secondary Specialty
Musculoskeletal	Sports Physiotherapy
	Manipulative Therapy
	Work Rehabilitation
Cardiopulmonary	
Neurological	
Mental Health	
Palliative Care	
Geriatric	
Paediatric	Neonatal ICU
	Neurodevelopmental
	Paediatric Orthopaedics
	Adolescent Care
Others	Women's Health
	Community Rehabilitation
	Acupuncture
	Clinical Research
	Primary Care
Clinical Education	

## PHYSIOTHERAPISTS BOARD

### Guidelines for Assignment of CPD Code

To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. The assignment of code should follow a set of coding scheme in order to ensure the consistency and integrity of the CPD codes assigned by programme accreditor(s) and accredited programme provider(s).

#### Coding Scheme for Assignment of CPD Code

Each CPD code should be a nine-character set with the first 2 characters alphabetic and the last 7 characters numeric. Each character in the CPD code represents the following meanings:

Character	Type	Meaning	Examples
1 <sup>st</sup>	Alphabetic	Represents the organization name of the programme provider	A = Hong Kong Physiotherapy Association H = Hospital Authority P = Hong Kong Physiotherapy Union U = Hong Kong Polytechnic University S = SAHK M = Miscellaneous programme provider organizations applying accreditation from the programme accreditor
2 <sup>nd</sup>	Alphabetic	Represents the CPD sub-categories	C = Core CPD programme N = Non-core CPD programme
3 <sup>rd</sup>	Numeric	Represents the CPD main categories	1 = Audience participation 2 = Post-graduate study in academic institution 3 = In-service training 4 = Self study 5 = Active participation in the form of lecturing/presentation 6 = Publication 7 = Public health education or promotional activity
4 <sup>th</sup> & 5 <sup>th</sup>	Numeric	Represents the year in 2 digits in which the CPD programme starts	05 = year 2005 in which the particular CPD programme started (even though the programme spanned across 2 years into year 2006)
6 <sup>th</sup> to 9 <sup>th</sup>	Numeric	Represents the serial number of CPD programme accredited by the particular organization in that year	0001 = the first programme accredited by the particular organization in the year represented by the 4 <sup>th</sup> & 5 <sup>th</sup> characters

An example can be provided by a CPD code of AC1050001 assigned to a CPD programme “Hong Kong Physiotherapy Association Annual Congress 2005” organized by the accredited programme provider “Hong Kong Physiotherapy Association”, which happened to be the first programme self accredited by the Hong Kong Physiotherapy Association in 2005.

In case when a CPD programme is jointly organized by more than 1 accredited programme providers, a consensus must be reached among the providers as of which one is the major provider for self accreditation and uses the first character to represent the organization in the CPD code.