

**PHYSIOTHERAPISTS BOARD**

**Continuing Professional Development Manual  
for  
Registered Physiotherapists**

VOLUNTARY SCHEME

**Education Committee  
Physiotherapists Board  
Hong Kong SAR  
(July 2011)**

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# 1. INTRODUCTION

The purpose of this manual is to explain the meaning of continuing professional development (CPD), and its relationship with lifelong learning, its implementation process and scheduling, and its related mechanism and administration.

We are living in an ever changing and challenging world wherein knowledge and technology are ever evolving and information is readily accessible on the net. Patients / clients expect that their healthcare professional should be competent and up-to-date on the one hand; the healthcare professional needs to be well aware of the knowledge / information (and more significantly, misinformation) to which patients / clients might be exposed in our 'Knowledge Society' on the other.

Physiotherapy, and all other professions likewise, will grow and develop a sustainable identity only with a system that can encourage and recognize those who develop and continue to develop. In line with this growing worldwide trend, having undergone two times of open consultation in 2003 and 2004, in September 2004, the Physiotherapists (PT) Board eventually endorsed the establishment of a CPD system where its full operation will be started in July 2005 for those PT registrants who volunteer to participate. Subject to the legislation of related ordinance, CPD is likely to become a mandatory process in the future and will be linked to the renewal of practising certificate.

What is CPD then? It is the process in which PT engage in the context of their working lives. It encompasses a wide range of activities through which PT maintain and develop their ability to work **safely** and **competently**. It is used to describe the process to maintain, develop and enhance skills, knowledge and competence in order to improve performance at work. CPD is the task-oriented aspect of the lifelong learning of professional. Then what is lifelong learning? As the National Advisory Group for Continuing Education and Lifelong Learning (NAGCELL) put it:

'Lifelong learning should be for all aspects of life and meet a variety of needs and objectives. It should foster personal and collective development, stimulate achievement, encourage creativity, provide and enhance skills, contribute to the enlargement of knowledge itself, enhance cultural and leisure pursuits and underpin citizenship and independent living.' (NAGCELL, 1997: Par 5.12)

In order to encapsulate the broad attributes of competence within the profession, while respecting individuals' particular scope of practice, career stage, preference, employment sector or setting, and occupational role, PT should maintain his / her own CPD a balance between formal, structured learning and unplanned learning in the workplace. The emphasis should be focused on self-directed learning and learning outcomes rather than on quantitative input.

## 2. OBJECTIVES OF THE VOLUNTARY CPD SCHEME AND PREFERRED LEARNING OUTCOMES

Objectives of the voluntary CPD scheme are:

- i) Encourage registrants to keep themselves informed and updated on the advances in physiotherapy;
- ii) Maintain quality professional practice in the profession; and
- iii) Meet the expectations and needs of society.

There can be six learning outcomes as in the following :-

- i) Understand, work within, and respond appropriately to the limits of professional practice;
- ii) Demonstrate effectiveness in practice (i.e. assessment, decision-making, planning and goal-setting, implementation, evaluation, on-going review and record keeping);
- iii) Practise within the profession's moral and ethical framework;
- iv) Think critically about personal practice and the context in which it sits;
- v) Deal appropriately with the new and the non-routine; and
- vi) Communicate and collaborate effectively. (CPD29 of CSP, 2003: pp 3-4)

## 3. THE VOLUNTARY CPD CYCLE & POINT REQUIREMENTS

A cycle of CPD assessment will span three calendar years. Following the completion of the two voluntary cycles on 30<sup>th</sup> June 2011<sup>1</sup>, a new voluntary cycle will start on 1<sup>st</sup> July 2011. During the voluntary cycle, no enrollment to the scheme is required. Subject to legislation, it may be dovetailed by the mandatory cycle and all registrants shall start their own cycle on the same effective date.

Registrant who joins the Mandatory CPD cycle after it has been started shall be required to meet their CPD requirements on a pro rata basis. For each three-year CPD cycle, each registrant is required to accumulate a minimum of 45 points for its satisfactory completion. There is no minimum requirement on the number of CPD points to be obtained in each year.

## 4. CPD ACTIVITIES

CPD activities eligible for accreditation are classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details. For core activities, 1 unit of CPD point is based on one hour of audience participation whereas for non-core activities, 0.5 point is allocated for every hour of audience participation. There are six categories of main CPD activity. Details of the point allocation of each kind of activity and its corresponding constraints are listed in **Appendix II**.

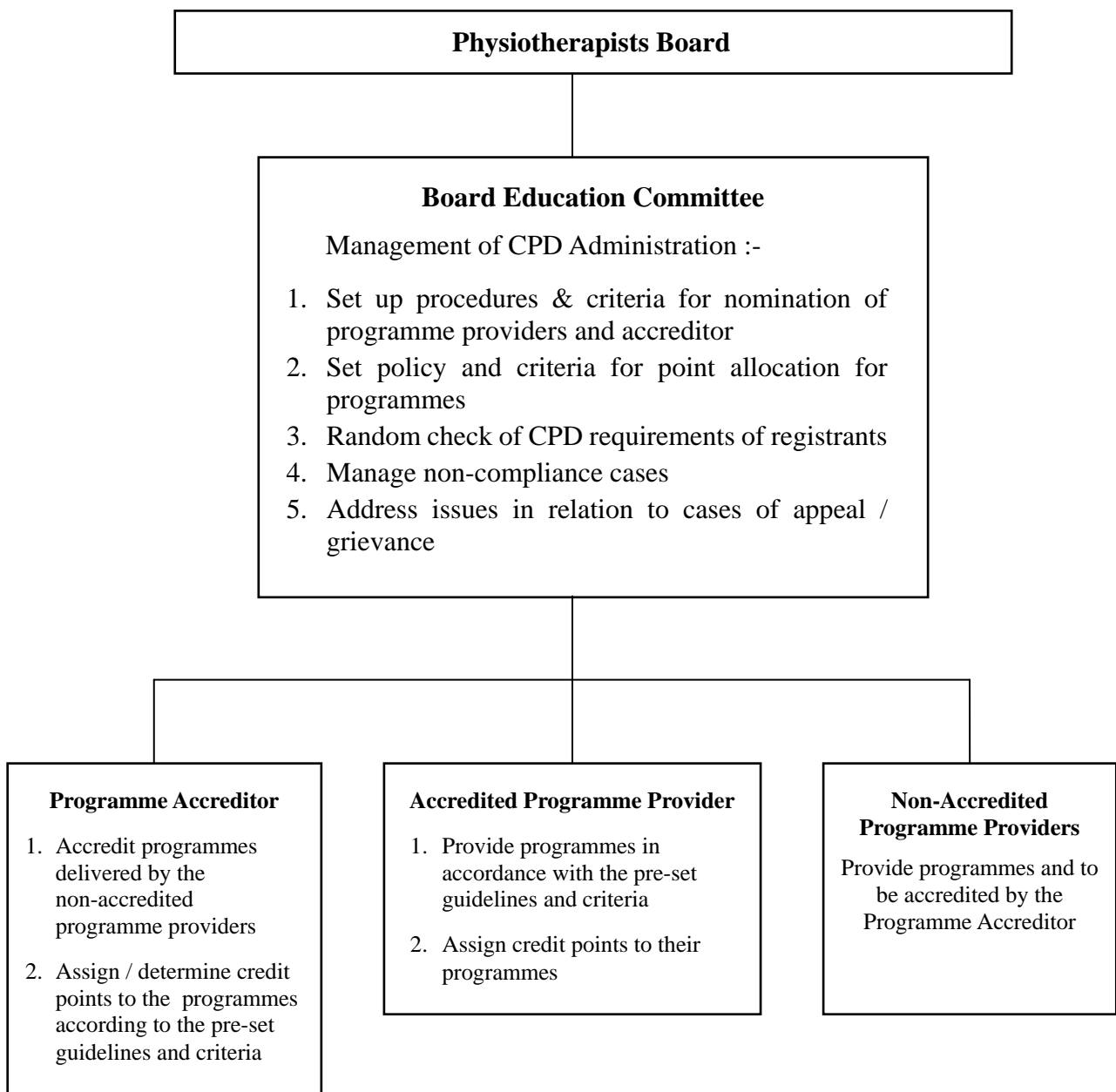
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<sup>1</sup> The first voluntary CPD cycle: from 1<sup>st</sup> July 2005 to 30<sup>th</sup> June 2008  
The second voluntary CPD cycle: from 1<sup>st</sup> July 2008 to 30<sup>th</sup> June 2011

## 5. CPD ADMINISTRATION

The structure of CPD administration can be summarised as in the organisation chart below. Under the PT Board, there is a Board Education Committee where it, among others, aims to manage the entire CPD including setting up of procedures and criteria for the nomination of accreditor and programme providers upon open application. Once the CPD programme is launched, this committee shall perform random check of CPD scoring status of registrants as it sees fit. It shall address issues in relations to appeal /grievance; and to monitor the overall performance of programme accreditor and accredited program providers.

Operational policies and guidelines, roles & responsibilities of programme accreditor and accredited program providers have been detailed in the two documents: “Manual for Accredited Programme Provider of Voluntary CPD for Registered Physiotherapists” and “Manual for Programme Accreditor of Voluntary CPD for Registered Physiotherapists”.



## **6. SELF ADMINISTRATION OF PERSONAL VOLUNTARY CPD RECORDS**

A personal CPD record form (Appendix III) is a treasure collection of evidence that demonstrates learning and development as well as a basis for planning future learning where adaptability and responsiveness to demands and changes in clinical practice can be duly enhanced.

Each registrant shall keep the CPD record not only to fulfill the above purpose, but also can be asked to submit the necessary related documents for detailed checking when required. Upon the completion of each CPD cycle, the registrant is required to declare the status of fulfillment: the minimum requirement of 45 points.

In order to encourage the practice of well-balanced CPD activities per year, any registrant, who has submitted the CPD Record with a score of 15 or more *in a year* of the voluntary CPD cycle, will be awarded a *Certificate of Recognition*.

As a trial arrangement, the PT Board will publish a list of physiotherapists who attained a score of 15 or more in the year on its website (<http://www.smp-council.org.hk/pt/english/index.htm>). Registrants have to indicate in their CPD record form (Appendix III) their agreement for publishing their names and registration numbers on the website.

It has been endorsed that, upon the completion of their CPD cycle, a 5 % of registrants will be randomly selected for auditing against the submitted supporting documents of the CPD activities. Under the mandatory CPD scheme, those who have furnished false declarations shall be subject to disciplinary proceedings as stipulated under the ordinance.

## **7. NON-COMPLIANCE WITH THE MANDATORY CPD REQUIREMENTS**

Once entering the Mandatory CPD cycle, if any registrant fails to meet the set CPD requirements, a 1-year grace period could be granted provided that the committee accepts the submitted written justifications. If deemed appropriate, a designated committee shall grant a further extension of the grace period but it would be considered on case-by-case basis.

## **8. APPEAL CHANNEL & PROCEDURES**

If a registrant disagrees with the decision made by the committee, he / she may submit a formal appeal in writing to the PT Board for its ultimate decision.

## Appendix I

CPD Sub Categories	Description	Allocation Unit
Core (C)	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)	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>

## Appendix II

CPD Main Categories	Description	Allocation Unit												
<b>I</b>  <b>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</b>  <b>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</b>  <b>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</b>  <b>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</b>  <b>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>												
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**Voluntary CPD Scheme for Registered Physiotherapists**  
**CPD Record Form**  
 For the CPD cycle from 1 July \_\_\_\_\_ (year) to 30 June \_\_\_\_\_ (year)

CPD Main Categories	Description	Allocation Unit	CPD Point Attained												
<b>I</b> Attendance at lecture / seminar / conference	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>													
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Book chapter for professionals	10	5													
<b>Total CPD Points attained :</b>															

**Note:**

- This form should be returned to the Secretariat of the Physiotherapists Board by end of June each year by fax ((852) 2865 5540), e-mail ([info@smp-council.org.hk](mailto:info@smp-council.org.hk)) or post (2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong).
- A Certificate of Recognition will be issued to registrants who have attained 15 or more CPD points in the year.

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

\* I **agree / do not agree** to give consent to the PT Board to publish my name and registration number on the PT Board's website.

Name : \_\_\_\_\_  
 (Surname first, in block letters)

Registration No. : PT \_\_\_\_\_

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

Date of submission : \_\_\_\_\_

\* Please delete where inappropriate