

PHYSIOTHERAPISTS BOARD
HONG KONG
香 港 物 理 治 療 師 管 理 委 員 會

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22 June 2011

To: All registered physiotherapists

Dear Registrants,

Voluntary Continuing Professional Development (CPD) Scheme for Physiotherapists

I am pleased to inform you that the Physiotherapist Board (the Board) has decided to continue the voluntary CPD scheme on **1 July 2011** following the conclusion of the current cycle on 30 June 2011.

The Board first launched the three-year voluntary CPD scheme in July 2005. The support from accredited programme providers (APPs) and registrants has made the scheme a success. In the past five years, over **5,000** CPD activities were made available for physiotherapists to enrich their knowledge and skills. The average CPD attainment per year is **50.5** credit points, which is well above the 15 points required by the Board. To encourage registrants to commit to life-long learning, the Board has decided to continue the voluntary CPD scheme on 1 July 2011.

Opportunity is taken to remind you of the following sections in the '*CPD Manual for Registered Physiotherapists*' which is available from the Board's website (http://www.smp-council.org.hk/pt/english/index_cpd.htm) -

- (a) All registered physiotherapists are **free** to join the voluntary scheme. No prior registration is required (*Section 3*).
- (b) There are different kinds of CPD activities, including attendance at lecture/seminar/conference, post-graduate studies, in-service training, self-study, active participation and publication. Details of the accreditation criteria and calculation of CPD points are set out at Section 4.
- (c) Physiotherapists can attain the CPD points through participating in the CPD activities organized by the 5 APPs, i.e., Hong Kong Physiotherapy Association, Hong Kong Physiotherapists' Union, Hong Kong Polytechnic University, Hospital Authority and SAHK. Apart from these activities, physiotherapists may attain

CPD points through participation in local/overseas seminars and academic conference organized by non-APP bodies. Registrants **must** seek approval from the Hong Kong Physiotherapy Association to accredit these activities before they can be counted as CPD attainment. Application form is available from the website: http://www.smp-council.org.hk/pt/SampleForm_IndOrg.pdf.

- (d) At the end of each year ending 30 June, registrants will be invited to submit a CPD Record Form reporting their CPD attainment in the year (*Appendix III*). A Certificate of Recognition will be issued to registrants who have attained 15 or more CPD points in the year. Subject to consent given by registrants in the CPD record form, the Board will post on the Board's website the name and registration number of those who have attained 15 or more CPD points in the year (*Section 6*); and
- (e) The Education Committee will audit check 5% of the CPD returns received. Registrants randomly selected will be requested to submit documentary evidence such as attendance records for verification (*Section 6*).

For those who have participated in the current cycle, please report on your attendance of CPD activities during the period from 1 July 2010 to 30 June 2011 by completing the CPD record form as attached. The completed form should be sent to the secretariat **on or before 1 August 2011** through one of the following means –

Fax : (852) 2865 5540

Mail : Physiotherapists Board Secretariat, 2/F, Shun Feng International Centre, 182 Queen's Road East, Hong Kong


E-mail : info@smp-council.org.hk

Please note that the Education Committee may randomly select some of the registrants for audit check on their CPD returns submitted. The registrants selected will be requested to submit documentary evidence for verification purpose in due course.

We strongly encourage all registered physiotherapists to keep on enriching your professional knowledge and skills, grasp the state-of-art technology and developments, in order to maintain professionalism and quality service standards. Latest information of the voluntary CPD scheme will be posted to the Board's website from time to time, please visit the Board's website regularly for updated information.

For enquiries, please contact staff of this secretariat at 2527 8369.

Yours faithfully,


(Blanche LIN)
Secretary, Physiotherapists Board

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												
I 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"> 1 CPD point per 1 contact hour of audience participation Fraction of the hour will be rounded up to the nearest hour Point allocation for 1 whole day of audience participation will be capped at a maximum of 5 CPD points Point allocation for a single program lasting over several days will be capped at a maximum of 15 CPD points 													
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification	<ul style="list-style-type: none"> 1 CPD point per 1 contact hour of lecture/tutorial/workshop/field work/e-learning Fraction of the hour will be rounded up to the nearest hour 													
III In-service training	In-service training activity fulfilling the following criteria: <ul style="list-style-type: none"> A total attendance of 5 or more participants Presence of attendance record Presence of a focused discussion topic Availability of discussion/presentation materials 	<ul style="list-style-type: none"> 1 CPD point per 1 contact hour of presentation/discussion Fraction of the hour will be rounded up to the nearest hour Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle 													
IV Self study	Self study in the form of journal/literature review together with write-up of review report	<ul style="list-style-type: none"> 1 CPD point per review report Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle 													
V Active participation	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"> 5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes 													
VI Publication	Publication in professional journal/textbook	<ul style="list-style-type: none"> CPD points for publication in professional journal/textbook according to following criteria: <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center;"> <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													
Total CPD Points attained:															

Note:

1. 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) or post (2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong).
2. 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