

PHYSIOTHERAPISTS BOARD

**Continuing Professional Development Manual
for
Registered Physiotherapists**

MANDATORY SCHEME

**Education Committee
Physiotherapists Board
Hong Kong SAR
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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.

In the Policy Address announced in October 2021, the Chief Executive announced two initiatives related to the profession of physiotherapy, i.e. allowing patients to have direct access to physiotherapy services without doctors' referral and making CPD mandatory. For patients' benefits, it is important to ensure the professional competence of physiotherapists if **direct access** to physiotherapy service is to be allowed. As such, a **mandatory CPD** scheme has become necessary.

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 MANDATORY CPD SCHEME AND PREFERRED LEARNING OUTCOMES

Objectives of the Mandatory 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 MANDATORY CPD CYCLE & POINT REQUIREMENTS

A cycle of CPD assessment will span three calendar years. **Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle and a minimum of 5 CPD points in each year during the cycle. (A "year" here refers to a period from 1 July of a year to 30 June of the following year). Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activities in every 3-year CPD cycle.**

Registrants who are registered as a physiotherapist after the start of a 3-year Mandatory CPD cycle are required to comply with the mandatory requirement on a pro-rata basis: if a registrant is registered during the first year of a 3-year cycle, he/she would be required to attain a minimum of 30 CPD points in the remaining time of the cycle; if a registrant is registered during the second year of a 3-year cycle, he/she would be required to attain a minimum of 15 CPD points in the remaining time of the cycle.

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 I**.

For category I and II activities, only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points. Registrants should take note of whether a programmes/activities has a CPD Code before joining them. If registrants have participated in a programme/activity which does not have a CPD Code, they may consider submitting an application to the Programme Administrator for accreditation of that programme/activity. For enquiries regarding the accreditation status of a certain programme/activity, registrants should consult the programme provider/activity organiser.

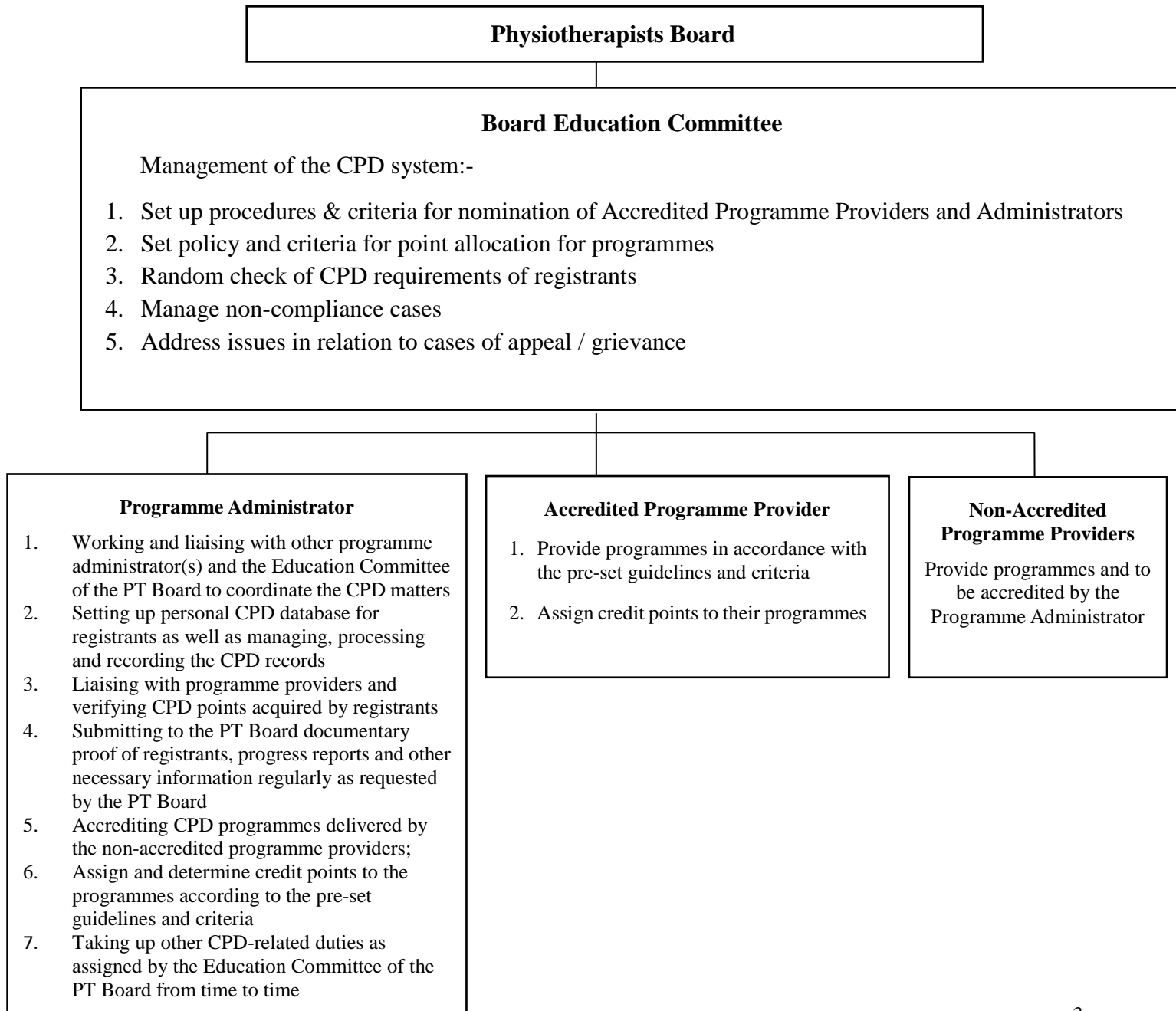
For category III to VI activities, registrants should follow the requirements as stipulated in **Appendix I** and keep properly all their relevant records and documentary proof for at least 6 years for audit purpose.

Registrants are required to participate in a minimum of 75% of each CPD activity, plus any other assessment(s) as required by the programme provider/activity organiser, if any.

5. CPD MANAGEMENT

The structure of CPD management 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 programme administrators 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 administrators and accredited program providers. All CPD records and information of registrants will be managed, processed and recorded by the programme administrators, and the documentary proof of registrants, progress reports and necessary information will be submitted to the PT Board.

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



6. SELF-ADMINISTRATION OF MANAGING PERSONAL MANDATORY CPD RECORDS

A personal CPD Record Form (**Appendix II**) 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.

Upon the completion of each CPD cycle, registrants shall complete the CPD Record Form and indicate their status of fulfillment: a minimum of 45 CPD points (of which a minimum of 23 CPD points are attained from core CPD activities) in a 3-year CPD cycle and a minimum of 5 CPD points in each year during a cycle.

Registrants must keep properly all their CPD records and documentary proof for at least **6 years**. Upon request by the committee, registrants are required to submit the records and documentary proof to PT Board for the programme administrator(s) to manage, process and record the CPD attainments and registrants' information.

Upon the completion of each CPD cycle or at any given time deemed appropriate by the committee, a random number of registrants will be selected for auditing against their submitted supporting documents of the CPD activities. 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

Under the Mandatory CPD scheme, any failure to comply with the CPD requirement in the Mandatory CPD Manual for registrants might be deemed as professional misconduct.

During a CPD cycle, if any registrant fails to meet the annual CPD requirement (i.e. a minimum of 5 CPD Points) in any year, a 1-year grace period could be granted subject to the committee's agreement.

At the end of a CPD cycle, if any registrant fails to meet all CPD requirements (i.e. a minimum of 45 CPD Points, of which a minimum of 23 CPD Points attained from core CPD activities, among other requirements) , a 1-year grace period could be granted subject to the committee's agreement.

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.

Notes to Registrants on Completion of CPD Record Form

1. Please read below the instructions on filling the columns on the CPD Record Form:

Date: Fill in the date on which the programme/activity is held. If it lasts for more than one day, please provide the start and end dates.

CPD Main Category: Indicate which one of the six CPD categories to which the programme/activity belong. For details, please refer to **paragraph 2** below.

CPD Code: Fill in the CPD Code of the programme/activity as provided by the provider/organiser. If it is organised by a CPD Programme Provider, the CPD Code is provided by the CPD Programme Provider. If not, please submit an individual application of CPD to the CPD Programme Administrator for accreditation of the programme/activity in advance.

CPD Points Attained: Fill in the CPD Points attained from the programme/activity. For details, please refer to **paragraph 3** below.

2. CPD activities are divided into six main categories and two sub-categories as follows:

CPD Main Categories	Description
I Attendance at lecture / seminar / conference	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practicals and e-learning
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification
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 • Presence of discussion/presentation materials

(Cont'd)

CPD Main Categories	Description
IV Self study	Self study in the form of journal/literature review together with write-up of review report of a minimum of 250 words
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
VI Publication	Publication in professional journal / textbook

CPD Sub-categories	Description
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.
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.

3. The allocation of CPD Points depends on the Main Category and Sub-category to which the programme/activity belongs. The calculation rules are as follows:

CPD Main Categories	Allocation Unit
<p style="text-align: center;">I</p> <p>Attendance at lecture / seminar / conference</p>	<ul style="list-style-type: none"> • 1 CPD point per 1 contact hour of audience or online participation • Fraction of the hour will be rounded up to the nearest hour • Point allocation for 1 whole day of audience or online 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 • Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
<p style="text-align: center;">II</p> <p>Post-graduate studies</p>	<ul style="list-style-type: none"> • 1 CPD point per 1 contact or online hour of lecture / tutorial / workshop / field work / e-learning • Fraction of the hour will be rounded up to the nearest hour • Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
<p style="text-align: center;">III</p> <p>In-service training</p>	<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 III and category IV together will be capped at a maximum of 15 points per one CPD cycle
<p style="text-align: center;">IV</p> <p>Self study</p>	<ul style="list-style-type: none"> • 1 CPD point per review report • Point allocation for category III and category IV together will be capped at a maximum of 15 points per one CPD cycle
<p style="text-align: center;">V</p> <p>Active participation</p>	<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
<p style="text-align: center;">VI</p> <p>Publication</p>	<ul style="list-style-type: none"> • CPD points for publication according to following criteria :-

(Cont'd)

		First author/ Corresponding author	Other authors
	Web Science Indexed journals	10	5
	Non-indexed journals/ Peer reviewed journals	5	3
		First author	Other authors
	Physiotherapy-related articles in a book chapter, a newspaper, or a magazine	1 CPD point for every 500 words	0.5 CPD point for every 500 words

CPD Sub-categories	Allocation Unit
Core (C)	A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category
Non-core (N)	A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category

4. Registrants are required to keep properly all their CPD records and documentary proof for at least **6 years**. Upon request by the committee, registrants should submit the records and documentary proof to the PT Board for the processing by Programme Administrators via one of the following means –

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

By fax : (852) 2865 5540
By e-mail : ptb@dh.gov.hk

5. Registrants must ensure that all the relevant parts of the CPD Record Form are duly completed and that the information provided is true, complete and accurate. It is the duty of registrants to provide sufficient information to support their claim for CPD Points. Failure to provide supporting information as requested may result in the CPD points for the concerned programmes/activities not being counted.

6. Registrants must keep all relevant documentary proof of attendance properly. Types of documentary proof required for each CPD main category are as follows:

CPD Main Categories	Documentary Proof of Attendance
I Attendance at lecture / seminar / conference	<ul style="list-style-type: none"> receipts / certificates of completion / attendance records
II Post-graduate studies	<ul style="list-style-type: none"> certificates / transcripts / any documentary proof on completion of the studies <p style="text-align: right;"><i>(Cont'd)</i></p>
III In-service training	<ul style="list-style-type: none"> attendance records or any proof on attendance provided by the programme provider/activity organiser; and the discussion/presentation materials
IV Self study	<ul style="list-style-type: none"> a copy of the journals / literature reviews studied; and relevant review reports with a minimum of 250 words in each report <p>(You are required to use the CPD Self Study Record Form at Appendix III for documentation of your self-study; for journal study, the article must be published within five years of the year of claiming the CPD Point.)</p>
V Active participation	<ul style="list-style-type: none"> proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials
VI Publication	<ul style="list-style-type: none"> a copy of the professional journals / textbooks / articles so published

7. Should there be insufficient space in the CPD Record form, please use separate sheets as needed and indicate such in the relevant parts of the Record Form. Additional sheets should be submitted together with the Record Form.
8. The information provided in the application will be used for processing the vetting of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Supplementary Medical Professions Ordinance (Chapter 359) and its subsidiary legislation. It may be disclosed to relevant third parties, including the CPD Programme Administrators and programme providers, for matters in relation to the

Mandatory CPD Scheme, as well as other Government bureaux/departments, agencies or authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant's information after submission, please contact the Secretariat.

9. For enquiries, please contact the Secretariat by phone (852) 2527 8369 or by e-mail (ptb@dh.gov.hk).

**Mandatory CPD Scheme for Registered Physiotherapists
CPD Record Form**

for the period from 1 July _____ (year) to 30 June _____ (year)
in the CPD cycle from 1 July _____ (year) to 30 June _____ (year)

Date	CPD Main Category	CPD Code	Title of CPD Programme / Activity	Core (C) / Non-core (N)	CPD Points Attained
Total CPD Points attained :					

Note:

1. You are required to keep all CPD records and relevant documentary proof for at least **6 years**. Upon request by the Physiotherapists Board, you will be required to submit all the documentary proof to the Secretariat of the Physiotherapists Board.
 2. Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle and a minimum of 5 CPD points in each year during the cycle. Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activity in every 3-year CPD cycle.
- * I confirm that **I have / have not** attained 5 or more CPD points in the captioned period.
 - * I confirm that **I have / have not** attained 45 or more CPD points (of which 23 or more points are attained from core CPD activities) in the captioned CPD cycle and a minimum of 5 CPD points in each year during the cycle. (Applicable for the third year of each CPD cycle)

Name : _____
(Surname first, in block letters)

Registration No. : PT _____

(Full name as registered in the Register of Physiotherapists)

Signature : _____

Date : _____

* Please delete where inappropriate

