

PHYSIOTHERAPISTS BOARD
HONG KONG

香港物理治療師管理委員會

Your Ref. :
貴處編號
Our Ref. : (8) in PT 4/N X
本處檔案
Tel. No. : 2527 8369
電話
Fax No. : 2865 5540
圖文傳真

2/F, Shun Feng International Centre
182 Queen's Road East
Wan Chai, Hong Kong
香港灣仔皇后大道東182號
順豐國際中心2樓

Web Site 網址: www.smp-council.org.hk
Email 電郵: info@smp-council.org.hk

22 May 2009

To: All registered physiotherapists

Dear Registrants,

Voluntary Continuing Professional Development Scheme for Physiotherapists

I am writing to invite your submission of the continuing professional development ("the CPD") record for the year of 2008/2009.

Please report the total CPD points you attained in each category of the CPD programme/activities for the period from 1 July 2008 to 30 June 2009 by completing the CPD record form as attached. The completed form should be sent to the secretariat **on or before 31 July 2009** through one of the following means –

Fax : 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

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. For details of the voluntary CPD scheme, please refer to the CPD Manual which is available at the Board's website (http://www.smp-council.org.hk/pt/english/index_cpd.htm).

Please note that the Board 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.

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: 20px;"> <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:

- 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).
- 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 : _____ Registration No. _____ PT _____
 (Surname first, in block letters)

Signature : _____ Date of submission : _____

* Please delete where inappropriate