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Radiographers Board of Hong Kong

Manual

for

Continuing Professional Development (C.P.D.)\*

2006

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\* The fulfillment of the CPD requirement may become a prerequisite for renewing the practising certificates when CPD becomes mandatory. The implementation of the mandatory CPD scheme will be subject to amendments of the Supplementary Medical Professions (SMP) Ordinance and the Radiographers (Registration and Disciplinary Procedure) Regulation.

# Manual for Continuing Professional Development

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## **1 INTRODUCTION**

- 1.1 Radiography and radiotherapy are predominantly technology and computer-based. The remarkable advancement in these fields has brought about tremendous development in imaging and radiotherapy equipments, as well as, information technology in these fields. To cope with these changes and the rising expectation of the public on the healthcare professionals, radiographers are required to engage in lifelong active learning to enhance their professionalism.
- 1.2 Continuing Professional Development (“CPD”) refers to any post-registration education, skill or experience updating which is specific or related to radiography and radiotherapy. It aims to enrich radiographers’ contribution in quality healthcare and help them in their pursuit of professional goals.
- 1.3 All radiographers should be personally responsible for ensuring their own competence in fulfilling the evolving roles and functions for which they are entrusted.
- 1.4 CPD continues as a lifelong process and is fundamental in the development of the profession.
- 1.5 This manual provides an outline of CPD as a requirement for practice of radiographer, the policy and rules governing the CPD scheme and the guidelines of the Radiographers Board in relation to the CPD scheme’s practical application.
- 1.6 All radiographers should acquaint themselves with this manual before participating in CPD activities for renewal of their practising certificates.

## **2 CONTINUING PROFESSIONAL DEVELOPMENT CREDIT SYSTEM**

- 2.1 The Radiographers Board decrees a mandatory requirement for radiographers to undergo CPD ultimately. The CPD for radiographers will be implemented as a CPD credit system. Each radiographer will have the responsibility to submit a declaration on his/ her fulfillment of the required CPD credits, together with a record of the CPD activities participated, when applying for renewal of his/ her practising certificate.
- 2.2 Except for the voluntary CPD scheme, a CPD cycle shall span 3 years. It starts on 1 May, i.e. two months before the issue of the practising certificate and ends on 30 April of the fourth year, two months before the practising certificate expires.

- 2.3 During the mandatory CPD scheme, a registered radiographer may be required to attain a minimum of 45 CPD credits over a 3-year CPD cycle through undertaking the CPD activities recognized by the Board to qualify for renewal of practising certificate. For radiographers who are registered after the commencement of the prevailing CPD cycle, i.e. after 1 May of the first year of a 3-year CPD cycle, the CPD credits required for renewing their practising certificates will be pro rata in terms of months commencing from the date of admission to the Register of Radiographers as specified in the Certificate of Registration to the end of the prevailing CPD cycle.
- 2.4 Basically, a CPD credit is equivalent to one high quality contact hour. It is the learning value of the activity rather than its literal clock hour value that receives recognition as a credit. However, a contact hour should not be less than 45 minutes. By the same token, activity that may not be able to assign with literal hour of contact is judged by its value in updating, developing, enhancing knowledge, skills and attitudes in radiography practices. After the first contact hour, fraction or portion of the hour will be rounded down to the nearest half-hour.
- 2.5 Registered radiographers may undertake CPD activities/ programmes organized by accredited providers or validated by the Board for the award of CPD credits. Accredited providers are organizations experienced in continuous education and are explicitly accredited by the Radiographers Board for organizing CPD activities/ programmes for the award of CPD credits. A list of accredited providers of CPD activities is posted on the Radiographers Board's website at [www.smp-council.org.hk/rg/english/index\\_cpd.htm](http://www.smp-council.org.hk/rg/english/index_cpd.htm). The Radiographers Board also validates activities/ programmes for the award of CPD credits by approving individual non-accredited providers' applications. The Board has also drawn up a list of recognized professionally related activities eligible for the award of CPD credits at ANNEX.
- 2.6 Except for activities/ programmes of the CPD categories of "Paper Presentation", "Paper/ Article Publication", "Internet Exercise" and "Self-directed Activities", registered radiographers have to apply to the Education Committee of the Radiographers Board for assessment of activities/ programmes not recognized vide section 2.5 for the grant of CPD credits. Such an application should be submitted via Form I, together with relevant information of the concerned activity/ programme, four weeks before commencement of the activity/ programme.
- 2.7 The system has been designed to be as flexible as possible so that CPD credits may be acquired in a time conscious and cost effective manner. The Board, having taken into consideration the need for radiographers to have a variety of accesses by which they can meet with the CPD requirement, permits various methods of learning other than

simply attendance at conventional lecture-based courses. Professional or academic activities, such as self-directed learning and internet learning are also acceptable CPD activities.

2.8 CPD activities fall into one of the following categories-

- Structured Educational Program
- Conference, Scientific Meeting or Workshop
- Writing Journal Paper or Publication
- Self-directed Learning
- Internet Learning
- Others

2.9 Within each year of the 3-year CPD cycle, participation of a CPD activity of the same topic with the same contents should be counted once only for CPD credits.

2.10 Activities/ programmes straddling two CPD cycles or years (for voluntary scheme) will have all the CPD credits awarded upon the completion of the activities/ programmes.

2.11 CPD credits allocated in respect of an activity may be revoked or amended any time at the discretion of the Radiographers Board.

### **3 CONTINUING PROFESSIONAL DEVELOPMENT CREDIT ALLOCATION**

3.1 Of the 45 CPD credits required to be obtained over a period of three years (average 15 credits a year), radiographers will be required to gain at least 80% of the 45 credits (i.e. 36 credits) in professionally related CPD activities or at most allowed to gain 20% of the 45 credits (i.e. 9 credits) in other healthcare or information technology CPD related activities.

3.2 To cater for the extent of involvement in any activity, the credits given reflects considerations given to active or receptive participation.

3.3 Professionally related activities include-

- Radiography
- Radiology
- Radiotherapy
- Medical Imaging

- Nuclear Medicine Technology
- Oncology
- Radiological Information Systems
- Picture Archiving and Communication Systems
- Radiotherapy Treatment Planning
- Imaging for Radiotherapy
- Brachytherapy
- Radiation Protection
- Others

Other healthcare or information technology related activities include-

- Medicine
- Nursing
- Information Technology
- Management
- Occupational Safety
- Psychology and counselling
- Others

### **Professionally related CPD activities**

<b>Total CPD Credits</b>	<b>Activity</b>	<b>CPD Credit(s)</b>	<b>Maximum CPD credits allowed for each activity</b>	<b>Documents to be submitted as evidence upon request</b>
<b>36 credits minimum (80%)</b>	<b>1 Hour Attending Recognized Programme or Course</b> e.g. HK PolyU SPEED courses and Post-graduate courses  Local institutions' programmes	1 credit	3 credits maximum per day and 12 credits maximum per year for any single programme with no assessment; or 15 credits maximum per year for any single programme with formal assessment element(s) and passed. e.g. - written test /assessment of not less than 1 hour - written assignment	Attendance record, transcripts or results of the programmes/ courses concerned, etc.
	<b>1 Hour Attending Conference, Scientific Meeting, Workshop or Seminar</b> e.g. HA commissioning training  Radiographers' associations workshops, scientific meetings, etc	1 credit	3 credits maximum per day for the same activity and 12 credits per year per activity	Attendance record.

Total CPD Credits	Activity	CPD Credit(s)	Maximum CPD credits allowed for each activity	Documents to be submitted as evidence upon request
	Local or International conferences e.g. Cancer Congress, ISRRRT  Training on radiotherapy or imaging specialties			
	<b>Paper Presentation*</b> An Oral or Poster presentation in local or international conference or scientific meeting	5 credits for the first author, 3 credits for the second author and 1 credit for the remaining authors	30 credits maximum in 3 years <i>Paper of the same topic and contents is counted once only</i>	Letter of invitation/ letter of acceptance.
	<b>Paper /Article Publication*</b>	5 credits per paper/ article for the first author, 3 credits for the second author and 1 credit for the remaining authors	30 credits maximum in 3 years <i>Paper of the same topic and contents is counted once only</i>	Letter of invitation/ letter of acceptance and an offprint of the work.
	<b>In-house Training<sup>#</sup></b> e.g. As speaker  <sup>#</sup> Teaching activities by professionals engaged in education are excluded from this category	3 credits per training for trainer and 1 credit per hour for attendee	18 credits maximum in 3 years for trainer; 5 credits maximum per year for attendee	Letter of invitation, attendance record, etc.
	<b>External Training as Trainer</b>	5 credits per training for trainer	30 credits maximum in 3 years	Letter of invitation, letter of acceptance, etc.
	<b>Internet Exercise*</b> Documents certifying the completion of the exercise	1 credit per exercise with documentary proof	5 credits maximum in 1 year	Documents certifying the completion of the exercise with/without result.
	<b>Self-directed Activities*</b> Written work documenting critical reflections on clinical experience  Documented reading of an article or a chapter in professional journals or publications	1 credit per written work  1 credit per documented reading	3 credits maximum in 3 years  3 credits maximum in 3 years	A reflective abstract of 200 to 300 words should be produced.

\* Application for assessment of non-accredited activities of these four CPD categories for the grant of CPD credits via Form I is not required. The Radiographers Board, however, has the discretion to decide whether to accept the activities for the award of CPD credits.

## **Other healthcare or information technology related CPD activities**

*(Effective from 1 January 2007)*

<b>Total CPD Credits</b>	<b>Activity</b>	<b>CPD Credit(s)</b>	<b>Maximum CPD credits allowed</b>	<b>Documents to be submitted as evidence upon request</b>
<b>9 credits maximum (20%)</b>	Same as the types of activities allowed for professionally related CPD activities as tabulated above	Credit allocation follows the principle applicable for the corresponding types of activities for professionally related CPD activities as tabulated above, except that the maximum credits are capped at 9 credits per cycle	9 credits maximum per cycle	Same as those documents applicable for the corresponding types of activities for professionally related CPD activities as tabulated above

### **4 CONTINUING PROFESSIONAL DEVELOPMENT RECORD**

- 4.1 A registered radiographer is required to maintain his/ her own record of participation in CPD activities in the approved record sheet (FORM II).
- 4.2 A registered radiographer will be required, when applying for renewal of his/ her practising certificate, to make a declaration on the CPD credits that he/ she has attained up to 30 April of that year and the fulfillment of the required CPD credits by the end of each 3-year CPD cycle. The declaration form (FORM III) should be submitted together with the record sheet on the CPD activities participated (FORM II). Both the declaration form and the record sheet can be downloaded from the Radiographers Board's website at [www.smp-council.org.hk/rg/english/index\\_cpd.htm](http://www.smp-council.org.hk/rg/english/index_cpd.htm).
- 4.3 Registered radiographers should keep relevant supporting documents as evidence of participation of CPD activities. When and as requested by the Radiographers Board, the radiographer must produce the supporting documents within the specified time.
- 4.4 For auditing purpose, the CPD records and the relevant documents supporting participation in CPD activities should be retained for at least six years after the period to which it relates.
- 4.5 When CPD becomes mandatory, any incorrect or false declaration or failure to honour any undertaking made to the Board may lead to suspension or cancellation of the radiographer's practising certificate in addition to any disciplinary proceedings.
- 4.6 Audit inspection will be conducted by the Board from time to time to monitor compliance with mandatory CPD.
- 4.7 For auditing purpose, the Board may-
  - request any radiographer to produce CPD records or such information relating to

- his/ her participation in the CPD as may be specified; and
- require a radiographer to attend the Board in person and furnish such records or information.

## **5 FAILURE TO COMPLY WITH CONTINUING PROFESSIONAL DEVELOPMENT CREDIT REQUIREMENT**

(Applicable only when CPD becomes mandatory)

- 5.1 Any radiographer failing to comply with the CPD requirement by the end of the 3-year cycle must write to the Board before the end of his/ her CPD cycle.
- 5.2 Where the Board considers that extenuating circumstances exist, a short extension of time may be given to the radiographer to enable him/ her to make up any shortfall in the CPD requirement. The extension period should not be more than one year. Failure by the radiographer to keep a proper track of his/ her CPD activities or to efficiently manage his/her professional and CPD obligations are not regarded by the Board as extenuating circumstances.
- 5.3 At the end of the 3-year CPD cycle, non-fulfillment of the required credits by an individual radiographer will be referred to the Radiographers Board, for any action to be taken, including suspension or cancellation of the radiographer's practising certificate.

## **6 EXEMPTION FROM CONTINUING PROFESSIONAL DEVELOPMENT CREDIT REQUIREMENT**

(Applicable only when CPD becomes mandatory)

- 6.1 A radiographer who is unable to comply with the CPD credit requirement for good reason, say, prolonged or chronic illness, may be exempted from complying with the CPD credit requirement.
- 6.2 The radiographer applying for exemption from the CPD credit requirement should write directly to the Radiographers Board.
- 6.3 The Board will consider each case on an individual basis.

## RADIOGRAPHERS BOARD

### Application Form for Assessment of Non-accredited Continuing Professional Development (CPD) Activity/ Programme

Instructions: Supply complete information either directly on this form or on a form developed in a similar format. Please enclose any syllabus or promotional pamphlets of the activity/ programme with the application. Fill in below any further information if not covered in the syllabus and/ or promotional pamphlets. Incomplete/ inadequate information may result in delay in processing.

*The completed form, together with the related documents, should be sent to the Education Committee of the Radiographers Board by-*

*E-mail: [info@smp-council.org.hk](mailto:info@smp-council.org.hk)*

*Post: 2/F, Shun Feng International Centre, 182, Queen's Road East, Wan Chai,  
Hong Kong*

*Fax: 2865 5540*

#### **A. Particulars of Applicant**

Name of Applicant (Surname first)	
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Registration No.		E-mail Address	
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Address	

Telephone Number		Fax Number	
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#### **B. Particulars of Programme Organizer**

Name of Programme Organizer	
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Address of Organizer	

Name of Contact Person	
------------------------	--

Title or Position	
-------------------	--

Telephone Number		Fax. Number	
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E-mail Address	
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# RADIOGRAPHERS BOARD

## Application Form for Assessment of Non-accredited Continuing Professional Development (CPD) Activity/ Programme

### C. Details of Activity/ Programme

1.	Title of the non-accredited activity/ programme																														
2.	Date, time and duration ( <i>Please <u>also</u> specify of the duration of your attendance if different from the duration of the activity/ programme.</i> )																														
3.	Venue																														
4.	Contents																														
5.	<p>Personnel</p> <p>Teachers, trainers, presenters, speakers, facilitators, etc. for the activity/ programme to be assessed:</p>																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name(s)</th> <th style="width: 10%;"></th> <th style="width: 30%;">Professional Qualifications</th> <th style="width: 10%;"></th> <th style="width: 15%;">Position/Title</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name(s)		Professional Qualifications		Position/Title																								
	Name(s)		Professional Qualifications		Position/Title																										

**Record Sheet of Continuing Professional Development (CPD) Activities and Credits Attained for Registered Radiographer**

Name of registered radiographer: \_\_\_\_\_ Registration No. : \_\_\_\_\_  
 CPD Cycle Period: From \_\_\_\_\_ to \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Date	Professionally related (PR)/ other healthcare or IT related CPD activities (OR) <sup>(1)</sup>		Program Provider	Activities <sup>(2)</sup>	Duration in Hours <sup>(3)</sup>	CPD Credits Attained <sup>(4)</sup>		Remarks
	PR	OR				PR	OR	
<b>Total:</b>								

(1) Please tick as appropriate. For details on professionally related (PR)/ other healthcare or IT related CPD activities (OR), please refer to para. 3.3 of the Manual.  
 (2) Detailed description of the activity.  
 (3) Normally, a contact hour should not be less than 45 minutes. After the first contact hour, fraction or portion of the hour will be rounded down to the nearest half-hour.  
 (4) Please refer to paragraph 3.3 of the Manual for CPD for the CPD credits to be attained for different CPD activities.

## Declaration Form 聲明書

In connection with my application for practising certificate under section 16 of the Supplementary Medical Professions Ordinance (Cap. 359), I declare that I have obtained \_\_\_\_\_ Continuing Professional Development Credits accredited by the Radiographers Board during the period from \_\_\_\_\_ 20\_\_\_\_ \* to \_\_\_\_\_ 20\_\_\_\_. The CPD activities I have undertaken corresponding to the (CPD cycle commencement date)

above-declared credits are as recorded in the attached FORM II. I understand that the Radiographers Board may require me to provide supporting documents in relation to the accredited Continuing Professional Development credits and activities that I declare to have attained/ participated in this declaration.

關於本人根據《輔助醫療業條例》(第 359 章)第 16 條提出領取執業證明書的申請,本人謹此聲明,本人已於 20\_\_\_\_年\_\_\_\_月\_\_\_\_日\*至 20\_\_\_\_年\_\_\_\_月\_\_\_\_日期間取得獲放射技師管理委員會認可的\_\_\_\_

(持續專業發展周期起始日期)

\_\_\_\_\_個持續專業發展學分。隨附的表格 II, 載明本人曾經參與以獲取上述申報學分的相關持續專業發展活動。本人明白,放射技師管理委員會可要求本人就本聲明書所申報已獲取的認可持續專業發展學分及曾參與的認可持續專業發展活動提供證明文件。

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

簽署

Name : \_\_\_\_\_

姓名

(English)(英文)

(Chinese)(中文)

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

註冊編號

Contact Tel. No. : \_\_\_\_\_

聯絡電話

Correspondence Address : \_\_\_\_\_

通訊地址

Present Employer 現時僱主 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

\* CPD cycle commencement date should be 1 May of the 1<sup>st</sup> year of the concerned CPD cycle (1 January of the year for the voluntary CPD scheme) or for radiographers registered after the start of the concerned CPD cycle, the date the radiographer is admitted to the Register of Radiographers as specified in the Certificate of Registration.

持續專業發展周期起始日期定為有關周期首年的 5 月 1 日(自願持續專業發展計劃的周期起始日期則定為每年的 1 月 1 日)。於有關周期開始後才註冊的放射技師, 起始日期則為其註冊證明書上所載名列放射技師註冊名冊的日期。

### Important Note 重要事項:

• Under the voluntary CPD scheme, the number of CPD credits attained will have no bearing on your application for renewal of practising certificate.

自願持續專業發展計劃實施期間, 所取得之持續專業發展學分不會影響領取執業證明書的申請。

• After CPD becomes mandatory, any discrepancies or false declaration revealed will be referred to the Preliminary Investigation Committee of the Radiographers Board for consideration of disciplinary proceedings as appropriate.

當持續專業發展成為強制規定後, 一旦發現任何前後不符或虛假聲明的情況, 便會轉交放射技師管理委員會轄下的初步調查小組考慮作出適當的紀律處分程序。

**List of Professionally related CPD Activities/ Programmes recognized by  
the Radiographers Board for the Award of CPD credits\***

<u>Activities/ Programmes</u>	<u>CPD Credits to be awarded</u>
<b>Non-local Conferences/ Scientific Meetings</b>	
<ul style="list-style-type: none"> <li>• World Congress – International Society of Radiographers and Radiological Technologists (ISRRT)</li> <li>• Asian Conference of Radiographers and Radiological Technologists</li> <li>• Annual Scientific Meeting – Australian Institute of Radiography</li> <li>• Annual General Conference – Canadian Association of Medical Radiation Technologists (CAMRT)</li> <li>• Annual Scientific Meeting – Radiological Society of North America (RSNA)</li> <li>• Annual Scientific Meeting – American Society for Therapeutic Radiology and Oncology</li> <li>• Scientific Meeting – European Congress of Radiology</li> <li>• Annual Scientific Meeting – European Society for Therapeutic Radiology and Oncology</li> <li>• Scientific Meeting – International Congress of Radiology</li> <li>• U.K. Radiological Congress</li> <li>• Annual Scientific Meeting and Regional Meetings - International Society for Magnetic Resonance in Medicine (ISMRM)</li> <li>• Annual Convention – American Institute of Ultrasound in Medicine (AIUM)</li> <li>• Annual Scientific Meeting – Society for Cardiovascular Magnetic Resonance (SCMR)</li> <li>• Annual Scientific Meeting – Chinese Society of Medical Imaging Technology</li> </ul>	<p>Please refer to Para. 3.3 for details on calculation of CPD credits</p>
<p>* Note 1: The award of CPD credits to other activities of the above organizations will be subject to individual consideration upon application via Form I.</p> <p>Note 2: The above list is not exhaustive and may be reviewed from time to time. For up-to-date information, please refer to the Radiographers Board’s website at <a href="http://www.smp-council.org.hk/rg/english/index_cpd.htm">www.smp-council.org.hk/rg/english/index_cpd.htm</a>.</p>	