
Radiographers Board of Hong Kong

Manual

for

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

(August 2010)

- * 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. 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 profession-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", "In-house Training", "Profession-related Training for Programme Organized by External Organization", "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 profession-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 Profession-related activities include-

- Radiography
- Radiology
- Radiotherapy

- Medical Imaging
- Nuclear Medicine Technology
- Oncology
- Oncology Care and Counselling
- 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
- Others

Profession-related CPD activities

Total CPD Credits	Category of Activity	CPD Credit(s)	Maximum CPD credits allowed for each activity	Documents to be submitted as evidence upon request
36 credits minimum (80%)	Recognized Course or Module* e.g. HK PolyU SPEED courses and Post-graduate courses * Including distance-learning programmes	1 credit per hour (For distance-learning programmes, 3 hours of study as recommended by academic institutions is equivalent to 1 hour's attendance)	5 credits maximum per day and 12 credits maximum per year for any single programme, course or module with no assessment; or 15 credits maximum per year for any single programme, course or module with formal assessment element(s) and passed.	Attendance record, transcripts or results of the programmes, courses or modules concerned, etc.
	Conference, Scientific Meeting, Workshop or Seminar e.g. - HA commissioned training - Radiographers' associations workshops, scientific meetings, etc - Local or International conference, e.g. Cancer Congress, ISRRT - Training on radiotherapy or imaging specialties	1 credit per hour	e.g. - written test /assessment of not less than 1 hour - written assignment	Attendance record.

Total CPD Credits	Category of Activity	CPD Credit(s)	Maximum CPD credits allowed for each activity	Documents to be submitted as evidence upon request
	Paper Presentation An Oral (10 minutes or more) 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 Paper of the same topic and contents is counted once only	Letter of invitation/ letter of acceptance.
	Paper /Article Publication	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 Paper of the same topic and contents is counted once only	Letter of invitation/ letter of acceptance and an offprint of the work.
	In-house Training[#] e.g. As speaker [#] Teaching activities by professionals engaged in education are excluded from this category	3 credits per training (10 minutes or more) for trainer and 1 credit per hour for attendee	18 credits maximum in 3 years for trainer; 5 credits maximum per year for attendee	Trainer: Letter of invitation with training materials. Attendee: Attendance record, etc.
	Profession-related Training for Programme Organized by External Organization (45 minutes or more)	5 credits per training for trainer	30 credits maximum in 3 years	Training materials and letter of invitation/letter of acceptance.
	Internet Exercise 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.
	Self-directed Activities 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.

Other healthcare or information technology related CPD activities

Total CPD Credits	Category of Activity	CPD Credit(s)	Maximum CPD credits allowed	Documents to be submitted as evidence upon request
9 credits maximum (20%)	Same as the categories of activities allowed for profession-related CPD activities as tabulated above	Credit allocation follows the principle applicable for the corresponding categories of activities for profession-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 categories of activities for profession-related CPD activities as tabulated above

- Note: - The Radiographers Board has the discretion to decide whether to accept any activities for the award of CPD credits.
- Application for assessment of non-accredited activities for “Recognized Course or Module” and “Conference, Scientific Meeting, Workshop or Seminar” for the grant of CPD credits via Form I is required.

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 form (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 record form can be downloaded from the Radiographers Board’s website at 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

*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	
------------------	--	----------------	--

Address	

Telephone Number		Fax Number	
------------------	--	------------	--

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.	The activity is* : <input type="checkbox"/> Profession-related (PR) <input type="checkbox"/> Other healthcare or information technology related (OR)															
3.	Date, time and duration (<i>Please <u>also</u> specify the duration of your attendance if it is different from the duration of the activity/ programme.</i>)															
4.	Venue															
5.	Contents															
6.	Personnel Teachers, trainers, presenters, speakers, facilitators, etc. for the activity/ programme to be assessed:															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name(s)</th> <th style="width: 33%;">Professional Qualifications</th> <th style="width: 33%;">Position/Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name(s)	Professional Qualifications	Position/Title												
Name(s)	Professional Qualifications	Position/Title														

* Please refer to item 3.3. of the Manual for CPD for the definition of PR and OR CPD activities.

**Voluntary CPD Scheme for Registered Radiographers
CPD Record Form**

FORM II

for the CPD cycle from 1 January _____ (year) to 31 December _____ (year)

General principles

- CPD activities include Profession-related (PR) activities* and Other healthcare or information technology related (OR) activities^
- Of the 45 CPD credits required over a period of three years, radiographers will be required to gain at least 36 credits in PR activities or at most 9 credits in OR activities

PR activities

	Categories of CPD activities	CPD credits for each activity		CPD credits attained
		Credit allocation	Maximum CPD credits	
1.	Recognized Course or Module • Examples are – ➢ HK POLYU SPEED courses and Post-graduate courses	• 1 credit per hour [@]	• 5 credits maximum per day • 12 credits maximum per year for any single programme, course or module with no assessment • 15 credits maximum per year for any single programme, course or module with formal assessment element(s) and passed ➢ e.g. written test / assessment of not less than 1 hour, written assignment, etc.	
2.	Conference, Scientific Meeting, Workshop or Seminar • Examples are – ➢ HA commissioned training ➢ Radiographers' associations workshops, scientific meetings, etc ➢ Local or International conferences, e.g. Cancer Congress, ISRRT ➢ Training on radiotherapy or imaging specialties	• 1 credit per hour	-ditto-	
3.	Paper Presentation • An Oral (10 minutes or more) 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 (10 credits per year on average) • Paper of the same topic and content is counted once only	
4.	Paper / Article Publication	-ditto-	-ditto-	
5.	In-house Training • Active participation as trainer or receptive participation as attendee is allowed, but teaching activities by professionals engaged in education are excluded .	• 3 credits per training (10 minutes or more) for trainer and 1 credit per hour for attendee	• 18 credits maximum in 3 years for trainer (6 credits per year on average) • 5 credits maximum per year for attendee	
6.	Training for Programme Organized by External Organization • The duration of the training must be 45 minutes or more	• 5 credits per training for trainer	• 30 credits maximum in 3 years (10 credits per year on average)	
7.	Internet Exercise	• 1 credit per exercise with documentary proof	• 5 credits maximum in 1 year	
8.	Self-directed Activities • Written work documenting critical reflections on clinical experience or documented reading of an article or a chapter in professional journals or publications	• 1 credit per written work or documented reading	• 3 credits maximum in 3 years (1 credit per year on average)	

OR activities

	Categories of CPD activities (Please refer to page 1 for descriptions of each category)	CPD credits for each activity		CPD credits attained
		Credit allocation	Maximum CPD credits	
1.	Recognized Course or Module	Credit allocation follows the principle applicable for the corresponding categories of activities for PR CPD activities as tabulated above, except that the maximum credits are capped at 9 credits per cycle	9 credits maximum per cycle (3 credits per year on average)	
2.	Conference, Scientific Meeting, Workshop or Seminar			
3.	Paper Presentation			
4.	Paper / Article Publication			
5.	In-house Training			
6.	Internet Exercise			
7.	Self-directed Activities			

Legend

- * PR activities include: Radiography, Radiology, Radiotherapy, Medical Imaging, Nuclear Medicine Technology, Oncology, Oncology Care and Counselling, Radiological Information Systems, Picture Archiving and Communication Systems, Radiotherapy Treatment Planning, Imaging for Radiotherapy, Brachytherapy, Radiation Protection and Others.
- ^ OR activities include: Medicine, Nursing, Information Technology, Management, Occupational Safety and Others.
- @ For distant learning course, 3 recommended hours of study is equivalent to 1 hour's attendance at conventional lecture

Total CPD Credits attained:

I confirm that I [◇] **have / have not** fulfilled the yearly CPD requirement.

I [◇] **agree / do not agree** to give consent to the Radiographers Board to publish my name and registration number on its website.

I understand that the Radiographers Board may require me to provide supporting documents in relation to the accredited CPD credits and activities that I declared to have attained / participated.

Name : _____
(Surname first, in block letters)

Registration No. : _____

Tel No. : _____

Employment background : [◇] HA / NGO / Private practice / Academic / Others : _____

Signature : _____

Date of submission : _____

◇ Please delete where inappropriate

Note:

1. This form should be returned to the Secretariat of the Radiographers Board 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 will be issued to registrants who have attained 15 or more CPD credits in the year.

**List of Profession-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>
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Non-local Conferences/ Scientific Meetings

- World Congress – International Society of Radiographers and Radiological Technologists (ISRRT)
- Asian Conference of Radiographers and Radiological Technologists
- Annual Scientific Meeting – Australian Institute of Radiography
- Annual General Conference – Canadian Association of Medical Radiation Technologists (CAMRT)
- Annual Scientific Meeting – Radiological Society of North America (RSNA)
- Annual Scientific Meeting – American Society for Therapeutic Radiology and Oncology
- Scientific Meeting – European Congress of Radiology
- Annual Scientific Meeting – European Society for Therapeutic Radiology and Oncology
- Scientific Meeting – International Congress of Radiology
- U.K. Radiological Congress
- Annual Scientific Meeting and Regional Meetings - International Society for Magnetic Resonance in Medicine (ISMRM)
- Annual Convention – American Institute of Ultrasound in Medicine (AIUM)
- Annual Scientific Meeting – Society for Cardiovascular Magnetic Resonance (SCMR)
- Annual Scientific Meeting – Chinese Society of Medical Imaging Technology
- International Society for Clinical Densitometry (U.S.A.)
- Society of Nuclear Medicine (U.S.A.)

Please refer to
Para. 3.3 for details
on calculation of
CPD credits

* 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.

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 www.smp-council.org.hk/rg/english/index_cpd.htm.