

**MEDICAL LABORATORY TECHNOLOGISTS BOARD**

**Manual for Validation of Individual  
Continuing Professional Development Programme  
for  
Registered Medical Laboratory Technologists**

(Voluntary Scheme)

**MANUAL FOR VALIDATION OF INDIVIDUAL  
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME FOR  
REGISTERED MEDICAL LABORATORY TECHNOLOGISTS**

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# **Medical Laboratory Technologists Board**

## **Manual for Validation of Individual Continuing Professional Development Programme for Registered Medical Laboratory Technologists**

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### **1. INTRODUCTION**

1.1 The validation of continuing professional development (CPD) programmes and activities is an integral part of the CPD system, which helps medical laboratory technologists (MLT) meet the requirements of life-long learning and enhancement of professionalism.

1.2 The MLT Board, being a statutory body for the regulation of the MLT profession in Hong Kong, mandates the establishment of a validation system to govern the standards of individual CPD programmes and activities.

1.3 This manual is used for application, validation, and award of CPD credit points for an individual programme or activity organized by any overseas or local organization. Organizations may apply for accredited provider status from the MLT Board with reference to the Manual for Accreditation as A Provider of Continuing Professional Development for Registered Medical Laboratory Technologists.

### **2. OVERVIEW OF THE VALIDATION SYSTEM**

2.1 Any independent organisation or its unit providing CPD programmes and activities must seek accreditation from the MLT Board before its programmes will be recognised by the Board. The types of programmes include courses, workshops, symposia, conferences, scientific meetings, panel discussions, self-study programmes with assessment, etc.

2.2 Programme validation shall be carried out by the programme organizers (internal) and by the MLT Board (external), taking into consideration the standards and aims of the programmes, in order to assess whether CPD credit points should be awarded and, if so, how many points.

2.3 Both internal and external validation is aimed at:

- (1) ensuring that the programmes provided are up to standard; and
- (2) suggesting improvements for the proposed programmes.

2.4 Organizations providing CPD programmes should carry out internal programme validation to establish, maintain and improve the standards of their programmes as part of the responsibility of providing them.

2.5 External validation is conducted by the MLT Board to ensure that organizations providing CPD programmes are:

- (1) committed to the general requirements in programme organization; and
- (2) meeting the criteria for programme design.

2.6 The MLT Board may decide to visit the organization as it sees fit.

2.7 The purpose of a visit is to make an accurate, first-hand assessment of the data given in the applicant's supporting documents. The MLT Board will work closely with the applicant to verify, amplify, and clarify information presented in the written application materials and identify strengths and any areas of concern.

2.8 The MLT Board will decide whether to grant accreditation status or formulate recommendations to the applicant for improving the concerned CPD programmes or activities as appropriate.

2.9 If accreditation status is granted, the MLT Board shall award CPD credit points, which are final, to the programmes concerned. The points are only applied to validated programmes covering a period of up to 1 year. Any re-organization of the accredited programmes beyond the accreditation period or any other programmes organized by the same organization should be first submitted to MLT Board for assessment and validation.

### **3. PROGRAMME DESIGN CRITERIA**

In planning CPD activities, an organizer should adhere to the following design criteria to ensure an optimal standard of CPD provision.

#### **3.1 CPD Programme/Activity Planner**

There should be a CPD programme/activity planner/chairperson, preferably being a Part I registered medical laboratory technologist or an academically well-qualified educator/trainer in the profession, responsible for the planning process of the CPD programmes/activities.

#### **3.2 Educational/Learning Needs Assessment and Target Participants**

A CPD programme/activity should be developed in response to the learning needs of potential participants.

#### **3.3 Aims and Objectives**

The aims and objectives of a CPD programme/activity should be clearly stated. The programme objectives should be well defined with expected learning outcome(s) and their level of professional attainment.

#### **3.4 Contents**

Contents should be related to and consistent with the programme objectives.

### 3.5 **Time Allocation**

Time allocated for the contents should be tuned so as to allow participants to achieve the expected learning outcome(s).

### 3.6 **Presenter(s)/Speaker(s)/Facilitator(s)**

Presenter(s)/Speaker(s)/Facilitator(s) must have knowledge of and expertise in the area relevant to the contents and take an active part in planning, teaching and conducting the programme.

### 3.7 **Learning-teaching Method**

The learning-teaching method should be consistent with the programme objectives and contents, and should help participants achieve the expected learning outcome(s).

### 3.8 **Verifying Participation and Successful Completion**

The means for verifying participation and successful completion of the learning programme should be specified.

### 3.9 **Programme Evaluation**

There should be clearly defined methods for evaluation that cover the following:

- Relationship between contents and learning-teaching activities and the overall objectives of the CPD programme
- Learners' achievement in each objective
- Expertise of presenter(s)/speaker(s)/facilitator(s) in teaching and conducting the programme
- Appropriateness of the teaching method and facilities

## 4. **VALIDATION OF PROGRAMMES**

CPD programmes/activities will be validated with regard to the following:

### 4.1 **Programme Planning Team and Teaching Staff**

The academic and professional qualifications of the CPD programme planner and teaching staff

### 4.2 **Programme Structure**

Programme structure and contents, its coherence and progression, the level of the intellectual challenge to programme participants, success in meeting its stated aims, currency of its contents and relevance to good professional practice

### 4.3 **Learning Outcome**

The effectiveness of the learning process, the quality of teaching and the performance of programme participants

### 4.4 **Facilities and Support**

The provision of teaching and learning facilities and the level of technical and other non-academic staff support

#### 4.5 **Quality Assurance**

The monitoring, evaluation and maintenance of programme standards.

### 5. **APPLICATION FORMS AND TIMING FOR APPLICATION**

5.1 The application form for validation of individual CPD programmes/activities (FORM - IP I) includes the following two parts:

- (1) **Part I - Fact Sheet**
- (2) **Part II - Documentation for Evaluation of the CPD Programme**

5.2 Applications should contain all information mentioned in section 3 above. Applicant may copy the APPLICATION FORM enclosed in this manual when applying for validation. Use supplementary sheets, if required.

5.3 Applications should be made at least one month before commencement of the programmes/activities concerned.

**MEDICAL LABORATORY TECHNOLOGISTS BOARD**

**Application for Validation of  
Individual Continuing Professional Development (CPD) Programme  
for Registered Medical Laboratory Technologists**

**Part I: Fact Sheet**

**Instructions: Supply complete information either directly on this form or on a form developed in a similar format.**

Name of Organization	
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Address	

Name of Person in-charge	
--------------------------	--

Title or Position	
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Telephone Number		Fax Number	
------------------	--	------------	--

E-mail Address	
----------------	--

Contact Person		Telephone Number	
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E-mail Address	
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Is this your organization's first application for validation?     Yes     No

If no, when was validation previously sought?	
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The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organization is (if different to the applicant):

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(i.e., department/division/unit within the organization responsible for providing CPD programme)

# MEDICAL LABORATORY TECHNOLOGISTS BOARD

## Application for Validation of Individual Continuing Professional Development (CPD) Programme for Registered Medical Laboratory Technologists

### Part II: Documentation for Evaluation of the CPD Programme:

Data in response to Programme Design Criteria

1.     ~ Title of the programme ~
2.     ~ Date, time and duration ~
3.     ~ Venue ~
4.     ~ Aim & objectives ~



**5. ~ Contents ~**

**6. ~ Personnel ~**

The person in-charge of the Programme to be validated:

Name(s)	Qualifications	Position/Title

Teachers, trainers, presenters, speakers, facilitators, etc. for this Programme are:

Name(s)	Professional Qualifications	Position/Title

**7. ~ Learning-teaching methods and facilities ~**

**8. ~ Methods of verifying participation and successful completion ~**

**9. ~ Methods of evaluation of the effectiveness of the Programme ~**