

**Frequently asked questions
on the voluntary Continuing Professional Education (CPD) Scheme
for Occupational Therapists**

General

Question 1 : Do I need to enroll in the voluntary CPD scheme for participation in the scheme ?

Answer 1 : No, you are free to join any time during the 3-year CPD cycle (2009/10 – 2011/12) by participating in CPD activities provided by Accredited Program Providers (APPs) / other program providers. At the end of each year in the CPD cycle, all registrants will be invited to report their CPD attainment to the OT Board.

Question 2 : Is there a yearly requirement of CPD credit points ?

Answer 2 : No, there is no yearly requirement of CPD credit points because the scheme is still in its voluntary stage. To encourage a well-balanced CPD attainment within the cycle, registrants who have accumulated at least 15 CPD credit points per year will be awarded a Certificate of Attainment and their names will be posted on the OT Board's website subject to consent given.

Question 3 : How many Accredited Program Providers (APPs) are there ?

Answer 3 : There are at present 4 Accredited Program Providers (APPs) and they are the Hospital Authority, the Hong Kong Polytechnic University, the Hong Kong Occupational Therapy Association and SAHK. Their CPD activities are accredited by the OT Board.

Question 4 : Who is going to determine how many CPD credit points should be allocated to the activities provided by the Accredited Program Providers (APPs) ?

Answer 4 : The Accredited Program Providers (APPs) will award CPD credit points for their own CPD activities according to the guidelines laid down by the OT Board.

Question 5 : Will I get CPD credit points for attending CPD activities provided by associations or institutions other than those Accredited Program Providers (APPs) ?

Answer 5 : Apart from the Accredited Program Providers (APPs), you will get CPD credit points by participating in CPD activities of other associations or institutions if the activities concerned are accredited by the OT Board. The award of CPD credit points for these activities will follow the guidelines stipulated by the OT Board.

Question 6 : Can I submit CPD activities to the Board by myself ?

Answer 6 : Yes, CPD credit points will be awarded to individual applicants on application.

Question 7 : Can all activities be accredited by the Board as CPD activities ?

Answer 7 : No, only Occupational Therapy relevant (OT relevant) and Broad Professional relevant (BP relevant) activities are accredited by the OT Board.

Question 8 : What are OT relevant and BP relevant activities ?

Answer 8 : OT relevant activities are courses (exclude award bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of occupational therapy services; it also includes bodies of knowledge or skills that may be multi-disciplinary in nature and relevant to several other professionals but already has a demonstrated utilization in occupational therapy.

BP relevant activities are course, conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that may be applicable across a wide spectrum of professionals including occupational therapists.

Question 9 : Do OT relevant and BP relevant activities attract the same number of CPD credit points ?

Answer 9 : No, as a participant in OT relevant activities, each contact hour will attract 1 CPD credit point. For BP relevant activities, each contact hour will attract 0.5 CPD credit point only.

Question 10 : I have completed a CPD activity years ago. Can I submit the activity to the Board in this year's CPD cycle ?

Answer 10 : No, the granting of CPD credit points has no retrospective effect. Only accredited CPD activities completed within a year in a 3-year CPD cycle are considered for the CPD attainment in that year.

Revised CPD Manual

Question 11 : The OT Board has recently revised the CPD Manual. What are the changes to the allocation of CPD credit points for award bearing courses ?

Answer 11 : The cap on the CPD credit allocation for award bearing courses is lifted and the award of credit points will be made on the basis of actual number of contact hours spent on each module instead. In other words, instead of allocating CPD credit points upon completion of the whole course, each relevant module will be counted separately.

Question 12 : Do we need to ask the education institutions to apply to the OT Board for accreditation of the award bearing courses ?

Answer 12 : No. Under the revised arrangement, individual occupational therapists taking the award bearing courses can report to the Board their CPD attainment at the end of each year in the CPD cycle.

Question 13 : What is the maximum number of CPD credit points for an accredited program ?

Answer 13 : For a whole day program with contact hours lasting for 6 hours or more, the number of CPD credit points is standardized at 6 for OT relevant program and 3 for BP relevant program.

For a single program lasting for 3 days or more, the number of CPD credit points is standardized at 18 for OT relevant program and 9 for BP relevant program.

Question 14 : What are the refinements made to the CPD record form ?

Answer 14 : The CPD record form is simplified (**Annex**). Only the CPD credit points attained and program codes (for accredited programs only) are required for submission to the OT Board. Registrants will be randomly selected to provide documentary evidence for audit.

Question 15 : May I know more about the new CPD category “Educational activities” ?

Answer 15 : If you are speakers / trainers, either lecturing, presenting, training or demonstrating techniques in programs other than accredited programs, you may claim CPD credit points under “Educational activities” provided that you are not facilitating clinical visits, performing clinical orientations or performing part and parcel of the core duties of an OT.

Question 16 : How many CPD credit points may I claim under “Educational Activities”?

Answer 16 : You may claim 1 CPD credit point for an activity of not less than 1 hour. The maximum number of CPD credit points is capped at 9 per a 3-year CPD cycle.

Question 17 : How can I obtain relevant information about the CPD scheme / activities ?

Answer 17 : Information is available on the Board’s website (http://www.smp-council.org.hk/ot/english/index_cpd.htm) or links to the Accredited Program Providers (APPs).