

**OCCUPATIONAL THERAPISTS BOARD  
HONG KONG**

**香港職業治療師管理委員會**

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28 January 2010

To: All registered occupational therapists

Dear Registrants,

**Voluntary Continuing Professional Development (CPD) Scheme  
for Registered Occupational Therapists**

This letter informs you of the refinements made to the voluntary CPD scheme for registered occupational therapists and the CPD manual.

Based on the operational experience drawn from the past cycle and feedback received, the Occupational Therapists Board has made the following refinements to the voluntary scheme –

(a) *CPD cycle* (section 2.1.1 of the manual)

- The CPD cycle is revised from 1 May – 30 April to 1 July – 30 June in order to tie in with the renewal of annual practising certificates.

(b) *Category of CPD activities* (section 2.2.1.7 of the manual)

- ‘Educational activities’ is included as a new CPD category. 1 CPD credit point (for each CPD activity of not less than 1 hour) will be granted to participation in the following activities:

‘ Being speaker / trainer, either lecturing, presenting, training or demonstrating techniques in programs other than accredited programs but not one of the following –

- Facilitating clinical visits
- Performing clinical orientations
- Being part and parcel of the core duties of an OT ’

(c) *CPD credit point allocation* (section 2.2.2 of the manual)

- Award bearing courses
  - The cap at 45 credit points is lifted and the award of credit points will be made on the basis of actual number of contact hours spent on the activity. Individual modules of the program will be separately counted for the award of the CPD credit points.
- Accredited programs
  - For a whole day program lasting for 6 hours or more, the CPD credit points will be standardized at 6 for an Occupational Therapy (OT) relevant program and 3 for a Broad Professional (BP) relevant program.
  - The maximum credit allocation allowed for a single OT and BP relevant program lasting for 3 days or more is 18 and 9 CPD credit points respectively.
  - Speakers lecturing or presenting an OT or BP relevant accredited programs will be awarded with a maximum of 24 CPD credit points for a whole-day program lasting for 6 hours or more. For a single program lasting for 3 days or more, the CPD credit points will be capped at 72.

(d) *CPD record administration* (section 2.3.1 and Appendix A of the manual)

- The CPD record form is simplified to encourage registrants' participation in the voluntary scheme. Only the CPD credit points attained and program codes (for accredited program) are required for submission to the Board.

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A revised CPD Manual incorporating the above changes is attached for your reference. You may also browse the revised manual on the Board's website at [http://www.smp-council.org.hk/ot/english/index\\_cpd.htm](http://www.smp-council.org.hk/ot/english/index_cpd.htm). The above amendments will take retrospective effect from 1 September 2009.

For enquiries, please contact staff of this secretariat at 2527 8380.

Yours faithfully,

( Blanche LIN )  
Secretary, Occupational Therapists Board