

PHYSIOTHERAPISTS BOARD

**Manual for
Programme Accreditor of
Voluntary Continuing Professional Development
for
Registered Physiotherapists**

Education Committee
Physiotherapists Board
HKSAR
(August 2009)

**MANUAL FOR PROGRAMME ACCREDITOR OF
CONTINUING PROFESSIONAL DEVELOPMENT FOR
REGISTERED PHYSIOTHERAPISTS**

Table of Contents

	Page
1. Introduction	1
2. Overview of the Accreditation System	1
3. Selection of Programme Accreditor	2
4. Accreditation of CPD Programmes	2
5. Process of Programme Accreditation	3
6. Requirement for Reporting Data	5
7. Application for Programme Accreditation	5
8. Appendix	
I. Application Form for Programme Accreditor	
Part I - Fact Sheet	6
Part II - Documentation Report of Internal Evaluation as Programme Accreditor	7
II. Report Summary Sheet on Accreditation of CPD Programmes/Activities	9
III. Classification Table of Physiotherapy Specialty Streams	10
IV. Sample Form for Individual/Organisation (non-accredited programme provider) to apply for Programme Accreditation from Programme Accreditor	
Part I - Fact Sheet	11
Part II - Documentation for Accreditation of the CPD Programme	12
V. Result Notification Form for CPD Programme Accreditation	15
VI. Guidelines for Assignment of CPD Code	16

(as amended on 1 July 2009)

Physiotherapists Board

Manual for Programme Accreditor of Continuing Professional Development for Registered Physiotherapists

1. INTRODUCTION

1.1 The accreditation of continuing professional development (CPD) programmes and activities is an integral part of the CPD system, which helps physiotherapists (PT) meet the requirements of life-long learning and enhancement of professionalism.

1.2 The Physiotherapists Board (PT Board), being a statutory body for the regulation of the physiotherapy profession in Hong Kong, mandates the establishment of an accreditation system to govern the standards of individual CPD programmes and activities.

1.3 This manual is used for application, accreditation, and award of CPD credit points for an individual programme or activity organized by any overseas or local organization. Organizations may apply for accredited program provider status from the PT Board with reference to the **Manual for Programme Provider of Continuing Professional Development for Registered Physiotherapists**.

2. OVERVIEW OF THE ACCREDITATION SYSTEM

2.1 Any independent organisation or its unit providing CPD programmes and activities (non-accredited program provider) or any individual attending CPD programmes not provided by the accredited program providers, must seek accreditation from an appointed programme accreditor before the concerned CPD programmes can be recognised by the PT Board. The types of programmes include courses, workshops, symposia, conferences, scientific meetings, panel discussions, self-study programmes, etc.

2.2 Programme accreditation shall be carried out by the programme accreditor, 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 The major objectives of programme accreditation are:

- (1) ensuring that the programmes provided are up to standard;
- (2) suggesting improvements for the proposed programmes;
- (3) ensuring that the programme providers are committed to the general requirements in programme organization.

2.4 The programme accreditor will decide whether to grant accreditation status or formulate recommendations to the program provider for improving the concerned CPD programmes or activities as appropriate.

2.5 If accreditation status is granted, the programme accreditor will award CPD credit points to the programmes concerned. The points are only applied to accredited programmes covering a period of up to 3 years. 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 the programme accreditor for assessment and accreditation.

3. **SELECTION OF PROGRAMME ACCREDITOR**

3.1 Selection of a programme accreditor is based on the following criteria:

- (1) Being a healthcare-related organization or body having business or operation relationship with either the services, or education, or professional issues of physiotherapy;
- (2) Possession of the necessary infrastructure setup in the form of committee structure and administration system for the implementation of program accreditation and its related operations;
- (3) Willingness to perform the required work free of charge;
- (4) Ability to respond swiftly to application of CPD accreditation within 48 hours;
- (5) Experience in organizing/providing physiotherapy education, and/or running similar scheme of programme accreditation, is preferable but not a necessary requirement.

3.2 Appointment of a programme accreditor is for a three-year period. Appointed organizations wishing to continue their appointed status must submit a new application 3 months before the end of appointment period. All applications must document adherence to all PT Board's criteria and policies (Appendix I).

4. **ACCREDITATION OF CPD PROGRAMMES**

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

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. **PROCESS OF PROGRAM ACCREDITATION**

5.1 **Award of CPD credit point**

CPD programmes/activities eligible for accreditation are classified into CPD main categories and CPD sub-categories. The general guiding principles for CPD credit point allocation are listed as follow:

- (1) 1 unit of CPD point is based on 1 hour of audience participation
- (2) Core CPD activities shall have a higher rating of CPD points as compared with non-core CPD activities
- (3) Allocation criteria for CPD main categories are listed in the following table

CPD Main Categories	Description	Allocation Unit
I Attendance at lecture/ seminar/ conference	Audience participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practicals, and e-learning	<ul style="list-style-type: none">• 1 CPD point per 1 contact hour of audience participation• Fraction of the hour will be rounded up to the nearest hour• Point allocation for 1 whole day of audience participation will be capped at a maximum of 5 CPD points• Point allocation for a single program lasting over several days will be capped at a maximum of 15 CPD points
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification	<ul style="list-style-type: none">• 1 CPD point per 1 contact hour of lecture/tutorial/workshop/field work/e-learning• Fraction of the hour will be rounded up to the nearest hour
III In-service training	In-service training activity fulfilling the following criteria: <ul style="list-style-type: none">• A total attendance of 5 or more participants• Presence of attendance record• Presence of a focused discussion topic• Availability of discussion/presentation materials	<ul style="list-style-type: none">• 1 CPD point per 1 contact hour of presentation/discussion• Fraction of the hour will be rounded up to the nearest hour• Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle
IV Self study	Self study in the form of journal/literature review together with write-up of review report	<ul style="list-style-type: none">• 1 CPD point per review report• Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle

CPD Main Categories	Description	Allocation Unit												
V Active participation	Active participation in the form of lecturing in course or presenting at scientific meeting, and which is not part of the enrollee's wage-earning duties	<ul style="list-style-type: none"> 5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes 												
VI Publication	Publication in professional journal/textbook	<ul style="list-style-type: none"> CPD points for publication in professional journal/textbook according to following criteria: <table border="1"> <thead> <tr> <th></th> <th>First author</th> <th>Other authors</th> </tr> </thead> <tbody> <tr> <td>Indexed journals</td> <td>10</td> <td>5</td> </tr> <tr> <td>Peer reviewed journals</td> <td>5</td> <td>3</td> </tr> <tr> <td>Book chapter for professionals</td> <td>10</td> <td>5</td> </tr> </tbody> </table>		First author	Other authors	Indexed journals	10	5	Peer reviewed journals	5	3	Book chapter for professionals	10	5
	First author	Other authors												
Indexed journals	10	5												
Peer reviewed journals	5	3												
Book chapter for professionals	10	5												

(4) Allocation criteria for CPD sub-categories are listed in the following table

CPD Sub-Categories	Description	Allocation Unit
Core (C)	Core CPD activities directly related to the understanding or expansion of physiotherapy knowledge and skills including diagnosis, examination, intervention, outcome evaluation, biostatistics and epidemiology, and specialty development.	<ul style="list-style-type: none"> A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category
Non-Core (N)	Non-core CPD activities not directly related but contributed to the understanding or expansion of physiotherapy knowledge and skills including health care management, Chinese Herbal Medicine, information technology, and communication skills.	<ul style="list-style-type: none"> A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category

5.2 Classification of Specialty Stream

To identify the training objective(s) and learning focus with regard to the development of professional specialization, the CPD programme/activity will be classified into a major/primary stream of physiotherapy specialty field and/or secondary stream(s) according to the nature of the CPD programme in relation to the types of physiotherapy specialties. A classification table of physiotherapy specialty streams is shown in Appendix III.

5.3 Assignment of a CPD code

To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. The programme accreditor should work in conjunction with the PT Board in the

development of such coding scheme to ensure the consistency and integrity of the coding system. (Appendix VI)

6. REQUIREMENT FOR REPORTING DATA

6.1 Programme accreditor must submit data about their activities of CPD programme accreditation annually (or as and when requested by the PT Board), to assist the PT Board in evaluating and monitoring the standards of their CPD activities and programmes.

6.2 Records of all CPD programme accreditations shall be kept for six years and easily accessible for the PT Board's or programme participants' reference. The following essential information should be included (Appendix II) :

- Title of CPD programmes/activities
- Details of CPD programmes/activities:
 - ◆ Date
 - ◆ Duration
 - ◆ Specialty Stream(s)
 - ◆ Name(s) of presenter(s)/speaker(s)/facilitator(s)
- Number of CPD points awarded
- Names, titles and documentation of the persons/organisation responsible for CPD programmes/activities

7. APPLICATION FOR PROGRAMME ACCREDITATION

7.1 Organisation or individual applying for accreditation of CPD programmes/activities should send an application form to the appointed programme accreditor (Appendix IV).

7.2 The application form for accreditation of individual CPD programmes/activities includes the following two parts:

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

7.3 Result of the application should normally be notified to the applying organisation/individual within one week from the time the application was received (Appendix V).

7.4 If the applying organisation/individual disagrees with the decision made by the programme accreditor, a formal appeal in writing can be submitted to the PT Board for its ultimate decision.

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Application for Appointment as Programme Accreditor of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

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

Part I : Fact Sheet

1. Name of Organization : _____

2. Address :

3. Name of Person in-charge : _____

4. Title or Position : _____

5. Telephone Number : _____ 6. Fax Number : _____

7. E-mail Address : _____

8. The section administratively and operationally responsible for accreditation of CPD programme if appointed :

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

PHYSIOTHERAPISTS BOARD

Application for Appointment as Programme Accreditor of Continuing Professional Development (CPD) for Registered Physiotherapists

Part II: Documentation Report of Internal Evaluation as Programme Accreditor:

Data in response to Criteria for Programme Accreditor

1. ~ Nature of the organisation ~

2. ~ Beliefs & goals of the organisation in accreditation of CPD programmes ~

3. ~ Administrative & organisational structure ~
 (Organisational chart(s) or other schematic(s) that depict the line of authority and organisational communication within the organisation as a whole as well as within the department / unit in relation to the accreditation of CPD programmes.)

The person in-charge of the overall day-to-day management and operation of the CPD programme accreditation :

Name(s)	Qualifications	Position/Title

4. ~ Relevant experience in CPD programme accreditation ~
 (List out the past experience of the organisation in organizing/providing physiotherapy education, and/or running similar scheme of programme accreditation.)

5. ~ Declaration of Understanding ~

I have read through the various parts of this manual and understood the requirements of a programme accreditor including the provision of accreditation work free of charge and respond swiftly to application of CPD programme accreditation within 48 hours.

Name of Person in-charge : _____

Signature : _____

Date : _____

Report Summary Sheet on Accreditation of CPD Programmes/Activities

(_____ - _____)
 Month / Year Month / Year

Name of the Programme Accreditor : _____

CPD Code	Date		Duration (Contact Hours)	CPD Point(s)	CPD Programme/Activity Title	Specialty Stream		CPD Main Category	CPD Sub Category	Speaker(s) [Name(s) & Professional Qualifications]	Programme Organiser(s)
	Start	End				Primary	Secondary (If Applicable)				

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Classification Table of Physiotherapy Specialty Streams

Primary Specialty	Secondary Specialty
Musculoskeletal	Sports Physiotherapy
	Manipulative Therapy
	Work Rehabilitation
Cardiopulmonary	
Neurological	
Mental Health	
Palliative Care	
Geriatric	
Paediatric	Neonatal ICU
	Neurodevelopmental
	Paediatric Orthopaedics
	Adolescent Care
Others	Women's Health
	Community Rehabilitation
	Acupuncture
	Clinical Research
	Primary Care
Clinical Education	

Sample Form for Individual/Organisation (non-accredited programme provider) to apply for Programme Accreditation from Programme Accrerator

NAME OF THE PROGRAMME ACCREDITOR

**APPOINTED PROGRAMME ACCREDITOR
PHYSIOTHERAPISTS BOARD**

**Application for Accreditation of
Continuing Professional Development (CPD) Programme for
Registered Physiotherapists**

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

Part I : Fact Sheet

1. Name of Applicant: _____

2. Title or Position of Applicant: _____

3. Name of Organization (if applicable): _____

4. Address of Applicant or
Applicant's Organization: _____

5. Telephone Number : _____ 6. Fax Number: _____

7. E-mail Address: _____

8. The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organization (if applicable):

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

NAME OF THE PROGRAMME ACCREDITOR

**APPOINTED PROGRAMME ACCREDITOR
PHYSIOTHERAPISTS BOARD**

**Application for Accreditation of
Continuing Professional Development (CPD) Programme for
Registered Physiotherapists**

Part II: Documentation for Accreditation of the CPD Programme:

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

5. ~ Contents ~

6. ~ Personnel ~

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

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 ~

Name of Applicant : _____

Signature : _____

Date : _____

NAME OF THE PROGRAMME ACCREDITOR

**APPOINTED PROGRAMME ACCREDITOR
PHYSIOTHERAPISTS BOARD**

Result Notification of CPD Programme Accreditation

Name of Applicant: _____

Name of Organization _____
(if applicable): _____

CPD Programme
Title : _____
Organiser : _____
Date : _____

Please be notified that the application for accreditation of the above CPD programme was:

- Approved, with details as follow:
CPD Points : _____
CPD Code : _____
CPD Main Category : _____
CPD Sub-Category : _____
Primary Specialty Stream : _____
Secondary Specialty Stream : _____

- Not Approved, due to uncertainty in the following area(s) :
 Programme planning team & teaching staff
 Programme structure
 Learning outcome
 Facilities & support
 Quality assurance

Name of officer in-charge of programme accreditation : _____

Signature : _____ Email Address : _____

Telephone : _____ Date : _____

PHYSIOTHERAPISTS BOARD

Guidelines for Assignment of CPD Code

To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. The assignment of code should follow a set of coding scheme in order to ensure the consistency and integrity of the CPD codes assigned by programme accreditor(s) and accredited programme provider(s).

Coding Scheme for Assignment of CPD Code

Each CPD code should be a nine-character set with the first 2 characters alphabetic and the last 7 characters numeric. Each character in the CPD code represents the following meanings:

Character	Type	Meaning	Examples
1 st	Alphabetic	Represents the organization name of the programme provider	A = Hong Kong Physiotherapy Association H = Hospital Authority P = Hong Kong Physiotherapy Union U = Hong Kong Polytechnic University S = SAHK M = Miscellaneous programme provider organizations applying accreditation from the programme accreditor
2 nd	Alphabetic	Represents the CPD sub-categories	C = Core CPD programme N = Non-core CPD programme
3 rd	Numeric	Represents the CPD main categories	1 = Audience participation 2 = Post-graduate study in academic institution 3 = In-service training 4 = Self study 5 = Active participation in the form of lecturing/presentation 6 = Publication 7 = Public health education or promotional activity
4 th & 5 th	Numeric	Represents the year in 2 digits in which the CPD programme starts	05 = year 2005 in which the particular CPD programme started (even though the programme spanned across 2 years into year 2006)
6 th to 9 th	Numeric	Represents the serial number of CPD programme accredited by the particular organization in that year	0001 = the first programme accredited by the particular organization in the year represented by the 4 th & 5 th characters

An example can be provided by a CPD code of AC1050001 assigned to a CPD programme “Hong Kong Physiotherapy Association Annual Congress 2005” organized by the accredited programme provider “Hong Kong Physiotherapy Association”, which happened to be the first programme self accredited by the Hong Kong Physiotherapy Association in 2005.

In case when a CPD programme is jointly organized by more than 1 accredited programme providers, a consensus must be reached among the providers as of which one is the major provider for self accreditation and uses the first character to represent the organization in the CPD code.