

PHYSIOTHERAPISTS BOARD

**Continuing Professional Development Manual
for
Registered Physiotherapists
MANDATORY SCHEME**

**Education Committee
Physiotherapists Board
Hong Kong SAR
(May 2025)**

Table of Contents

	<u>Page</u>
1. Introduction	1
2. Objectives of the Mandatory CPD scheme & preferred learning outcomes	1
3. The Mandatory CPD cycle & point requirements	2
4. CPD activities	2
5. CPD administration	3
6. Self-administration of personal Mandatory CPD records	4
7. Non-compliance with the Mandatory CPD requirements	4
8. Appeal channel & procedures	4

Appendixes

I	Notes to Registrants on Completion of CPD Record Form	5
II	CPD Record Form	11
III	CPD Self Study Record Form (Category IV)	12

1. INTRODUCTION

This manual is edited for registered physiotherapists to comply the mandatory continuing professional development (MCPD) scheme, in terms of implementation ~~scheduling, and its~~ and administration for lifelong learning.

In this ever changing and challenging world with evolving knowledge, technology and readily accessible information; healthcare professional should be competent and equipped with update knowledge / information to meet patients' / clients' expectation.

In the 2021 Chief Executive Policy Address, it was stated that patients could directly access for physiotherapy services in primary healthcare without doctors' referral and mandatory CPD applied to physiotherapists as one of the healthcare professionals. For patients' benefits, direct access for physiotherapy services was then bundled with mandatory CPD.

CPD is the process in which PT engage in the context of their career lives. It encompasses a wide range of activities which enhance the professional competency. It is a lifelong learning process as stated in the National Advisory Group for Continuing Education and Lifelong Learning (NAGCELL),

‘Lifelong learning should be for all aspects of life and meet a variety of needs and objectives. It should foster personal and collective development, stimulate achievement, encourage creativity, provide and enhance skills, contribute to the enlargement of knowledge itself, enhance cultural and leisure pursuits and underpin citizenship and independent living.’ (NAGCELL, 1997: Par 5.12)

In order to encapsulate the broad attributes of competence within the profession, while respecting individuals' particular scope of practice, career stage, preference, employment sector or setting, and occupational role, PT should maintain his / her own CPD a balance between formal, structured learning and unplanned learning in the workplace. The emphasis should be focused on self-directed learning and learning outcomes rather than on quantitative input.

2. OBJECTIVES OF THE MANDATORY CPD SCHEME AND PREFERRED LEARNING OUTCOMES

Objectives of the Mandatory CPD scheme are:

- i) To encourage registrants to keep abreast of knowledge and skill in physiotherapy.
- ii) To maintain quality professional practice
- iii) To meet the needs of society.

Six learning outcomes:-

- i) Work with understanding, and respond appropriately to the limits of professional practice
- ii) Demonstrate effectiveness in practice (i.e. assessment, decision-making, planning and goal-setting, implementation, evaluation, on-going review and record keeping)
- iii) Practice within the profession's moral and ethical framework
- iv) Think critically in all related perspectives

- v) Deal appropriately with the new and the non-routine
- vi) Communicate and collaborate effectively. (CPD29 of CSP, 2003: pp 3-4)

3. THE MANDATORY CPD CYCLE & POINT REQUIREMENTS

Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle with a minimum of 5 CPD points in each year during the cycle. (A “year” here refers to a period from 1 July of a year to 30 June of the following year). Moreover, a minimum of 23 CPD points out of the 45 CPD points

Physiotherapists registered after the start of a 3-year Mandatory CPD cycle are required to comply with the mandatory requirement on a pro-rata basis, if a registrant is registered during the first year of a 3-year cycle, a minimum of 30 CPD points should be attained in the remaining 2 years whereas registration during the second year of a 3-year cycle, a minimum of 15 CPD points should be attained before the cycle ends

4. CPD ACTIVITIES

CPD activities eligible for accreditation are classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details. For core activities, 1 unit of CPD point is credited for one hour of audience participation whereas for non-core activities, 0.5 CPD point is credited for one hour of audience participation. There are six categories of CPD activities. Details of the point allocation of each kind of activity and its corresponding constraints are listed in **Appendix I**.

For category I and II programmes/activities which have been accredited and assigned a CPD Code are eligible for CPD Points. Registrants should take note of whether the programmes/activities are CPD Code assigned before application. For programme/activity without Code, registrants may submit application to the Programme Administrator for accreditation. For enquiries regarding the accreditation status of a certain programme/activity, registrants should consult the programme /activity provider

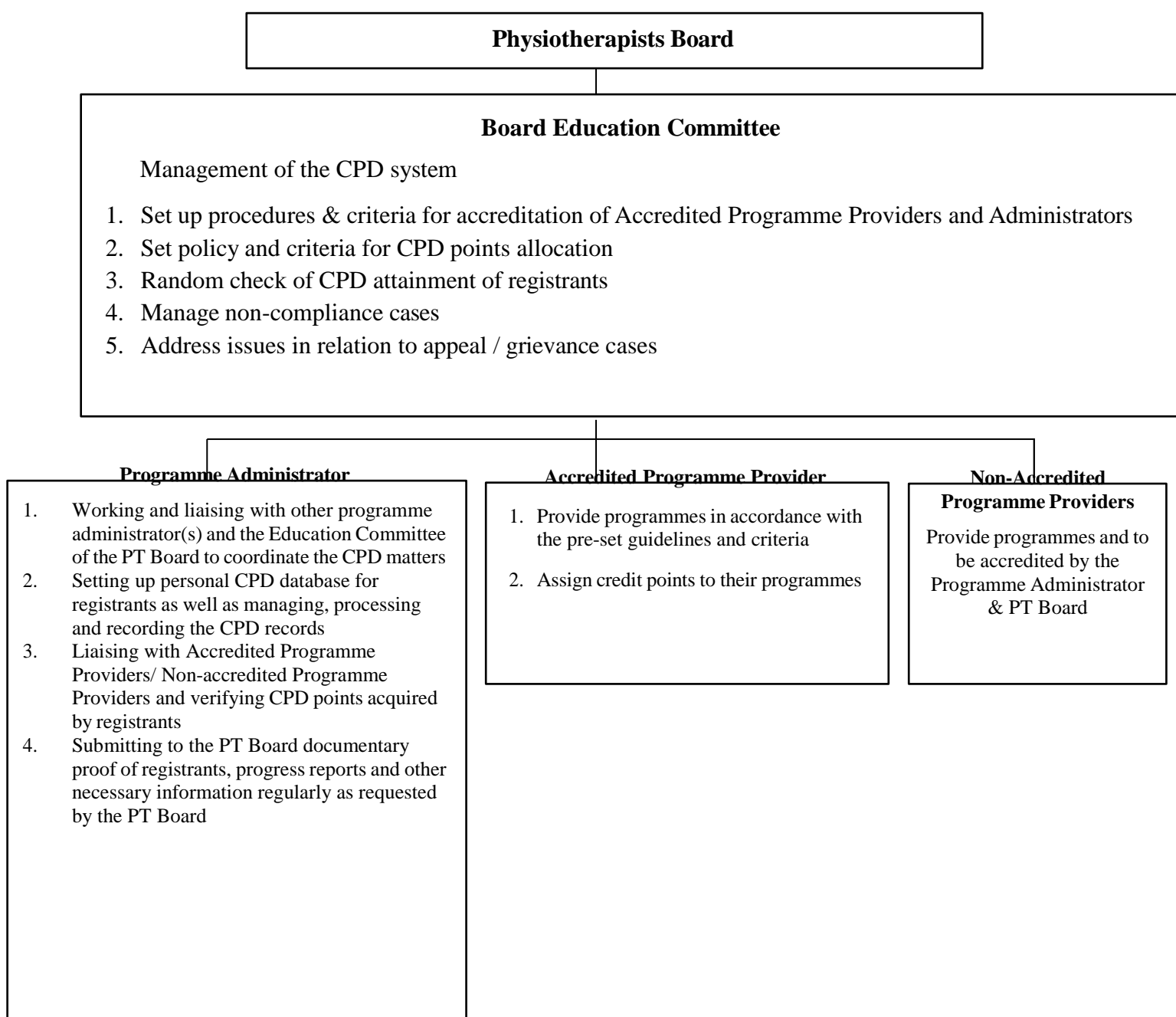
For category III to VI activities, registrants should follow the requirements as stipulated in **Appendix I** and keep all the relevant records and documentary proof for at least 6 years for audit purpose.

Registrants are required to participate in a minimum of 75% of each CPD activity, plus any other assessment(s) requested by the programme /activity provider

5. CPD MANAGEMENT

The structure of CPD management can be summarised as in the organisation chart below. Under the PT Board, the Education Committee is responsible for CPD management including setting up of procedures and criteria for the accreditation and monitoring of programme administrators and programme providers. The Education Committee also conducts random check of CPD scoring status of registrants and handles the issues addressed in relations to appeal/grievance. All CPD records and information of registrants will be submitted to the PT Board.

Operational policies and guidelines, roles & responsibilities of programme administrators and accredited programme providers have been detailed in the: “Manual for Accredited Programme Provider of Mandatory CPD for Registered Physiotherapists” and “Manual for Programme Administrator of Mandatory CPD for Registered Physiotherapists”.



6. SELF-ADMINISTRATION OF MANAGING PERSONAL MANDATORY CPD RECORDS

A personal CPD Record Form (**Appendix II**) reflects learning and development as well as a basis for future learning plan where adaptability and responsiveness to demands and changes in clinical practice can be duly enhanced.

Upon the completion of a 3-year CPD cycle, registrants shall complete the CPD Record Form and indicate their status of fulfillment: a minimum of 45 CPD points of which a minimum of 23 CPD points are core and a minimum of 5 CPD points attained within the CPD cycle

Registrants must keep all their CPD records and documentary proof for at least **6 years** for random checks by the PT Board. Those who have furnished false declarations are subjected to disciplinary proceedings as stipulated under the ordinance.

7. NON-COMPLIANCE WITH THE MANDATORY CPD REQUIREMENTS

Registrants fail to comply with the Mandatory CPD requirement stated in the Manual are considered as professional misconduct.

Subjected to the endorsement of the Educational Committee, a 1-year grace period could be granted to registrants who have failed to meet the annual CPD requirement (i.e. a minimum of 5 CPD Points) during a CPD cycle.

At the end of a CPD cycle, if any registrant fails to meet all the mandatory CPD requirements a 1-year grace period could be granted subject to the committee's agreement.

If deemed appropriate, a designated committee shall grant a further extension of the grace period but it would handled on a case-by-case basis.

8. APPEAL CHANNEL & PROCEDURES

Any disagreement with the committee, a formal appeal in writing could be submitted to the PT Board for resolution:-

Notes to Registrants on Completion of CPD Record Form

1. Please read below the instructions on filling the columns on the CPD Record Form:

- Date:** Fill in the date on which the programme/activity is held. If it lasts for more than one day, please provide the start and end dates.
- CPD Main Category:** Indicate which one of the six CPD categories to which the programme/activity belongs. For details, please refer to **paragraph 2** below.
- CPD Code:** Fill in the CPD Code of the programme/activity as provided by the provider/organiser. Non-Accredited Programme Provider must submit to the PT Board in advance for CPD accreditation of the programme/activity.
- CPD Points Attained:** Fill in the CPD Points attained from the programme/activity. For details, please refer to **paragraph 3** below.

2. CPD activities are divided into six main categories and two sub-categories as follows:

CPD Main Categories	Description
I Attendance at lecture / seminar / conference	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practice
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification
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 • Presence of discussion/presentation materials <div style="text-align: right;"><i>(Cont'd)</i></div>

CPD Main Categories	Description
IV Self study	Self study in the form of journal/literature review together with write-up of review report of a minimum of 250 words
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
VI Publication	Publication in professional journal / textbook

CPD Sub-categories	Description
Core (C)	Activities directly related to the understanding or deepening of physiotherapy knowledge and skills including diagnosis, examination, intervention, outcome evaluation, biostatistics and epidemiology, and specialty development.
Non-core (N)	Activities not directly related but contributed to the understanding or extension of physiotherapy knowledge and skills including health care management, Chinese Herbal Medicine, information technology, and communication skills.

3. The allocation of CPD Points depends on the Main Category and Sub-category to which the programme/activity belongs. The calculation rules are as follows:

CPD Main Categories	Allocation Unit
I Attendance at lecture / seminar / conference	<ul style="list-style-type: none"> • 1 CPD point per 1 contact hour of audience or online participation • Fraction of the hour will be rounded up to the nearest hour • Point allocation for 1 whole day of audience or online participation will be capped at a maximum of 5 CPD points • Point allocation for a single programme lasting over several days will be capped at a maximum of 15 CPD points • Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
II Post-graduate studies	<ul style="list-style-type: none"> • 1 CPD point per 1 contact or online hour of lecture / tutorial / workshop / field work / e-learning • Fraction of the hour will be rounded up to the nearest hour • Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
III In-service training	<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 III and category IV together will be capped at a maximum of 15 points per one CPD cycle
IV Self study	<ul style="list-style-type: none"> • 1 CPD point per review report • Point allocation for category III and category IV together will be capped at a maximum of 15 points per one CPD cycle
V Active participation	<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	<ul style="list-style-type: none"> • CPD points for publication according to following criteria,

(Cont'd)

		First author/ Corresponding author	Other authors
	Web Science Indexed journals	10	5
	Non-indexed journals/ Peer reviewed journals	5	3
		First author	Other authors
	Physiotherapy-related articles in a book chapter, a newspaper, or a magazine	1 CPD point for every 500 words	0.5 CPD point for every 500 words

CPD Sub-categories	Allocation Unit
Core (C)	A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category
Non-core (N)	A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category

4. Registrants are required to keep properly all their CPD records and documentary proof for at least **6 years**. Upon request by the committee, registrants should submit the records and documentary proof to the PT Board for the processing by Programme Administrators via one of the following means –

By post : Secretariat, Physiotherapists Board
46/F, Revenue Tower,
5 Gloucester Road, Wan Chai, Hong Kong

By fax : (852) 2865 5540
By e-mail : pt.cpd@dh.gov.hk

5. Registrants must ensure that all the relevant parts of the CPD Record Form are duly completed and that the information provided is true, complete and accurate. It is the duty of registrants to provide sufficient information to support their claim for CPD Points. Failure to provide supporting information as requested may result in the CPD points for the concerned programmes/activities not being counted.

6. Registrants must keep all relevant documentary proof of attendance properly. Types of documentary proof required for each CPD main category are as follows:

CPD Main Categories	Documentary Proof of Attendance
I Attendance at lecture / seminar / conference	<ul style="list-style-type: none"> receipts / certificates of completion / attendance records
II Post-graduate studies	<ul style="list-style-type: none"> certificates / transcripts / any documentary proof on completion of the studies
III In-service training	<ul style="list-style-type: none"> attendance records or any proof on attendance provided by the programme provider/activity organiser; and the discussion/presentation materials
IV Self study	<ul style="list-style-type: none"> a copy of the journals / literature reviews studied; and relevant review reports with a minimum of 250 words in each report <p>(You are required to use the CPD Self Study Record Form at Appendix III for documentation of your self-study; for journal study, the article must be published within five years of the year of claiming the CPD Point.)</p>
V Active participation	<ul style="list-style-type: none"> proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials
VI Publication	<ul style="list-style-type: none"> a copy of the professional journals / textbooks / articles so published

- Should there be insufficient space in the CPD Record form, additional supplementary sheets should be submitted together with the Record Form.
- The information provided in the application will be used for processing the vetting of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Supplementary Medical Professions Ordinance (Chapter 359) and its subsidiary legislation. It may be disclosed to relevant third parties, including the CPD Programme Administrators and Programme Providers, for matters in relation to the

Mandatory CPD Scheme, as well as other Government bureaus/departments, agencies or authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant's information after submission, please contact the Secretariat.

3. For enquiries, please contact the Secretariat by phone (852) 2527 8369 or by e-mail (pt.cpd@dh.gov.hk).

Mandatory CPD Scheme for Registered Physiotherapists
CPD Record Form

Appendix II

for the period from 1 July ____ (year) to 30 June ____ (y)
in the CPD cycle from 1 July ____ (year) to 30 June ____ (y)

Date	CPD Main Category	CPD Code	Title of CPD Programme / Activity	Cor Non-

Total CPD Points attained

Note:

- You are required to keep all CPD records and relevant documentary proof for at least **6 years**. Upon request by the Physiotherapists Board, you will be required to submit all the documentary proof to the Secretariat of the Physiotherapists Board.
 - Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle and a minimum of 5 CPD points in each year during the cycle. Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activity in every 3-year CPD cycle.
- * I confirm that I **have** / **have not** attained 5 or more CPD points in the captioned period.
- * I confirm that I **have** / **have not** attained 45 or more CPD points (of which 23 or more points are attained from core CPD activities) in the captioned CPD cycle and a minimum of 5 CPD points in each year during the cycle. (Applicable for the third year of each CPD cycle)

Name : _____
(Surname first, in block letters)

Registration No. : PT

(Full name as registered in the Register of Physiotherapists)

Signature : _____

Date : _____

* Please delete where inappropriate

Mandatory CPD Scheme for Registered Physiotherapists

CPD Self Study Record Form (Category IV)

for the period from 1 July ____ (year) to 30 June ____ (year)
in the CPD cycle from 1 July ____ (year) to 30 June ____ (year)

Date	Title of Journal Article / Literature Review
<p>Please write the summary and reflection points of the article of no less than 250 words.</p> <ol style="list-style-type: none">1) Summary of the article reviewed2) Reflection of your self-study (e.g. acquisition of new or updated knowledge in clinical area specified, impact on your clinical practice, clinical mentoring of students or junior colleagues etc.)	

Name : _____
(Surname first, in block letters)
(Full name as registered in the Register of Physiotherapists)

Signature :

Registration No. : PT

Date :