

PHYSIOTHERAPISTS BOARD

Manual for
Accredited Programme Providers of the
Mandatory Continuing Professional Development
for
Registered Physiotherapists

Education Committee
Physiotherapists Board
HKSAR
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MANUAL FOR ACCREDITED PROGRAMME PROVIDERS OF THE CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES FOR REGISTERED PHYSIOTHERAPISTS

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Physiotherapists Board

Manual for Accredited Programme Providers of the Continuing Professional Development for Registered Physiotherapists

1. INTRODUCTION

1.1 Selection and accreditation of (CPD) programme providers is an integral part of the Mandatory Continuing Professional Development (MCPD) scheme, which facilitates the enhancement of life-long learning and professionalism of physiotherapists.

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 programmes provided for CPD.

1.3 This manual provides an overview of the CPD programme provider accreditation system, selection criteria for Accredited Programme Providers, and governing operation policies/procedures for quality, and sustainability of CPD programmes.

2. OVERVIEW OF THE ACCREDITATION SYSTEM

2.1 Accredited Programme Providers endorsed by PT Board is eligible to provide programmes/activities in form of courses, workshops, symposia, conferences, scientific meetings, panel discussions, self-study with assessment and etc.

2.2 Accredited Programme Providers is appointed for a period of three-year cycle. If found suitable, PT Board will renew the appointment status in continuing for another period of three-year cycle at three months before their current expiration date.

2.3 Organisations committed for the overall development, implementation, evaluation and quality assurance of CPD for registered physiotherapists in Hong Kong, can apply for Accredited Programme Providers.

2.4 At the discretion of the PT Board, a visit to the CPD programme/activity or an interview with the applicant would be arranged.

2.5 The purpose of the scheduled visit/interview is to assess and to verify the data provided by the applicants. Strengths and areas of concerns are also identified for consideration and/or corresponding necessary actions.

2.6 The PT Board would grant accreditation status with effective period and formulate recommendations to the applicant for improvement on the related programmes or activities as appropriate.

3. OPERATION POLICIES GOVERNING ACCREDITED PROGRAMME PROVIDER

Accredited Programme Providers should comply the following policies and procedures.

3.1 Accreditation Criteria, Policies and Procedures

- (1) To implement all accreditation criteria, policies and procedures stated in accordance to the current version of Manual.
- (2) To comply revised accreditation criteria, policies, and procedures from the PT Board for timely implementation without delay.

3.2 Requirement for Reporting Data

- (1) To submit data of CPD activities annually or upon request by PT Board.
- (2) To assist in the monitoring and evaluating the standards of relevant CPD activities and programmes.
- (3) To provide data to meet the criteria of programme design as stated in section 4.9.
- (4) To submit annual summary on CPD activities (report format illustrated in Part III of Appendix I).

3.3 Recognition of CPD Credit Points

- (1) CPD credit points could be stated in the marketing materials, certificates of attendance, or relevant document(s) alike.
- (2) The following format(s) is adopted

_____ is accredited as a Provider of		
(Name of Accredited Provider)		
Continuing Professional Development by the Physiotherapists Board for		
the	period	from
to	_____.	
	(Month/Year)	(Month/Year)

Or

This activity for _____ CPD credit points is provided by
(Number)
_____, which is accredited as a
(Name of the Accredited Provider)
provider of continuing professional development by the Physiotherapists
Board.

3.4 Verification of Participation and Successful Completion

- 1) Accredited Programme Providers must award printed or electronic certificates or statements to the programme participants who had fulfilled at least 75% of attendance, plus other additional assessment(s) required by programme provider.
- 2) The essential contents to be printed on a printed / electronic certificate or statement are listed in Appendix V.

3.5 Co-provided Activities

- (1) An Accredited Programme Providers may co-organise activities with other non-accredited providers.
- (2) For co-organised activities (with awarded CPD points), the Accredited Programme Provider must **directly** involve in all stages of the activity from planning, implementation to evaluation.

3.7 Organisational Change

- (1) Organisations are accredited under the name, structure, and ownership as well as personnel qualifications in place at the time of the accreditation decision.
- (2) The accredited organisations must report any post accredited changes in writing within 30 days for PT Board's review and decision for the maintenance of the accredited status.
- (3) The PT Board reviews all statements of change at regular panel meetings.
- (4) The PT Board reserves the right to conduct visits to audit the capabilities of the accredited organisations to comply the accreditation requirements
- (5) The PT Board reserves the right to withdraw accreditation and would not be liable for any claim by the Provider or by any other party arising therefrom.

4. CRITERIA FOR ACCREDITED PROGRAMME PROVIDER

4.1 Organisations with acceptable experience in running CPD programmes/activities over the past 3 years are eligible for the application of Accredited Programme Provider.

4.2 Any independent organisation or its provider unit responsible for the overall development, implementation, evaluation and quality assurance of CPD programmes/activities is eligible to seek accreditation as an Accredited Programme Provider.

4.3 Applicants may affiliate with a separate, well-defined provider unit, administratively and operationally responsible for the co-ordination of all aspects of CPD programmes/activities.

4.4 The applicant is required to submit a written statement regarding the objectives/ goals for the promotion and improvement of physiotherapy professionalism through the provision of CPD.

4.5 A new applicant is not allowed to co-organise any programmes /activities with any Accredited Provider during the process of application.

4.6 Upon request, the potential applicant should provide supporting documents to affirm its eligibility for application

4.7 The applicant must have an unequivocal line of authority and communications among the person in-charge, the CPD programme/activity planner and other concerned persons.

4.8 The process of planning, developing, implementing and evaluating CPD programmes/activities must adhere to the following design criteria to ensure an optimal standard of CPD provision.

(1) **CPD Programme/Activity Planner**

A Part I registered physiotherapist or an academically well-qualified educator/trainer in the profession, should be the CPD programme/activity planner/chairperson to take up the corresponding responsibilities.

(2) **Educational/Learning Needs Assessment and Target Participants**

The CPD programme/activity should be developed to meet the learning needs of potential participants.

(3) **Aims and Objectives**

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

(4) **Contents**

Contents should be related to and consistent with the objectives.

(5) **Time Allocation**

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

(6) **Presenter(s)/Speaker(s)/Facilitator(s)**

Presenter(s)/Speaker(s)/Facilitator(s) are well knowledge of and demonstrating expertise in the contents area and with active participation in planning, and programme conduction.

(7) **Learning-teaching Method**

The programme objectives and contents should be congruent in the mode of face-to-face or online delivery for expected learning outcome(s).

(8) **Verifying Participation and Successful Completion**

The means for verifying the programme participation of a minimum of 75% and successfully completion should be specified.

(9) **Programme Evaluation**

Methods for evaluation should be clearly defined in paper or online format within the specified time period. The evaluation should cover the followings,

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

4.9 Records of all CPD programmes/activities shall be kept for six years and easily accessible for reference by PT Board or programme participants. The following essential information should be included: -

- Full name of CPD programmes/activities
- Programme Design
 - ◆ Aims and objectives of the CPD programmes/activities (Written in terms of learner-oriented outcomes)
 - ◆ Date
 - ◆ Duration
 - ◆ Specialty Stream
 - ◆ Name(s) of presenter(s)/speaker(s)/facilitator(s)
- Number of CPD points awarded
- Names, titles and documentation of the responsible persons
- Target audience:
 - ◆ Particulars of participants
 - ◆ Total number of participants
- Attendance records with participants' name/PT registration number, and associated membership number(s)
- Summary of participants' evaluations
- Verification of participation and successful completion
- Samples of certificates or written verifications issued to participants upon their successful completion of the CPD programmes/activities

- Filing of marketing materials e.g. programme/activity brochures, announcements, flyers and etc.

5. INTERNAL ACCREDITATION OF CPD PROGRAMMES

5.1 Internal CPD programme accreditation should be carried out by the programme provider with an aim to establish, maintain and improve the standard for CPD. This self-evaluation process should cover the allocation of CPD point(s), classification of programme specialty and assignment of CPD code as stated in Appendix II & III. References from sections related to programme accreditation could also be found in the current version of the **Manual for Programme Administrator of Continuing Professional Development for Registered Physiotherapists**.

5.2 To facilitate the administration and communication, Programme Providers should work in conjunction with the Programme Administrators and PT Board in the development of the coding scheme to ensure its consistency and integrity. (Appendix IV)

6 THE APPLICATION PROCESS

- 6.1 To review and comply section 3 “POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER”
- 6.2 To review section 4 “CRITERIA FOR ACCREDITED PROVIDER” for accreditation eligibility, and the availability of required documents
- 6.3 There are two accreditation cycles each year. The deadlines are
 - (1) **1 February**- Spring Cycle
Applications received by 1 February are processed by the end of August
 - 1 August** - Autumn Cycle
Applications received by 1 August are processed by the end of the following February of subsequent year.
- 6.4 An internal evaluation of current CPD provision should be conducted to determine the extent of the requirements met.
- 6.5 The data collected from the internal evaluation served as evidence of adherence to stipulated accreditation policies and criteria.
- 6.6 The application form for accreditation must include the following (Appendix I):
 - (1) Part I - Fact Sheet
 - (2) Part II - Documentation Report of Internal Evaluation on CPD Provision
 - (3) Part III - Report Summary Sheet on CPD Programmes/Activities
- 6.7 Applicants may download the APPLICATION FORM from the current version of this manual with supplementary sheets if required.

6.8 A new applicant should complete Part III of the APPLICATION FORM and the Report Summary Sheet on CPD Programmes/Activities covering the past 36 months preceding application.

6.9 Application for renewal/continuation of Programme Provider status must be submitted at least three months before the existing expiratory date of approved period by PT Board.

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

Part I: Fact Sheet

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

Name of Organisation: _____

Address: _____

Name of Person in-charge: _____

Title or Position: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

*The provider unit administratively and operationally responsible for coordinating all aspects of CPD offered

*(s.a. department/division/unit within the organisation responsible for providing CPD)

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

Part II: Documentation Report of Internal Evaluation of CPD Provision: Data in response to Criteria for Accredited Provider

1. ~ Beliefs & goals of the organisation or its provider unit in the provision of CPD ~

2. ~ Administration of CPD & 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 provider unit in relation to the provision of CPD.)

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

Name(s)	Qualifications	Position/Title

3. ~ Organisational CPD Policy, Procedures, and CPD Programme/Activity Design Criteria

~

(State how the organisation or its provider unit meets the accreditation requirements.)

4. ~ Quality Assurance Mechanism for CPD Programme/Activity ~

(State how the organisation or its provider unit ensures the quality of the CPD programmes provided.)

Name of Organisation : _____

Name of Person-in-charge : _____

Signature : _____

Date : _____

Part III: Report Summary Sheet on Continuing Professional Development (CPD) Programmes/Activities

(_____ - _____)
 Month / Year Month / Year (*see Note*)

- Note: i) For new applicant, period to cover is the 36 months from the application
 ii) For renewal of accreditation status, period to cover is past 3-year accredited period

Name of the Accredited Programme Provider :

Accredited Period: _____

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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CPD Credit Point Allocation Criteria

CPD programme/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, either in face-to-face or online format
- (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 or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practice, and e-learning, with the presence of the following documentary proof: <ul style="list-style-type: none"> receipts / certificates of completion / attendance records 	<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 that have been accredited and assigned a CPD Code are accepted for claiming CPD Points
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification, with the presence of the following documentary proof: <ul style="list-style-type: none"> receipts / certificates of completion / attendance records 	<ul style="list-style-type: none"> 1 CPD point per 1 contact/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 that have been accredited and assigned a CPD Code are accepted for claiming CPD Points
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 The following documentary proof are required: <ul style="list-style-type: none"> attendance records or any 	<ul style="list-style-type: none"> 1 CPD point per 1 contact/online 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

CPD Main Categories	Description	Allocation Unit
	proof on attendance provide by the programme provider/activity organiser and <ul style="list-style-type: none"> the discussion/presentation materials 	
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 of a minimum for 250 words, with the presence of the following documentary proof: <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 (Registrants are required to use the CPD Self Study Record Form at Appendix III to the CPD Manual for Registered Physiotherapists; for journal study, the article must be published within five years of the year of claiming the CPD Point.) 	<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	Active participation in the form of lecturing in course or presenting at scientific meeting which is not part of the enrollee's wage-earning duties, with the presence of the following documentary proof: <ul style="list-style-type: none"> proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials 	<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

CPD Main Categories	Description	Allocation Unit															
VI Publication	<p>Publication in professional journal/textbook, with the presence of the following documentary proof:</p> <ul style="list-style-type: none"> a copy of the professional journals / textbooks / articles so published 	<p>CPD points for publication in professional journal/textbook according to following criteria:</p> <table border="1"> <thead> <tr> <th></th><th>First author/ Corresponding author</th><th>Other authors</th></tr> </thead> <tbody> <tr> <td>Web Science Indexed journals</td><td>10</td><td>5</td></tr> <tr> <td>Non-indexed journals/ Peer reviewed journals</td><td>5</td><td>3</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th><th>First author</th><th>Other authors</th></tr> </thead> <tbody> <tr> <td>Physiotherapy-related articles in a book chapter, a newspaper, or a magazine</td><td>1 CPD point for every 500 words</td><td>0.5 CPD point for every 500 words</td></tr> </tbody> </table>		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
	First author/ Corresponding author	Other authors															
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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															

(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 deepening 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 extension 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

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Classification Table of Physiotherapy Specialty Streams

Primary Specialty	Secondary Specialty
Musculoskeletal	Sports Physiotherapy
	Manipulative Therapy
	Work Rehabilitation
Primary Care	Chronic Disease(s) Management
	Prevention and Screening
Community Rehabilitation	Childhood onset conditions
	Adult-onset conditions
Cardiopulmonary	
Neurological	
Mental Health	
Palliative Care	
Geriatric	
Pediatric	Neonatal ICU
	Neurodevelopmental
	Pediatric Orthopedics
	Adolescent Care
Others	Women's Health
	Acupuncture & Integrative Medicine
	Clinical Research
	Aquatic Physiotherapy
	Occupational Safety, Health and Rehabilitation
	Rehabilitation Technology
Physiotherapy Education	Clinical Education
	Education Enhancement

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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 administrator(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 organisation name of the programme provider	A = Hong Kong Physiotherapy Association E = Heep Hong Society H = Hospital Authority P = Hong Kong Physiotherapy Union U = Hong Kong Polytechnic University S = SAHK M = Miscellaneous programme provider organisations applying accreditation from the programme administrator
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
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 organisation in that year	0001 = the first programme accredited by the particular organisation in the year represented by the 4 th & 5 th characters

Example: a CPD code of AC1050001 assigned to a CPD programme “Hong Kong Physiotherapy Association Annual Congress 2005” organised 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.

When a CPD programme is jointly organised 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 organisation in the CPD code.

Essential contents on a printed / electronic attendance certificate issued by a programme provider

The full name of the programme: _____
The date of the programme: _____
The CPD code: _____
Core/Non-core: _____
The CPD points granted: _____
The full name of participant: _____
The PT registration no. of the participant: _____