FORM II

**General Principles** **CPD Scheme for Registered Radiographers**

CPD Record Form

**for the CPD cycle from 1 July (*year)* to 30 June (*year*)**

* CPD activities include Profession-related (PR) activities**\*** and Other healthcare or information technology related (OR) activities**^**
* Of the 30 CPD credits required over a period of three years, radiographers will be required to gain at least **20** credits in PR activities or at most **10** credits in OR activities

**PR activities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Categories of CPD activities** | **CPD credits for each activity** | **CPD credits attained** |
| **Credit allocation** | **Maximum CPD credits** |
| **1.** | **Recognized Course or Module*** Examples are –
	+ HK POLYU SPEED courses and Post-graduate courses
 | * 1 credit per hour @
 | * **6** credits maximum per day
* **10** credits maximum per year for any single programme, course or module
 |  |
| **2.** | **Conference, Scientific Meeting, Workshop or Seminar*** Examples are –
	+ HA commissioned training
	+ Radiographers’ associations workshops, scientific meetings, etc.
	+ Local or International conferences, e.g. Cancer Congress, ISRRT
	+ Training on radiotherapy or imaging specialties
 | * 1 credit per hour
 | -ditto- |  |
| **3.** | **Paper Presentation*** An Oral (10 minutes or more) or Poster presentation in local or international conference or scientific meeting
 | * 5 credits for the first author, 3 credits for the second author and 1 credit for the remaining authors
 | * 30 credits maximum in 3 years (10 credits per year on average)
* Paper of the same topic and content is counted once only
 |  |
| **4.** | **Full Text Publication** | * 10 credits for the first author, co-first author, corresponding author and co-corresponding author, 5 credits for the second author, and 3 credits for the remaining authors
 | -ditto- |  |
| **5.** | **In-house Training*** Active participation as trainer or receptive participation as attendee is allowed, but teaching activities by professionals engaged in education are **excluded**.
 | * 5 credits per training (**30** minutes or more) for trainer and 1 credit per hour for attendee
 | * **30** credits maximum in 3 years for trainer
* **8** credits maximum per year for attendee
 |  |
| **6.** | **Training for Programme Organized by External Organization*** The duration of the training must be 45 minutes or more
 | * 5 credits per training for trainer
 | * 30 credits maximum in 3 years (10 credits per year on average)
 |  |
| **7.** | **Self-directed Activities*** Written work documenting critical reflections on clinical experience or documented reading of an article or a chapter in professional journals or publications
 | * 1 credit per written work or documented reading
 | * 3 credits maximum in 3 years

(1 credit per year on average) |  |
| **8.** | **Research Thesis** | * To be assessed on individual merits
 | * **30** credits maximum in 3 years for PhD level thesis
* **15** credits maximum in 3 years for DHSc level thesis
* **10** credits maximum in 3 years for MPhil level thesis
 |  |

**OR activities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Categories of CPD activities**(Please refer to page 1 for descriptions of each category) | **CPD credits for each activity** | **CPD credits attained** |
| **Credit allocation** | **Maximum CPD credits** |
| **1.** | **Recognized Course or Module** | Credit allocation follows the principle applicable for the corresponding categories of activities for PR CPD activities as tabulated above, except that the maximum credits are capped at **10** credits per cycle | **10** credits maximum per cycle  |  |
| **2.** | **Conference, Scientific Meeting, Workshop or Seminar** |  |
| **3.** | **Paper Presentation** |  |
| **4.** | **Full Text Publication** |  |
| **5.** | **In-house Training** |  |
| **6.** | **Training for Programme Organized by External Organization** |  |
| **7.** | **Self-directed Activities** |  |
| **8.** | **Research Thesis** |  |

Legend

**Total CPD Credits attained:**

* PR activities include: Medical and Imaging Informatics, Medical Imaging, Radiation Protection, Radiology, Radiotherapy and Oncology, Patient Counselling and Others.

**^** OR activities include: Medicine, Nursing, Information Technology, Management, Occupational Safety and Others.

@ For distant learning course, 3 recommended study hours is equivalent to 1 hour’s attendance at conventional lecture.

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I confirm that I **have / have not** fulfilled the CPD requirement **in the CPD cycle.**

I understand that the Radiographers Board may require me to provide supporting documents in relation to the accredited CPD credits and activities that I declared to have attained / participated.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname first, in block letters)

Tel No.: Employment background: HA / NGO / Private practice / Academic / Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date of submission:

* + *Please delete where inappropriate*

Note: This form should be returned to the Secretariat of the Radiographers Board by fax (*(852) 2865 5540*), e-mail (*rgb@dh.gov.hk*) or post (*2/F, Shun Feng International Centre, 182 Queen’s Road East, Wan Chai, Hong Kong)*.