Radiographers Board of Hong Kong

Manual for Accreditation as a

Provider of

Continuing Professional Development (C.P.D.)

(August 2010)

# Manual for Accreditation as a
# Provider of Continuing Professional Development

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# 1 INTRODUCTION

1.1 Radiography and radiotherapy are predominantly technology and computer-based. The remarkable advancement in these fields has brought about tremendous development in imaging and radiotherapy equipments, as well as, information technology in these fields. To cope with these changes and the rising expectation of the public on the healthcare professionals, radiographers are required to engage in lifelong active learning to enhance their professionalism.

1.2 Continuing Professional Development ("CPD") refers to any post-registration education, skill or experience updating which is specific or related to radiography and radiotherapy. It aims to enrich radiographers' contribution in quality healthcare and help them in their pursuit of professional goals.

1.3 The Radiographers Board ("RB" or "The Board"), being a statutory body for the regulation of the radiography and radiotherapy professions in Hong Kong, mandates the establishment of an accreditation system to govern the standard of providers of CPD ("Provider[s]").

1.4 This manual provides an overview of the RB-CPD accreditation system, policies/ procedures governing operation as an accredited provider to deliver CPD programmes/ activities and accreditation criteria for organizations to develop and organize CPD programmes/ activities. Instructions on the application procedures and application forms/ formats are also incorporated to facilitate organizations applying for the accredited status.

# 2 PURPOSES OF ACCREDITING AN ORGANIZATION AS A PROVIDER OF CONTINUING PROFESSIONAL DEVELOPMENT

2.1 To determine an organization as accredited provider of CPD activities.

2.2 To maintain and improve the quality of the CPD programmes delivered by the accredited provider.

# 3    OVERVIEW OF THE ACCREDITATION SYSTEM

3.1   All CPD providers must seek accreditation from the Radiographers Board before their CPD activities can be recognized by the Board.

3.2   In general, accreditation is for a three-year period. Accredited organizations wishing to continue their accredited status must submit a fresh application before the end of each accreditation period. All applications must document observance to all Radiographers Board's criteria and policies.

3.3   At the initial stage, Radiographers Board may, at its own discretion, invite certain organizations to be appointed as accredited provider of CPD.

3.4   Any organization responsible for the overall development, implementation, evaluation and quality assurance of CPD may seek accreditation as a provider.

3.5   The Radiographers Board may request to visit the applying organization. The purpose of the visit is to make an accurate and firsthand assessment of the information given in the application. The Board will work closely with the organization to verify and clarify information presented in the written application and identify strengths and any areas of concern.

3.6   The Radiographers Board will decide the accreditation status or formulate recommendations to the applying organization for improvement in CPD programmes/ activities as appropriate.

3.7   The applying organization will be notified of the accreditation, recommendations and the effective period of the accreditation status.

# 4    POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER

An accredited provider must adhere to the following policies and procedures-

**4.1 Compliance with the Radiographers Board's Accreditation Criteria, Policies and Procedures**

(1)    An accredited provider is required to observe all accreditation criteria as listed in Section 5 of this manual.

(2)    Accreditation criteria, policies and procedures may be revised by the Radiographers Board from time to time. An accredited provider would be expected to comply with such changes and to implement appropriate revisions in their programmes in due course.

**4.2 Requirement for Reporting Data**

(1)    An accredited provider must submit information about its CPD activities annually (or as and when requested by the Board) via Annex I to assist the Board to evaluate and monitor the standard of their CPD activities.

(2)    Information must be able to show fulfillment of the Programme/ Activity Design Criteria as stated in Section 6 of this manual.

**4.3 Recognition of the CPD Credits**

(1)    An accredited provider must use CPD credits in its communications, marketing materials and certificates of attendance, etc.

(2)    An accredited provider may use the following terminology -

*_____ is accredited as a provider of*
    *(Name of accredited provider)*

*continuing professional development by the Radiographers Board*

*for the period from _____ to _____ .*
          *(Month/ Year)*       *(Month/ Year)*

*OR*

*This activity for _____ contact hours / _____ RB-CPD*
                        *(Number)*                              *(Number)*

*credits is provided by* _____ *,*
                                    *(Name of accredited provider)*

*which has been accredited as a provider of continuing professional*

*development by the Radiographers Board*

## 4.4 Award of CPD Credits

An accredited provider must follow the guidelines for the award of CPD credits as laid down by the Radiographers Board at Annex II. The minimum number of CPD credits to be awarded is 1.

## 4.5 Verification of Participants and Successful Completion

An accredited provider must award certificates or written statements or provide any record verifying an individual's participation and successful completion of each CPD activity.

## 4.6 Co-provided Activity

(1) An accredited provider may co-provide an activity with other non-accredited providers.

(2) The co-provided activity (for which CPD credits will be awarded by the accredited provider) must be planned and implemented with the direct involvement of the accredited provider in all stages of development of the activity – from initial planning through implementation and evaluation.

## 4.7 Providers Cannot Approve Activities

Under the Radiographers Board's CPD system, an accredited provider can provide CPD activities but cannot approve another organization's CPD

activities.

## 4.8 Organizational Change

(1) An accredited provider must report changes in the organization that occur after accredited status is awarded.

(2) The Radiographers Board will review all statements of change at its regular panel meetings.

(3) Changes in ownership, name and structure, as well as, personnel qualifications, must be accepted by the Board to determine the organization's continued ability to implement the provider's accreditation criteria.

(4) Organizations are accredited under the name, structure and ownership in place at the time of the accreditation decision.

(5) To maintain accredited status, an accredited organization must report changes in any of the reported information in writing within 30 days for the Board's review and decision.

(6) The Board reserves the right to conduct visits to the organization to verify, clarify and audit the current abilities of the organization to implement the Board's accreditation requirements.

(7) The Board also reserves the right to withdraw approval at any time and shall not be liable for any claim for damages or loss suffered by the provider or any other party arising from that.

## 5 PROVIDER ACCREDITATION CRITERIA

5.1 Any local organization responsible for the overall development, implementation, evaluation and quality assurance of CPD programmes/ activities for radiography profession is eligible to seek accreditation as a

provider.

5.2 Only organizations with acceptable experience in radiography, radiotherapy, radiology or related information technology education activities within 12 months prior to application would be eligible to apply for accreditation as the provider of CPD programmes/ activities. An organization without the provider status can only apply for validation of individual CPD programme/ activity.

5.3 An organization seeking accreditation as a provider of CPD may identify, within itself, a separate, defined provider unit, administratively and operationally responsible for coordinating all aspects of CPD programmes/ activities.

5.4 First-time applicants seeking accreditation cannot use programmes/ activities co-provided with an accredited provider as the only programmes/ activities in the report summary sheet of their applications.

5.5 The organization seeking accreditation shall establish and affirm its eligibility as a provider, with supporting documents.

5.6 The organization or its provider unit must have an unequivocal line of authority and communications among the person in-charge, the CPD programme/ activity planner and other concerned persons.

5.7 An applying organization must submit its policies and procedures to fulfill the Radiographers Board's accreditation requirement as required in Section 4 above for the Board's examination.

5.8 The process of planning, developing, implementing and evaluating the CPD programmes/ activities must adhere to the Programme/ Activity Design Criteria as specified in Section 6 of this manual.

5.9 Records of all CPD programmes/ activities shall be kept and easily accessible for the Board's or programme participants' reference. The following essential information should be included-

- Title of the CPD programmes/ activities
- Programme/ activity design-
    - Aims and objectives of the educational activities
    - Content
    - Time frames
    - Name(s) and documentation of expertise of presenter(s)/ speaker(s)/ facilitator(s)
    - Learning-teaching strategies
    - Physical facilities
- Number of contact hours/ RB-CPD credits awarded
- CPD programme/ activity planner
    e.g. Names and titles of persons responsible for planning the education activity
- Target audience-
    - Characteristics of the target participants
    - Total number of participants
    - Participants' profile: Name/ Rank/ Working Institution
    - Content
- Attendance record
- Summary of participants' evaluations, if any
- Verification of participation and successful completion
- Sample of certificate or written verification issued to participants upon their successful completion of the required educational activity
- Copies of marketing materials e.g. brochures, activity announcements and flyers should be kept with the activity file.

5.10 The organization should have organized at least two profession-related CPD programmes/ activities in every three years.

## 6    PROGRAMME/ ACTIVITY DESIGN CRITERIA

In planning a CPD programme / activity, the organizers must adhere to the following design criteria-

### 6.1   CPD Programme / Activity Planner

There should be a CPD programme / activity planner, preferably experienced

in education programme planning, responsible for the planning process of the CPD programmes / activities.

**6.2 Educational / Learning Needs Assessment of the Targeted Participants**
The educational programme/ activity should be developed in response to the learning needs of the potential participants.

**6.3 Aims and Objectives**
The aims and objectives for the educational activity should be clearly stated. The programme objectives should be well defined with the expected learning outcomes of the participants and their level of professional attainment.

**6.4 Content**
Content should be related to and consistent with the programme objectives.

**6.5 Time Allocation**
Time allocated for the content should be tuned so as to allow the participants to achieve the expected learning outcomes.

**6.6 Presenters/ Speakers/ Facilitators**
Presenters/ Speakers/ Facilitators must have knowledge and expertise in the content area and take an active part in planning, teaching and conducting the programme.

**6.7 Learning-Teaching Method**
Learning-teaching method should be congruent with the programme objectives and content and be able to facilitate the participants to achieve their expected learning outcomes.

**6.8 Verifying Participation and Successful Completion**
Means for verifying participation and successful completion of the learning activity should be specified.

**6.9 Programme Evaluation**
There should be clearly defined methods for evaluation to cover the following-
- Relationship between content or learning-teaching activities and the overall objectives of the educational programme

- Learners' achievement in each objective
- Expertise of presenter/ speaker/ facilitator in teaching and conducting the programme
- Appropriateness of the teaching method and facilities

## 7   VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES

7.1   Programme validation shall be carried out by the programme organizers themselves (internal). The Radiographers Board may conduct external validation to examine the standard and aims of the programmes.

7.2   CPD providers should carry out internal programme validation, cognizant of the fact that they should establish, maintain and improve the standard of their programmes as part of the responsibility of providing programmes.

7.3   The external validation process conducted by the Radiographers Board is to ensure that the accredited provider units are-

(1) committed to the general requirements in programme organization, and

(2) meeting the Programme/ Activity Design Criteria as stated in Section 6 of this manual when organizing CPD programmes / activities.

7.4   The Board may visit the event of the CPD activity or the organization.

## 8   THE APPLICATION PROCESS

8.1   The applying organization should first review Section 4 "POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER" for information on the policies it must comply with as an accredited provider.

8.2     Section 5 "PROVIDER ACCREDITATION CRITERIA" has also to be reviewed to determine if the applying organization is eligible for accreditation, and the required documentation or evidence of its compliance that it will need to provide is available.

8.3     The organization or its provider unit has to submit information as listed in the application for accreditation as the provider of CPD.

8.4     Accreditation applications may take as long as three months for processing.

8.5     Organizations applying for accreditation should conduct an internal evaluation of CPD provision in current practice, to determine to what extent the organization meets all the requirements.

8.6     The information collected from the internal evaluation of CPD provision serves as evidence to document adherence to accreditation policies and criteria.

8.7     The application form for accreditation as a provider of CPD includes the following:

    (1) Application Form for Accreditation as a Provider of CPD
    (2) Annual Summary Report Form on CPD Activities (Annex I)

8.8     The application form enclosed in this manual can be photocopied when applying for accreditation. The form can also be downloaded at the website of the Radiographers Board at www.smp-council.org.hk/rg/en/content.php?page=cpd.   Use supplementary sheets, if required.

8.9     First-time applicant should complete "Annual Summary Report Form on CPD Activities" (Annex I) covering one year preceding application.

8.10    Accredited providers applying for renewal of accreditation status must submit a fresh application before the end of each accreditation period.

# Radiographers Board
# Application for Accreditation as a Provider of
# Continuing Professional Development (C.P.D.)

*Instructions :*     *Supply complete information either directly on this form or on a form developed in a similar format. The completed form, together with the related documents, should be sent to the Education Committee of the Radiographers Board by-*

E-mail: smpb@dh.gov.hk
Post: 2/F, Shun Feng International Centre, 182, Queen's Road East, Wan Chai, HK
Fax: 2865 5540

*:*

## 1.    Fact Sheet

Name of Organization _____

Address _____

_____

_____

_____

Name of Person in-charge _____

Title or Position _____

Telephone Number _____  Fax Number _____

E-mail Address _____

Is this your organization's first application for accreditation?   ☐ Yes   ☐ No

If no, when was accreditation first sought? _____

The provider unit administratively and operationally responsible for coordinating all aspects of CPD offered by the provider is (*if different from applying organization*):

_____

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

Person(s) responsible for the provider unit's CPD programmes/ activities:

| (Name) | (Qualifications) | (Position/ Title) |
|--------|------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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**2. Background and General Information of the Organization**

_____

_____

_____

_____

_____

_____

**3. Educational Goals of the CPD Provider Unit** (if different from the above)

_____

_____

_____

_____

_____

_____

_____

4. **Evaluation Methods** (Such as course planning committee, course handbook, information sheets, guide for designing programmes, course evaluation reports, assessment of learners' performance, types of assessment, arrangement of clinical practicum, feedback from teachers and learners, etc.)

_____

_____

_____

_____

_____

**5. CPD provision process**

Please provide:

(a) Record of CPD activities for the past three years; and

(b) Guidelines and procedures for awarding credits and performance assessment policies.

-END-

**Radiographers Board**
**Annual Summary Report Form on CPD Activities**

**Report Summary Sheet on CPD Activities: Overview (** _____ **-** _____ **)**

*Month/ Year*          *Month/ Year*

**Name of the Accredited Provider** _____

| Programme Title | Profession-related (PR)/ Other healthcare or IT related (OR) CPD activity (1) | Category of Activity (2) | Deliverer(s) [Name(s) and Professional Qualifications] | Brief Description of Content | Date | Duration hrs/days | CPD Credits awarded | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | PR | OR |
| | | | | | | | | |

NOTE:

(1)   Please select as appropriate.   For details on profession-related (PR)/ other healthcare or IT related (OR) CPD activities, please refer to paragraph 1.2 of Annex II.

(2)   Please select categories of the CPD activities.   For details on various categories of CPD activities, please refer to paragraph 1.2 of Annex II.

(3)   Do not merge cells.   Wrap words within the cell.

## GUIDELINE ON THE AWARD OF
## CPD CREDITS

1.1   Basically, a CPD credit is equivalent to one high quality contact hour.   After the first contact hour, fraction or portion of the hour will be rounded down to the nearest half-hour.

1.2   Profession-related activities include-

- Medical and Imaging Informatics
- Medical Imaging
- Radiation Protection
- Radiology
- Radiotherapy and Oncology
- Patient Counselling
- Others

Other healthcare or information technology related activities include-
- Medicine
- Nursing
- Information Technology
- Management
- Occupational Safety
- Others

## Profession-related CPD activities

| Total CPD Credits | Category of Activity | CPD Credit(s) | Maximum CPD credits allowed for each activity | Documents to be submitted as evidence upon request |
|---|---|---|---|---|
| 20 credits minimum (2/3) | **Recognized Course or Module**[*] e.g. HK PolyU SPEED courses and Post-graduate courses<br><br>*  Including distancelearning programmes | 1 credit per hour<br><br>(For distance-learning programmes, 3 study hours as recommended by academic institutions is equivalent to 1 hour's attendance) | 6 credits maximum per day and 10 credits maximum per year for any single programme, course or module | Attendance record, transcripts or results of the programmes, courses or modules concerned, etc. |
| | **Conference, Scientific Meeting, Workshop or Seminar** e.g.<br>- HA commissioned training<br>- Radiographers' associations workshops, scientific meetings, etc.<br>- Local or International conference, e.g. Cancer Congress, ISRRT<br>- Training on radiotherapy or imaging specialties | 1 credit per hour | 6 credits maximum per day and 10 credits maximum per year for any single programme, course or module | Attendance record. |

| Total CPD Credits | Category of Activity | CPD Credit(s) | Maximum CPD credits allowed for each activity | Documents to be submitted as evidence upon request |
|---|---|---|---|---|
| | **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<br><br>Paper of the same topic and contents is counted once only | Letter of invitation/ letter of acceptance. |
| | **Full Text Publication** | 10 credits per paper/ article for the first author, co-first author, corresponding author and co-corresponding author, 5 credits for the second author and 3 credit for the remaining authors | 30 credits maximum in 3 years<br><br>Paper of the same topic and contents is counted once only | Letter of invitation/ letter of acceptance and an offprint of the work. |
| | **In-house Training**[#]<br>e.g.<br>As speaker<br><br>[#] Teaching activities by professionals engaged in education are excluded from this category | 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 | Trainer: Letter of invitation with training materials.<br><br>Attendee: Attendance record, etc. |
| | **Profession-related Training for Programme Organized by External Organization**<br><br>(45 minutes or more) | 5 credits per training for trainer | 30 credits maximum in 3 years | Training materials and letter of invitation/letter of acceptance. |
| | **Self-directed Activities**<br>Written work documenting critical reflections on clinical experience<br><br>Documented reading of an article or a chapter in professional journals or publications | 1 credit per written work<br><br>1 credit per documented reading | 3 credits maximum in 3 years<br><br>3 credits maximum in 3 years | A reflective abstract of at least 500 words should be produced per written work / documented reading. |
| | **Research Thesis** at:<br>Doctor of Philosophy (PhD) level<br>Doctor of Health Science (DHSc) level<br>Master of Philosophy(MPhil) level | CPD credit to be assessed on individual basis | 30 credits maximum in 3 years<br>15 credits maximum in 3 years<br>10 credits maximum in 3 years | Thesis / Abstract / Statement from the research supervisor stating the content of the research |

## Other healthcare or information technology related CPD activities

| Total CPD Credits | Category of Activity | CPD Credit(s) | Maximum CPD credits allowed | Documents to be submitted as evidence upon request |
|---|---|---|---|---|
| **10 credits maximum** (1/3) | Same as the categories of activities allowed for profession-related CPD activities as tabulated above | Credit allocation follows the principle applicable for the corresponding categories of activities for profession related CPD activities as tabulated above, except that the maximum credits are capped at 10 credits per cycle | 10 credits maximum per cycle | Same as those documents applicable for the corresponding categories of activities for profession- related CPD activities as tabulated above |

Note:

- The Radiographers Board has the discretion to decide whether to accept any activities for the award of CPD credits.

- Application for assessment of non-accredited activities for "Recognized Course or Module" and "Conference, Scientific Meeting, Workshop or Seminar" for the grant of CPD credits via FORM I of "Manual for CPD for Registered Radiographers" **is** required.

- Application for assessment of Research Thesis for grant of CPD credits via FORM I(a) of "Manual for CPD for Registered Radiographers" is required.