OCCUPATIONAL THERAPISTS BOARD

MANUAL
for
Accreditation
of
Continuing Professional Development
(CPD) Program
for
Registered Occupational Therapists
2006

Education Committee
Occupational Therapists Board
Hong Kong

1. **OVERVIEW OF PROGRAM ACCREDITATION**

1.1 Accredited programs refer to professional development activities, which are either organized by the Accredited Program Providers (*refer to Manual for Accreditation of CPD Program Provider*) OR accredited by the Occupational Therapists Board (OT Board) in response to the application submitted by individual occupational therapist registrants or organizations.   The content of such programs should be related to the practice of Occupational Therapy in order to be awarded Continuing Professional Development (CPD) credit points. These programs may take the form as conferences, seminars, courses, workshops etc.

1.2 The Occupational Therapist registrants can declare to the OT Board of earning CPD credit points by participating in such activities.   Programs, which are not accredited, would not contribute to the earning of CPD credit points for the registrants.

1.3 Both the program organizer and the OT registrants (the participant of the program) can submit an application for the accreditation of the program. For example, an OT planning to attend an overseas conference can apply to the OT Board for accrediting this program for the award of CPD credit points before he or she attends this program.

1.4 To ensure timely processing, applicants are advised to submit such application well in advance.

1.5 Once the program is accredited, there is no need for other OT registrants to repeat the application for accreditation of the same program. The list of accredited programs, together with the respective validity periods, will be posted on the website of the OT Board at www.smp-council.org.hk/ot/english/index_cpd.htm for reference by OT registrants.

2. **APPLICATION & ACCREDITATION PROCEDURES**

2.1 Applicants can forward duly completed *APPLICATION FORM (Appendix 1)* to the OT Board. Processing of the application normally takes 8 weeks.

2.2 The accreditation would be based on the criteria as listed in Appendix 2.

2.3 Besides the allocation of CPD credit points to the programs, the Board would recommend a corresponding validity period, either for that particular incidence only or a maximum of 3 years for programs that are regularly conducted.

2.4 The applicant will be notified of the accreditation results and recommendations, if any.

2.5 In considering applications for accreditation of programs, the OT Board may request applicants or the program providers to:
   - verify, clarify, and elaborate information presented in the written application and

supporting documents submitted; and/ or

- arrange a visit to the CPD activity or to the organization in order to make an accurate, first-hand assessment of the data given in the applicant's supporting documents.

2.6 The OT Board has the right to decide whether the program is relevant to the practice of occupational therapy or not.

3   <u>RESPONSIBILITIES OF THE APPLICANTS</u>

For individual OT applicants

3.1 They are responsible for the submission of the details of the programs, as well as, to handle any queries about the application from the OT Board.

For program providers

3.2 The program providers should issue attendance proof to each participant of their programs. The attendance record would be essential in case a particular participant (occupational therapist registrant) is selected for audit of their CPD activities. The registrant would be requested to produce the attendance certificate as the evidence for their participation in the activity.

3.3 The program providers should issue an invitation letter to each of the occupational therapists, who would be a presenter or speaker for that program. The letter should indicate the title of his/ her presentation and the duration of presentation. The letter would be essential in case the occupational therapist is selected for audit of his/ her CPD activities. The registrant would be requested to produce the invitation letter in support of the claim for CPD credit points as a presenter or speaker for the program.

3.4 The program providers should keep a record of participants and the invitation letters for at least four years. The OT Board may request the program providers to verify the attendance of a particular occupational therapist in the accredited program.

4.   <u>RECOGNITION OF THE CPD CREDIT POINTS</u>

4.1 The program providers may quote CPD credit points in their communications, marketing materials, and certificates of attendance, etc. once their programs are approved with CPD credit points.

OCCUPATIONAL THERAPISTS BOARD
APPLICATION FOR ACCREDITATION OF CPD PROGRAM

Completed application form should be sent to the Occupational Therapists Board by-
> *E-mail: info@smp-council.org.hk*
> *Post: 2/F, Shun Feng International Centre, 182, Queen's Road East, Wan Chai, Hong Kong*
> *Fax: 2865 5540*

Application form can be downloaded from the Board's website at www.smp-council.org.hk/ot/english/index_cpd.htm.

Nature of Applicant: ☐ Individual OT registrant ☐ Organization providing CPD program

Name of Applicant/Program Provider:

_____

Contact Address: _____

Tel No: _____ Fax No: _____ Email Address: _____

PROGRAM PARTICULARS

TITLE:	
ORGANIZER *:	
DATE & TIME:	
DURATION:	hours
VENUE	
CONTENT	

Details of program #

(such as speakers, target participants, goals, contents)

NATURE	(OT relevant	(Broad professional relevant
NEW PROGRAM?	☐ Yes	☐ No
Will this program be repeated?	☐ Regular and would be repeated each _____ (year, month, etc.)	☐ One-off

* Complete this part only if this is an application by an individual OT registrant
# Applicant may attach brochure with the required details instead of filling in the necessary information

Signature of Applicant: _____   Date of Submission: _____

Criteria for Assessment of Accredited Programs and Credit Point Allocation

Accredited programs refer to courses[1], conferences, seminars, workshops and symposia, etc. that are organized by the Accredited Program Providers or are accredited by the OT Board for the award of CPD credit points and should-

* Have a theme relevant to Occupational Therapy (OT) or Broad Professional aspects
    * **OT relevant** – courses[1], conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of OT services; it also includes bodies of knowledge or skills that may be multi-disciplinary in nature and relevant to several other professionals but already has a demonstrated utilization in OT;
    * **Broad professional relevant** – courses[1], conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that may be applicable across a wide spectrum of professionals including occupational therapists.
* Have been formally announced (with structured program run-down) to members of the profession and have proper registration procedures
* Have invitation letters issued to speakers or presenters and attendance certificates to audience participants
* Have a duration of an hour or more

The award of CPD credit points is governed by the following-

i) OT relevant/ broad professional relevant

ii) Participation
    * Being a speaker, either lecturing or presenting which does not involve the discharge of normal duties; letter of invitation is required as a supporting document.
    * Being a participant or an audience

iii) Duration: The program duration in hours.

iv) Weighting
    * Being an invited speaker: CPD credit points equal to the number of hours spent on lecturing or presenting multiplied by a factor of "4"
    * Broad professional relevant: CPD credit points equal to the number of contact hours multiplied by a factor of "0.5"

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[1] Exclude Award Bearing Courses, which refer to courses leading to award of tertiary qualifications, e.g. PhD, MSc, MPH, MA, PGD, diploma, certificate or above issued by a recognized academic institute and fit the following criteria-
* Related to the current professional role of the occupational therapist or directly related to the delivery of occupational therapy services;
* Formal assessment for confirming "PASS" or "FAIL" either continuously or at the end of the course
* Of not less than 45 contact hours