

# **OCCUPATIONAL THERAPISTS BOARD**

## **MANUAL for Accreditation of Continuing Professional Development (CPD) Programme Provider**

### **for Registered Occupational Therapists**

**January 2024**

**Education Committee  
Occupational Therapists Board  
Hong Kong**

## **1 INTRODUCTION**

- 1.1 This manual provides an overview of the CPD Programme Providers' accreditation system, criteria for selection of accredited programme providers and responsibilities of accredited programme providers.

## **2 OVERVIEW OF THE ACCREDITATION SYSTEM FOR PROGRAMME PROVIDERS**

- 2.1 Accredited programme providers refer to organisations accredited by the Occupational Therapists Board (OT Board) for planning and conducting continuing professional development (CPD) programmes / activities for registered occupational therapists. These programme providers can allocate CPD credit points to the training programmes conducted by them for the development of registered occupational therapists, which will be termed as "Accredited Programmes", in accordance with the OT Board's criteria and guideline.
- 2.2 Registered occupational therapists can earn CPD credit points through participation in "Accredited Programmes" organised by the accredited programme providers.
- 2.3 Accredited programme providers are organisations with rich experience in and a strong commitment to organising occupational therapists' development activities. The OT Board will go through a stringent process before appointing the accredited programme providers for the benefit of both the society and the occupational therapists.
- 2.4 Other organisations have to apply to the OT Board for accreditation of their training activities for the award of CPD credit points. Please refer to the Manual for Accreditation of CPD Programme for details.

## **3 APPLICATION & ACCREDITATION PROCEDURES**

- 3.1 Organisations seeking accreditation should submit their applications via the form at **Appendix I**. Accredited programme providers that would like to continue their accredited status must submit a new application 3 months before the end of each accreditation period.
- 3.2 The applying organisations must explicitly demonstrate the following in their application forms submitted to the OT Board-
  - a) their missions and goals in promoting and enhancing occupational therapists' professional knowledge and skills through the provision of CPD activities;
  - b) how their organisational structure and capacity can support their plans for organising CPD activities;
  - c) their past experience in organising CPD activities;
  - d) their preliminary plans of CPD activities for the coming 3 years; and
  - e) their mechanism in assuring the quality of CPD activities.
- 3.3 The OT Board will decide whether to grant accreditation status, which is usually valid for a period of three years.

- 3.4 The OT Board reserves the right to withdraw approval for the accreditation at any time and shall not be liable for any claim for damages or loss suffered by the providers or any other parties so arise.

#### **4 RESPONSIBILITIES OF THE ACCREDITED PROGRAMME PROVIDERS**

##### 4.1 Planning & Organising CPD activities

- a) To organise CPD activities, which include courses<sup>1</sup>, conferences, seminars, workshops and symposia, etc. for occupational therapists. The accredited programme providers may collaborate with other non-accredited programme providers to organise CPD activities, provided that they have **direct** involvement in all stages of development of the joint activity – from initial planning through implementation to evaluation.
- b) To allocate CPD credit points to their activities, including joint CPD activities with other non-accredited providers, in accordance with the OT Board's criteria and guidelines as set out in **Appendix II**. The accredited programme providers cannot accredit the CPD activities organised by another organisation.
- c) The CPD activities should be accredited by a Part I occupational therapist appointed by the accredited programme providers.

##### 4.2 Requirement for Reporting Data

- a) To submit data about their CPD activities at the end of a CPD cycle (or as and when requested by the OT Board) for review by the OT Board, using the Annual Report Summary Sheet at **Appendix III**. Summary of participants' evaluations for respective CPD programmes / activities may also be included.
- b) To report any major organisational changes that occur after accredited status is granted in writing within *30 days* for the OT Board's review since the organisations are accredited under the name, structure, and ownership, as well as, personnel qualifications in place at the time of accreditation. The OT Board will determine the organisation's ability to continue to be an accredited programme provider.

##### 4.3 Verification of Participants and Successful Completion of CPD activities

- a) To award certificates or issue written statements verifying each individual occupational therapist's participation in and successful completion of each CPD programme / activity.
- b) To issue an invitation letter to each of the occupational therapists, who would be a presenter or speaker for that programme. The letter should indicate the title of his/ her presentation and the duration of presentation.

##### 4.4 Conducting Audit

- a) To keep copies of marketing materials e.g. brochures, programme/activity announcements, flyers, etc. as well as, samples of certificates or written verification issued to participants upon their successful completion of the CPD

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<sup>1</sup> Exclude Award Bearing Courses (see Appendix II for details)

programmes/activities for audit.

- b) To keep the attendance records with participants' profiles such as names / rank / employers / working organisations and invitation letters for presenters or speakers for at least four years for reference or audit purpose.
- c) To maintain and improve the quality of their programmes, an accredited programme provider should carry out programme evaluation internally and submit a report to the OT Board *three months* before the end of the prevailing accreditation period.
- d) To participate and cooperate in the audit process conducted by the OT Board. At the discretion of the OT Board, a visit to the CPD programme / activity or the organisation may be scheduled in order to make an accurate, first-hand assessment of the data given in the organisation's documents. The OT Board will work closely with the organisation to verify and clarify information submitted and identify any areas of concern.

## **5 RECOGNITION OF THE ACCREDITED PROGRAMME PROVIDER STATUS**

- 5.1 The accredited programme provider can declare to the public, as well as, registered occupational therapists of its "Accredited Programme Provider" status.
- 5.2 The accredited programme providers may quote CPD credit points in their communications, marketing materials, and certificates of attendance, etc.

**OCCUPATIONAL THERAPISTS BOARD**  
**Application for Appointment as an Accredited Programme Provider of Continuing Professional Development (CPD) for Registered Occupational Therapists**

Completed application form should be sent to the Occupational Therapists Board by-  
 E-mail: [ot.cpd@dh.gov.hk](mailto:ot.cpd@dh.gov.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/en/content.php?page=cpd](http://www.smp-council.org.hk/ot/en/content.php?page=cpd).

**Part I: Fact Sheet**

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_

**Person in-charge**

Name : \_\_\_\_\_ Title or Position : \_\_\_\_\_

Tel. Number : \_\_\_\_\_ Fax. Number : \_\_\_\_\_ E-mail : \_\_\_\_\_

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**Part II:**

**1. Missions & Goals \***

**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): \_\_\_\_\_ Title: \_\_\_\_\_ Qualification: \_\_\_\_\_

\* Use separate sheet(s) whenever necessary

**3. Past Experience in organising CPD Programmes \***

(Please supply information on CPD programmes organised in the past 3 years such as programmes details, speakers and number of occupational therapists participating in the programmes.)

**4. Preliminary Plan of CPD Programmes in the coming 3 years \***

**5. Quality Assurance Mechanism for CPD Programmes \***

(State how organisation ensures the quality of the CPD programmes provided.)

*\* Use separate sheet(s) whenever necessary*

**Name of Person  
in-charge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title or Position :** \_\_\_\_\_

**Date of  
Application:** \_\_\_\_\_

### **Guideline on Accredited Programmes and the Credit Points Allocation**

**Accredited programmes** refer to courses<sup>1</sup>, conferences, seminars, workshops and symposia, etc. that are organised by the Accredited Programme Providers or are accredited by the OT Board for the award of CPD credit points and should-

- \* Have a theme relevant to Occupational Therapy or Broad Professional aspects
  - **Occupational Therapy relevant (OT relevant)** – courses<sup>1</sup>, conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of OT services. The knowledge, skills or technique should already have a demonstrated utilization in OT in local or overseas context with either literature support or documentary proof in journals, newsletters, seminar sharing and case illustrations / demonstrations;
  - **Broad Professional relevant (BP relevant)** – courses<sup>1</sup>, 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 programme 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 credit point allocation for accredited programmes is as follows-**

|   | <b>Credit Points per activity</b>   |
|---|---|
| 1. Being speaker, either lecturing or presenting at OT or BP relevant accredited programmes | Equals to the number of hours <sup>^</sup> spent in lecturing or presenting multiplied by 4 |
| - Maximum of 24 CPD credit points for a whole day programme lasting for six hours or more   |   |
| - Maximum of 72 CPD credit points for a single programme lasting for three days or more     |   |

<sup>1</sup> Exclude Award Bearing Courses:

- Award Bearing Courses refer to courses leading to award of tertiary qualifications, e.g. doctorate, master, diploma or certificate courses 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
- Instead of allocating CPD credit points upon completion of the whole programme, they would be awarded in each cycle. Individual modules of the programme would be separately counted for the award of the CPD credit points.

2. Being audience participant

(1) OT relevant

Equals to the number of contact hours<sup>^</sup>

(2) BP relevant

Equals to the number of contact hours<sup>^</sup>  
multiplied by 0.5

- For a whole day programme lasting for 6 hours or more, the CPD credit points will be standardized at 6 for an OT relevant programme and 3 for a BP relevant programme
- For a single programme lasting for 3 days or more, the CPD credit points will be standardized at 18 for an OT relevant programme and 9 for a BP relevant programme

<sup>^</sup> 30 or less than 30 minutes would be rounded up to 0.5 hour in calculation, e.g. 15 minutes would be rounded up to 0.5 hour and 45 minutes would be round up to 1 hour.

## Report Summary Sheet of Continuing Professional Development (CPD) Programmes / Activities – OT Board Accredited Programme Provider

Name of the Organisation: \_\_\_\_\_ Accredited Period: \_\_\_\_\_(mm/yy) to \_\_\_\_\_(mm/yy)

| Code<br>(Organisation<br>reference only) | Date : |     | Duration<br>(Contact<br>Hours) | CPD<br>Credit<br>Point(s) | CPD Programme/Activity Title | OT relevant /<br>Broad<br>Professional<br>relevant * | Speaker(s)[Name(s)<br>& Professional<br>Qualifications] ^ | Number of audience<br>participants : OT /<br>non-OT # |
|--|--------|-----|--------------------------------|---------------------------|------------------------------|--|---|---|
|  | Start  | End |                                |                           |                              |  |   |   |
|  |        |     |                                |                           |                              |  |   |   |

\* Select either OT or Broad Professional relevant

^ Enclose invitation letter to OT speaker(s) for reference and/or audit purpose

# Enclosed attendance record for reference and/or audit purpose