

PHYSIOTHERAPISTS BOARD

**Continuing Professional Development Manual
for
Registered Physiotherapists
MANDATORY SCHEME**

**Education Committee
Physiotherapists Board
Hong Kong SAR
(May 2025)**

Table of Contents

	<u>Page</u>
1. Introduction	1
2. Objectives of the Mandatory CPD scheme & preferred learning outcomes	1
3. The Mandatory CPD cycle & point requirements	2
4. CPD activities	2
5. CPD administration	3
6. Self-administration of personal Mandatory CPD records	4
7. Non-compliance with the Mandatory CPD requirements	4
8. Appeal channel & procedures	4

Appendixes

I Notes to Registrants on Completion of CPD Record Form	5
II Sample Application Form for Individual/Organisation (non-accredited programme provider) to apply for CPD Programme Accreditation	11
III CPD Record Form	17
IV CPD Self Study Record Form (Category IV)	18

1. INTRODUCTION

This manual is edited for registered physiotherapists to comply the mandatory continuing professional development (MCPD) scheme, in terms of implementation ~~scheduling, and its~~ and administration for lifelong learning.

In this ever changing and challenging world with evolving knowledge, technology and readily accessible information; healthcare professional should be competent and equipped with update knowledge / information to meet patients' / clients' expectation.

In the 2021 Chief Executive Policy Address, it was stated that patients could directly access for physiotherapy services in primary healthcare without doctors' referral and mandatory CPD applied to physiotherapists as one of the healthcare professionals. For patients' benefits, direct access for physiotherapy services was then bundled with mandatory CPD.

CPD is the process in which PT engage in the context of their career lives. It encompasses a wide range of activities which enhance the professional competency. It is a lifelong learning process as stated in the National Advisory Group for Continuing Education and Lifelong Learning (NAGCELL),

‘Lifelong learning should be for all aspects of life and meet a variety of needs and objectives. It should foster personal and collective development, stimulate achievement, encourage creativity, provide and enhance skills, contribute to the enlargement of knowledge itself, enhance cultural and leisure pursuits and underpin citizenship and independent living.’ (NAGCELL, 1997: Par 5.12)

In order to encapsulate the broad attributes of competence within the profession, while respecting individuals' particular scope of practice, career stage, preference, employment sector or setting, and occupational role, PT should maintain his / her own CPD a balance between formal, structured learning and unplanned learning in the workplace. The emphasis should be focused on self-directed learning and learning outcomes rather than on quantitative input.

2. OBJECTIVES OF THE MANDATORY CPD SCHEME AND PREFERRED LEARNING OUTCOMES

Objectives of the Mandatory CPD scheme are:

- i) To encourage registrants to keep abreast of knowledge and skill in physiotherapy.
- ii) To maintain quality professional practice
- iii) To meet the needs of society.

Six learning outcomes:-

- i) Work with understanding, and respond appropriately to the limits of professional practice
- ii) Demonstrate effectiveness in practice (i.e. assessment, decision-making, planning and goal-setting, implementation, evaluation, on-going review and record keeping)
- iii) Practice within the profession's moral and ethical framework
- iv) Think critically in all related perspectives

- v) Deal appropriately with the new and the non-routine
- vi) Communicate and collaborate effectively. (CPD29 of CSP, 2003: pp 3-4)

3. THE MANDATORY CPD CYCLE & POINT REQUIREMENTS

Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle with a minimum of 5 CPD points in each year during the cycle. (A “year” here refers to a period from 1 July of a year to 30 June of the following year). Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activity in every 3-year CPD cycle.

Physiotherapists registered after the start of a 3-year Mandatory CPD cycle are required to comply with the mandatory requirement on a pro-rata basis, if a registrant is registered during the first year of a 3-year cycle, a minimum of 30 CPD points should be attained in the remaining 2 years whereas registration during the second year of a 3-year cycle, a minimum of 15 CPD points should be attained before the cycle ends.

4. CPD ACTIVITIES

CPD activities eligible for accreditation are classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details. For core activities, 1 unit of CPD point is credited for one hour of audience participation whereas for non-core activities, 0.5 CPD point is credited for one hour of audience participation. There are six categories of CPD activities. Details of the point allocation of each kind of activity and its corresponding constraints are listed in **Appendix I**.

For category I and II programmes/activities which have been accredited and assigned a CPD Code are eligible for CPD Points. CPD programmes/activities that were regularly approved in the past would be classified as “Pre-approved CPD activities” with assigned CPD codes, such as World Physiotherapy Conference. A list of “Pre-approved CPD activities” will be uploaded onto the PT Board website. **Individual registrants do not need** to apply for CPD points, when participating in these activities.

Application of CPD points

For Category I & II programmes/ activities NOT organised by an Accredited Programme Provider, the programme provider or individual registrant should apply CPD points from the PT Board. (**Appendix II**)

Registrants may consult the programme provider / organiser of the programme/activity if a CPD code is already assigned for the corresponding programme/ activity.

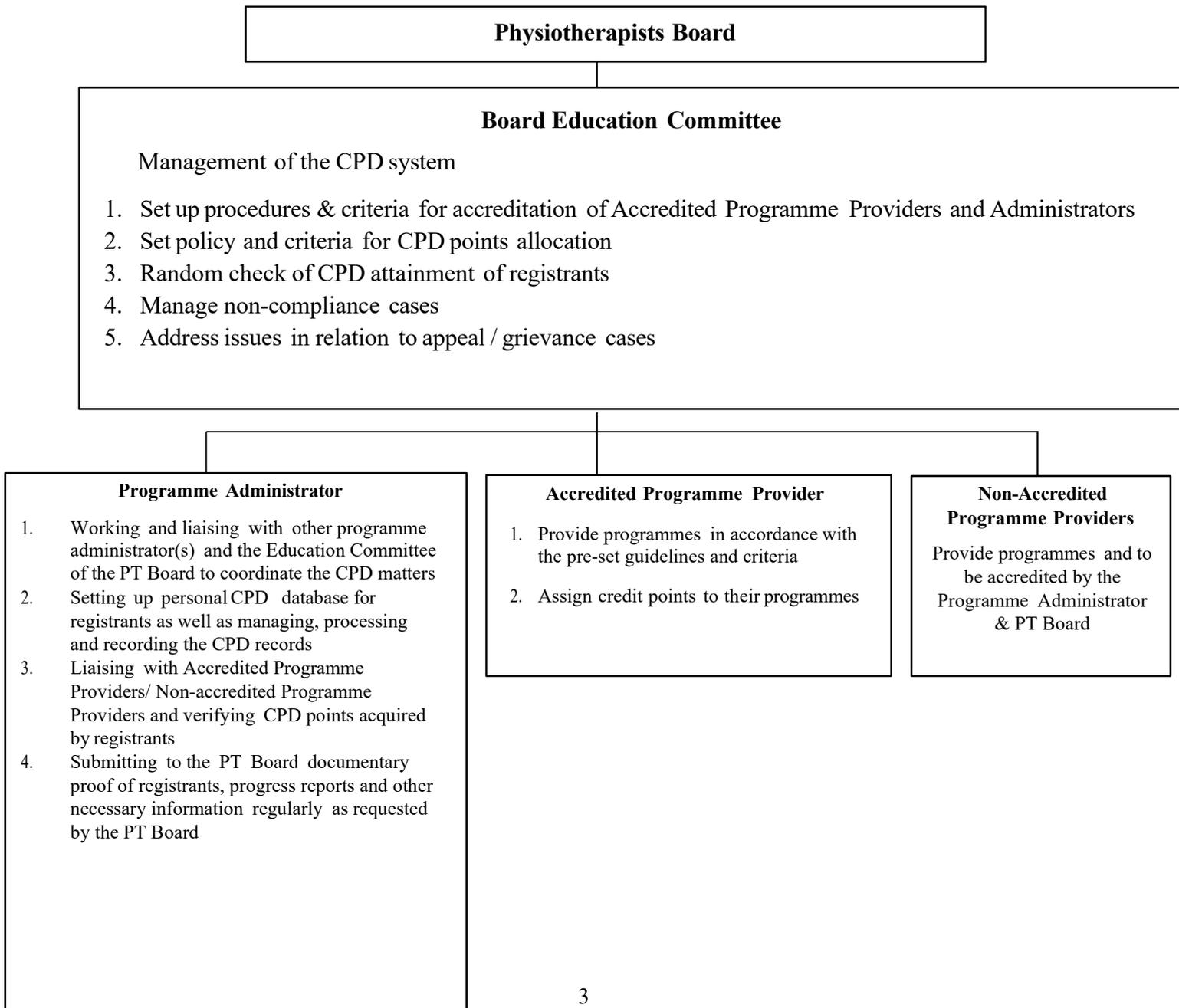
For category III to VI activities, registrants should follow the requirements as stipulated in **Appendix I** and keep all the relevant records and documentary proof for at least 6 years for audit purpose.

Registrants are required to participate in a minimum of 75% of each CPD activity, plus any other assessment(s) requested by the programme /activity provider

5. CPD MANAGEMENT

The structure of CPD management can be summarised as in the organisation chart below. Under the PT Board, the Education Committee is responsible for CPD management including setting up of procedures and criteria for the accreditation and monitoring of programme administrators and programme providers. The Education Committee also conducts random check of CPD scoring status of registrants and handles the issues addressed in relations to appeal/grievance. All CPD records and information of registrants will be submitted to the PT Board.

Operational policies and guidelines, roles & responsibilities of programme administrators and accredited programme providers have been detailed in the: “Manual for Accredited Programme Provider of Mandatory CPD for Registered Physiotherapists” and “Manual for Programme Administrator of Mandatory CPD for Registered Physiotherapists”.



6. SELF-ADMINISTRATION OF MANAGING PERSONAL MANDATORY CPD RECORDS

A personal CPD Record Form (**Appendix III**) reflects learning and development as well as a basis for future learning plan where adaptability and responsiveness to demands and changes in clinical practice can be duly enhanced.

Upon the completion of a 3-year CPD cycle, registrants shall complete the CPD Record Form and indicate their status of fulfillment: a minimum of 45 CPD points of which a minimum of 23 CPD points are core and a minimum of 5 CPD points attained within the CPD cycle.

Registrants must keep all their CPD records and documentary proof for at least **6 years** for random checks by the PT Board. Those who have furnished false declarations are subjected to disciplinary proceedings as stipulated under the ordinance.

7. NON-COMPLIANCE WITH THE MANDATORY CPD REQUIREMENTS

Registrants fail to comply with the Mandatory CPD requirement stated in the Manual are considered as professional misconduct.

Subjected to the endorsement of the Educational Committee, a 1-year grace period could be granted to registrants who have failed to meet the annual CPD requirement (i.e. a minimum of 5 CPD Points) during a CPD cycle.

At the end of a CPD cycle, if any registrant fails to meet all the mandatory CPD requirements a 1-year grace period could be granted subject to the committee's agreement.

If deemed appropriate, a designated committee shall grant a further extension of the grace period but it would be handled on a case-by-case basis.

8. APPEAL CHANNEL & PROCEDURES

Any disagreement with the committee, a formal appeal in writing could be submitted to the PT Board for resolution.

Notes to Registrants on Completion of CPD Record Form

1. Please read below the instructions on filling the columns on the CPD Record Form:

Date: Fill in the date on which the programme/activity is held. If it lasts for more than one day, please provide the start and end dates.

CPD Main Category: Indicate which one of the six CPD categories to which the programme/activity belongs. For details, please refer to **paragraph 2** below.

CPD Code: Fill in the CPD Code of the programme/activity as provided by the provider/organiser. Non-Accredited Programme Provider must submit to the PT Board in advance for CPD accreditation of the programme/activity.

CPD Points Attained: Fill in the CPD Points attained from the programme/activity. For details, please refer to **paragraph 3** below.

2. CPD activities are divided into six main categories and two sub-categories as follows:

CPD Main Categories	Description
I Attendance at lecture / seminar / conference	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practice
II Post-graduate studies	Post-graduate studies in academic institution leading to higher qualification
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 • Presence of discussion/presentation materials

(Cont'd)

CPD Main Categories	Description
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
V Active participation	Active participation in the form of lecturing in course or presenting at scientific meeting, and which is not part of the enrollee's wage-earning duties
VI Publication	Publication in professional journal / textbook

CPD Sub-categories	Description
Core (C)	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.
Non-core (N)	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.

3. The allocation of CPD Points depends on the Main Category and Sub-category to which the programme/activity belongs. The calculation rules are as follows:

CPD Main Categories	Allocation Unit
<p style="text-align: center;">I</p> <p style="text-align: center;">Attendance at lecture / seminar / conference</p>	<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 which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
<p style="text-align: center;">II</p> <p style="text-align: center;">Post-graduate studies</p>	<ul style="list-style-type: none"> • 1 CPD point per 1 contact or 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 which have been accredited and assigned a CPD Code are accepted for claiming CPD Points
<p style="text-align: center;">III</p> <p style="text-align: center;">In-service training</p>	<ul style="list-style-type: none"> • 1 CPD point per 1 contact 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
<p style="text-align: center;">IV</p> <p style="text-align: center;">Self study</p>	<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
<p style="text-align: center;">V</p> <p style="text-align: center;">Active participation</p>	<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
<p style="text-align: center;">VI</p> <p style="text-align: center;">Publication</p>	<ul style="list-style-type: none"> • CPD points for publication according to following criteria,

(Cont'd)

	<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
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CPD Sub-categories	Allocation Unit
Core (C)	A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category
Non-core (N)	A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category

4. Registrants are required to keep properly all their CPD records and documentary proof for at least **6 years**. Upon request by the committee, registrants should submit the records and documentary proof to the PT Board for the processing by Programme Administrators via one of the following means –

By post : Secretariat, Physiotherapists Board
2/F, Shun Feng International Centre
182 Queen's Road East, Wan Chai, Hong Kong

By fax : (852) 2865 5540
By e-mail : pt.cpd@dh.gov.hk

5. Registrants must ensure that all the relevant parts of the CPD Record Form are duly completed and that the information provided is true, complete and accurate. It is the duty of registrants to provide sufficient information to support their claim for CPD Points. Failure to provide supporting information as requested may result in the CPD points for the concerned programmes/activities not being counted.

6. Registrants must keep all relevant documentary proof of attendance properly. Types of documentary proof required for each CPD main category are as follows:

CPD Main Categories	Documentary Proof of Attendance
<p style="text-align: center;">I Attendance at lecture/ seminar / conference</p>	<ul style="list-style-type: none"> • receipts / certificates of completion / attendance records
<p style="text-align: center;">II Post-graduate studies</p>	<ul style="list-style-type: none"> • certificates / transcripts / any documentary proof on completion of the studies
<p style="text-align: center;">III In-service training</p>	<ul style="list-style-type: none"> • attendance records or any proof on attendance provided by the programme provider/activity organiser; and • the discussion/presentation materials
<p style="text-align: center;">IV Self study</p>	<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 <p>(You are required to use the CPD Self Study Record Form at Appendix IV for documentation of your self-study; for journal study, the article must be published within five years of the year of claiming the CPD Point.)</p>
<p style="text-align: center;">V Active participation</p>	<ul style="list-style-type: none"> • proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials
<p style="text-align: center;">VI Publication</p>	<ul style="list-style-type: none"> • a copy of the professional journals / textbooks / articles so published

1. Should there be insufficient space in the CPD Record form, additional supplementary sheets should be submitted together with the Record Form.
2. The information provided in the application will be used for processing the vetting of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Allied Health Professions Ordinance (Chapter 359) and its subsidiary legislation. It may be disclosed to relevant third parties, including the CPD Programme Administrators and Programme Providers, for matters in relation to the

Mandatory CPD Scheme, as well as other Government bureaus/departments, agencies or authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant's information after submission, please contact the Secretariat.

3. For enquiries, please contact the Secretariat by phone (852) 2527 8369 or by e-mail (pt.cpd@dh.gov.hk).

Sample Form for Individual/Organisation (non-accredited programme provider) to apply for Programme Accreditation

PHYSIOTHERAPISTS BOARD

Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Please read the following instructions:

Before Application

This application form is for an activity / programme under Category I "Attendance at lecture / seminar / conference" or Category II "Post-graduate studies", which is **NOT** organised by an Accredited Programme Provider.

Before filling in the application form, please check if the activity / programme has been included in the "Pre-Approved CPD Activities" or "Accredited CPD Programmes for CPD Cycle 2023-2026" on Physiotherapists Board Website. If affirmative, you could simply refer to the CPD points awarded and a separate application of awarding CPD points is **NOT REQUIRED**. If not found, please refer to the following steps for application.

Steps for application

1. Visit the Physiotherapists Board Website to download and complete the application form in fillable pdf format. To facilitate the efficient processing of the application, form filled in MS Word format or filled by handwriting is **NOT ACCEPTED**.
2. Send the completed e-Form and relevant supporting documents to pt.cpd@dh.gov.hk. To facilitate the consideration of your application, you are encouraged to provide relevant documents to support the application. (e.g., promotion pamphlet, introduction of the course/speakers) as detailed as possible. Insufficient information provided may delay the process of the application.

Processing of Education Committee

Your application and information will be passed to the Education Committee for its handling and consideration. Kindly allow a processing period of 4-6 weeks. Please note that this timeline may be extended if there is a high volume of applications to process.

The application result will be announced by an email. Successful application will be accredited CPD points. The relevant information will be uploaded onto Physiotherapists Board website for all registrants' reference.

Part I: Fact Sheet

1. Name of Applicant: _____

2. Title or Position of Applicant: _____

3. Name of Organisation (*if applicable*): _____

4. Address of Applicant or Applicant's Organisation: _____

5. Telephone Number : _____ 6. Fax Number: _____

7. E-mail Address: _____

8. The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organisation (*if applicable*):

(i.e., department/division/unit within the organisation responsible for providing CPD programme)

PHYSIOTHERAPISTS BOARD

Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Part II: Documentation for Accreditation of the CPD Programme:

1.	~ Title of the programme ~
2.	~ Date, time and duration in hours ~
3.	~ Programme format ~ <input type="checkbox"/> On-site format <input type="checkbox"/> Online format <input type="checkbox"/> Lecture / Seminar/ Conference / Meeting <input type="checkbox"/> Workshop / Practical <input type="checkbox"/> Others (please specify: _____)
4.	~ Venue ~
5.	~ Aim & objectives ~

6. ~ Contents ~

7. ~ Personnel ~

The person in-charge of the Programme to be accredited:

Name(s)	Qualifications	Position/Title

Teachers, trainers, presenters, speakers, facilitators, etc. of this Programme are:

Name(s)	Professional Qualifications	Position/Title

8. ~ Learning-teaching methods and facilities ~

9. ~ Methods of verifying participation with at least 75% of attendance ~

10. ~ Methods of evaluation of the effectiveness of the Programme ~

11. Confirmation by the Applicant:

To help us process your application as quickly as possible, please verify that you have completed the following items (check as appropriate):

All sections of the Application Form are completed.

The following supporting documents are attached:

An electronic version or a screenshot of the poster, leaflet, or any promotional materials of the programme applied for accreditation (links to websites, Facebook, Instagram, Weixin, etc will not be accepted).

Information about the programme organizer to support its capability in delivering professional development programmes for physiotherapists.

If the affiliations of the instructor(s) are related to the product(s) involved in the programme, a declaration of any potential conflicts of interest concerning the title of the applied programme must be provided (for organization applicants only).

For product-related programmes, a programme rundown detailing the ratios of lecturing, demonstration, and/or practicum must be provided.

Evidence on the requirement for at least 75% attendance to obtain the certificate for the applied programme.

Please submit the completed Application Form along with all supporting documents (in English or Chinese with official certification) in accordance with the requirements set forth by the Physiotherapists Board.

Name of Applicant : _____

Registration No. : _____

Date : _____

**Mandatory CPD Scheme for Registered Physiotherapists
CPD Record Form**

Appendix III

for the period from 1 July____ (year) to 30 June____ (year)
in the CPD cycle from 1 July____ (year) to 30 June____ (year)

Date	CPD Main Category	CPD Code	Title of CPD Programme / Activity	Core (C) / Non-core (N)	CPD Points Attained
Total CPD Points attained :					

Note:

1. You are required to keep all CPD records and relevant documentary proof for at least **6 years**. Upon request by the Physiotherapists Board, you will be required to submit all the documentary proof to the Secretariat of the Physiotherapists Board.
 2. Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle and a minimum of 5 CPD points in each year during the cycle. Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activity in every 3-year CPD cycle.
- * I confirm that I **have / have not** attained 5 or more CPD points in the captioned period.
- * I confirm that I **have / have not** attained 45 or more CPD points (of which 23 or more points are attained from core CPD activities) in the captioned CPD cycle and a minimum of 5 CPD points in each year during the cycle. (Applicable for the third year of each CPD cycle)

Name : _____
(Surname first, in block letters)
(Full name as registered in the Register of Physiotherapists)

Registration No. : PT

Signature : _____

Date : _____

* Please delete where inappropriate

