Radiographers Board of Hong Kong

Manual for Validation of

Continuing Professional Development (C.P.D.)

Programme/ Activity

August 2010

Manual for Validation of
Continuing Professional Development (CPD) Programme/ Activity

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1   INTRODUCTION

1.1   Organizations without or pending continuing professional development ("CPD") provider status may apply to the Radiographers Board ("RG" or "The Board") for validation of a particular CPD programme/ activity.

1.2   Programme validation is conducted by the Board to examine the standards and the aims of the programme and to ensure that organization providing CPD is-

    1.2.1   committed to the general requirements in programme organization; and

    1.2.2   meeting the criteria for programme/ activity design.

1.3   The Board shall decide if RG-CPD credits are awarded to the particular CPD programme/ activity.

1.4   The validation process is aimed at enabling the organizations to deliver the proposed programme at an agreed standard as stipulated by the Board.

1.5   The Board may decide the need of paying a visit at the event of the CPD activity or to the organization.

2   PROGRAMME/ ACTIVITY DESIGN CRITERIA

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

2.1   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.

2.2   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.

2.3   **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.

2.4   **Content**

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

2.5   **Time Allocation**

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

2.6   **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.

2.7   **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.

2.8   **Verifying Participation and Successful Completion**

Means for verifying participation and successful completion of the learning activity should be specified.

2.9   **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

3 VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME/ ACTIVITY

CPD programme / activity will be validated with regard to the following-

3.1 Programme Planning Team and Teaching Staff
The academic and professional qualifications of the CPD programme planner and teaching staff.

3.2 Programme Structure
The structure and content of the programme, its coherence and progression, the level of the intellectual challenge to programme participants, success in meeting its stated aims, currency of its contents and relevance to good professional practice.

3.3 Learning Outcome
The effectiveness of the learning process, the quality of teaching and the effect on the programme participants.

3.4 Facilities and Support
The provision of teaching and learning facilities and the level of technical and other non-academic staff support.

3.5 Quality Assurance
The monitoring, evaluation and maintenance of the standards of the programme.

4 APPLICATION FOR VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME/ ACTIVITY

4.1 Application should contain all information mentioned in Section 2 "PROGRAMME/ ACTIVITY DESIGN CRITERIA" above. A programme provider interested in applying for validation of their programmes/ activities should complete the application form which consists of Part I – Organization Fact Sheet and Part II – Validation Application. The form can be downloaded

from the website of the Radiographers Board at www.smp-council.org.hk/rg/en/content/php?page=cpd.

4.2 Application should be made preferably <u>four weeks</u> before the commencement of the programme / activity and must not be later than four weeks after the commencement of the programme / activity.

Radiographers Board
Application for Validation of
Continuing Professional Development (C.P.D.)
Programme/ Activity

Part I – Organization Fact Sheet

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: rg.cpd@dh.gov.hk
   Post: 2/F, Shun Feng International Centre, 182, Queen's Road East, Wan Chai, Hong Kong
   Fax: 2865 5540.

Name of Organization

Address

Name of Person in-charge

Title or Position

Telephone Number   Fax Number

E-mail Address

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)

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Part II – Validation Application

1. CPD Programme/ Activity Planner

(Name)   (Qualifications)   (Position/Title)

_____   _____   _____

2. Person(s) responsible for the CPD programmes/ activities:

(Name)   (Qualifications)   (Position/Title)

_____   _____   _____

_____   _____   _____

_____   _____   _____

3. Names of other persons involved in CPD programmes/ activities:

(Name)   (Qualifications)   (Position/Title)

_____   _____   _____

_____   _____   _____

_____   _____   _____

4. Name of the chairperson of the CPD programmes/ activities:

(Name)   (Qualifications)   (Position/Title)

_____   _____   _____

5. Aims and Objectives

_____

_____

_____

_____

6. Content of the Programme/ Activity

7. The activity is*:

☐ Profession-related (PR)
☐ Other healthcare and information technology related (OR)

8. Time Allocation

9. Means of Verifying Participation and Successful Completion

10. Evaluation

(*Describe all the methods used to evaluate the effectiveness of the provider unit and provide evidence of the implementation of each method. Examples include 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.*)

* Please refer to item 3.3. of the Manual for CPD for the definition of PR and OR CPD activities.