



Hong Kong Society of Certified Prosthetist-Orthotists
香港義肢矯形師學會

Continuing Professional Development (CPD) Scheme

**Continuing Professional Development (CPD) Committee,
Hong Kong Society of Certified Prosthetist-Orthotists**

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1. Introduction

To remain in good standing, practitioners are required to maintain competency through continuing education by earning Continuing Professional Development (CPD) credit. Continuing Professional Development (CPD) refers to any post-graduation updating of education, skills or experience which is prosthetics, orthotics – or healthcare – related, with an aim to enrich the practitioner’s contribution in quality healthcare and assist in their pursuit of professional goals.

2. The CPD scheme

2.1 CPD cycle and CPD credit points requirement

The CPD cycle shall span 3 years, commencing from 1 January of the first year and ending on 31 December of the third year.

As an eligible full member, practitioners must earn a total of 60 CPD credits during each three-year cycle (see **Table. 1**). A maximum total of 15 Category B and Category C CPD credits may be applied to the total required; the balance must be approved for Category A credit.

Full member CPD requirement (every triennial cycle)
1. Minimum of 60 CPD credits
2. Total CPD credits from Category B and C must not exceed 15
3. Remaining CPD credits must be in Category A.

Table. 1 Full member CPD requirement

New join full members should acquire adequate CPD credits in a pro-rata basis. Each 3 years cycle will be divided into 6 half-year periods. (e.g. During the 2010-2013 triennial cycle, the counting period is 5 half-year for a new member joining at the Feb 2010, he/she is required to obtain $60 \times 5/6 = 50$ CPD credits in order to meet full member CPD requirement).

At the end of each three-year cycle, membership of those practitioners who do not comply with the Continuing Professional Development (CPD) requirement will be suspended.

2.2 CPD activities and CPD credit point allocation

Practitioners may qualify for Continuing Professional Development (CPD) credits in three categories (see **Appendix. A**). **Category A** CPD credits may be earned through attendance at HKSCPO approved meetings and courses; published article;

post-graduate study. **Category B** CPD credits may be earned through journal readings and other independent or unsupervised activities. **Category C** CPD credits may be earned through broad professional relevant activities.

Members may undertake accredited CPD activities recognized by the CPD Committee for the award of CPD credit. The CPD Committee also accredits other programs for the award of CPD credits as submitted by individual member. The application of program accreditation should be submitted through the HKSCPO “On-line CPD submission system” only (Website: <https://cpd.hkscpo.org>), other forms of application will not be considered.

Within the CPD cycle, repeated attendance of a CPD activity of the same topic and may be at the same level, for purpose such as update, recalibration, re-certification, etc. will be counted for extra CPD credits.

The CPD Committee has the full discretion on whether to award CPD credit points to an activity.

2.3 CPD record administration

All members are required to maintain their own records of participation in CPD activities in the HKSCPO “On-line CPD submission system” (Website: <https://cpd.hkscpo.org>). Members should submit their activity record to the CPD submission system promptly after each activity.

All members should keep relevant supporting documents as evidence of participation of CPD activities.

2.4 Non-compliance with CPD requirement

HKSCPO will notify practitioners of deficient credits and/or impending suspension via certified letter. If an individual fails to comply with the Continuing Professional Development requirements by the end of the three-year cycle, full membership will be suspended for one year. Suspended practitioner can only join as Associate Member during the probation period; however, the subsequent three-year cycle will commence as scheduled.

Following receipt of notification of impending suspension, practitioner will be required to notify HKSCPO via certified letter within 30 days of their intent to earn the deficient CPD credits within the current calendar year, of which at least three-quarters must be

earned as Category A credits. Failure to provide HKSCPO with this notice of intent may result in revocation of membership. During the suspension, practitioners are not permitted to use the HKSCPO certification credential.

Upon completion of the required CPD credits, practitioners must also remit the current year's subscription fees in order to reinstate all rights and benefits to the use of the HKSCPO credential and certification number. An acknowledgement letter of reinstatement will be mailed to the practitioner and a new certification will be issued.