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

Manual for HKSCPO On-line CPD Submission System

Content

Forward

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.

In order to facilitate the management of member's CPD credit, the HKSCPO On-line CPD Submission System was implemented since 2010. After years of fine tone and reconstruction, the on-line system will fully replaced the paper submission from 2013. In the following manual, you could found the steps for using the CPD Submission System in the new platform. For further enquiry, you may direct your enquiry to CPD coordinator Don WU (kwu@hkscpo.org) or our web master Anthony SHUM (anthony.shum@hkscpo.org).

System requirement

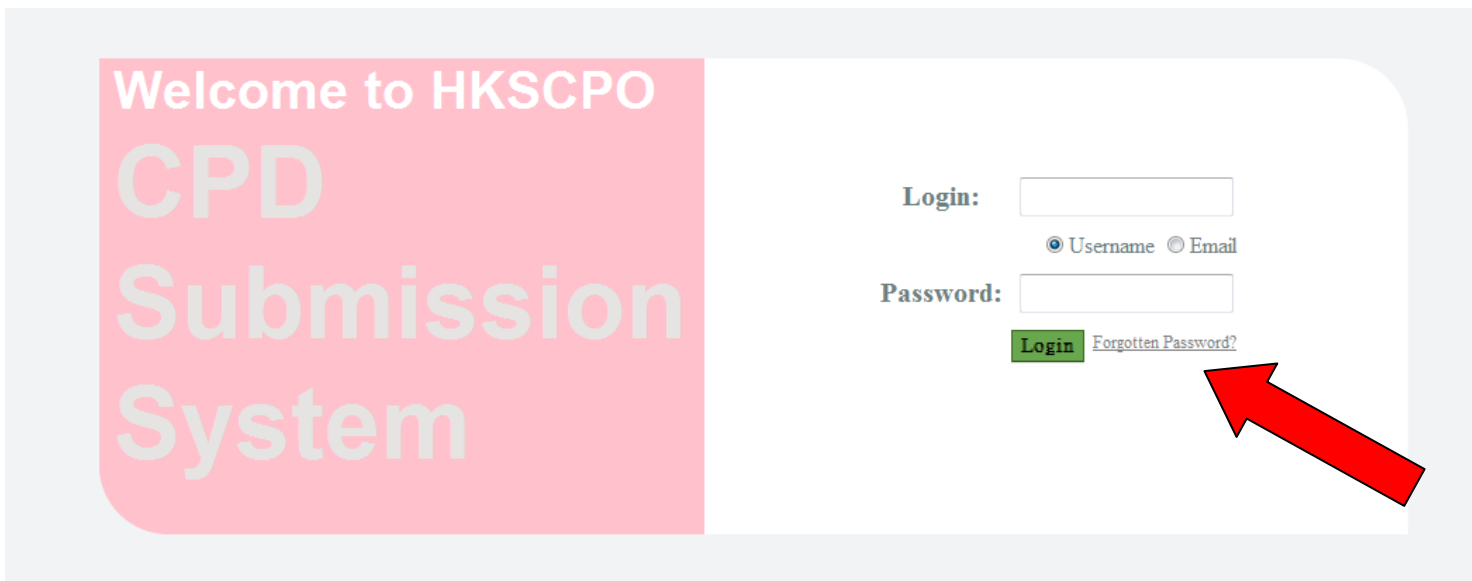**Browser**: Internet Explorer 8,
  Safari,
  Firefox,
  Google Chrome Browser

Best View Resolution: 1,280 × 800

Log in page

1. Please log in by using either "Username" assigned by the HKSCPO or Email address registered in the HKSCPO record.

2. In case of forgot password, use "Forgotten Password" function to reacquire the login password. An e-mail with hyperlink to re-open your account will be send to your though e-mail.

Dashboard

You can found your total CPD credits and its allocation in different categories in the "Dashboard" session. All approved activities is listed in your personal record, you could switch between "Completed" and "Pending" to see the progress of approval.

Apply Activity

In the front page of "Apply Activity" you may apply for recognition of CPD for activities under different categories

Cat. A1/ 2 / 4   Scientific - Activities

You could found the list of accredited activities in the table of "CPD, Scientific Activities", you could apply for CPD credits of attended activities by pressing the "Apply" button.

Chose your corresponding role (Audience, Presenter, Host, Co-organizer) in the "Type" and session of attendance in "Attendant Session", please attach the proof of attendance in the attachment (Format: JPG/

GIF / PNG / PDF / TIFF / DOC up to 2Mb). For activity without proof of attendance, please fill in the declaration form in **Appendix 1.**

If you could not found the activity you would like to seek for CPD credit approval, please select the "Suggest Activity" function.

Cat. A3 Scientific - Publication

For CPD credits approval for scientific publication, please press "Scientific - Publication" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the electronic copy could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb.

Cat. A5 Scientific - Post-graduate study

For CPD credits approval for post graduate study, please press "Post Graduate Study" in the front page of "Apply Application"

Please fill in the necessary sinformation for accreditation, the proof of study could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb.

Cat. B1   Self learning - In - service training

For CPD credits approval for in service training, please press "In Service Study" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the training / presentation record could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. B2   *Self learning - Literature study*

  For CPD credits approval for literature study, please press "Literature Study" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the study report could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. C1   Others - Broad professional relevant activities

For CPD credits approval for board professional activity, please press "Board Professional Relevant Activities" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the proof of attendance could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. C2   Others - Product demonstration

For CPD credits approval for product demonstration, please press "Product Demonstration" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the proof of attendance could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. C3   *General Publication / Lecture*

For CPD credits approval for general publication, please press "General publication / Lecture" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the electronic copy of publication / lecture could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. C4　　　Humanitarian works

For CPD credits approval for humanitarian work, please press "Humanitarian works" in the front page of "Apply Application"

Please fill in the necessary information for accreditation, the certificate / reference document could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Cat. C5   Organizer committee

For CPD credits approval for participant as organizing committee, please press "Organizer committee" in the front page of "Apply Application"
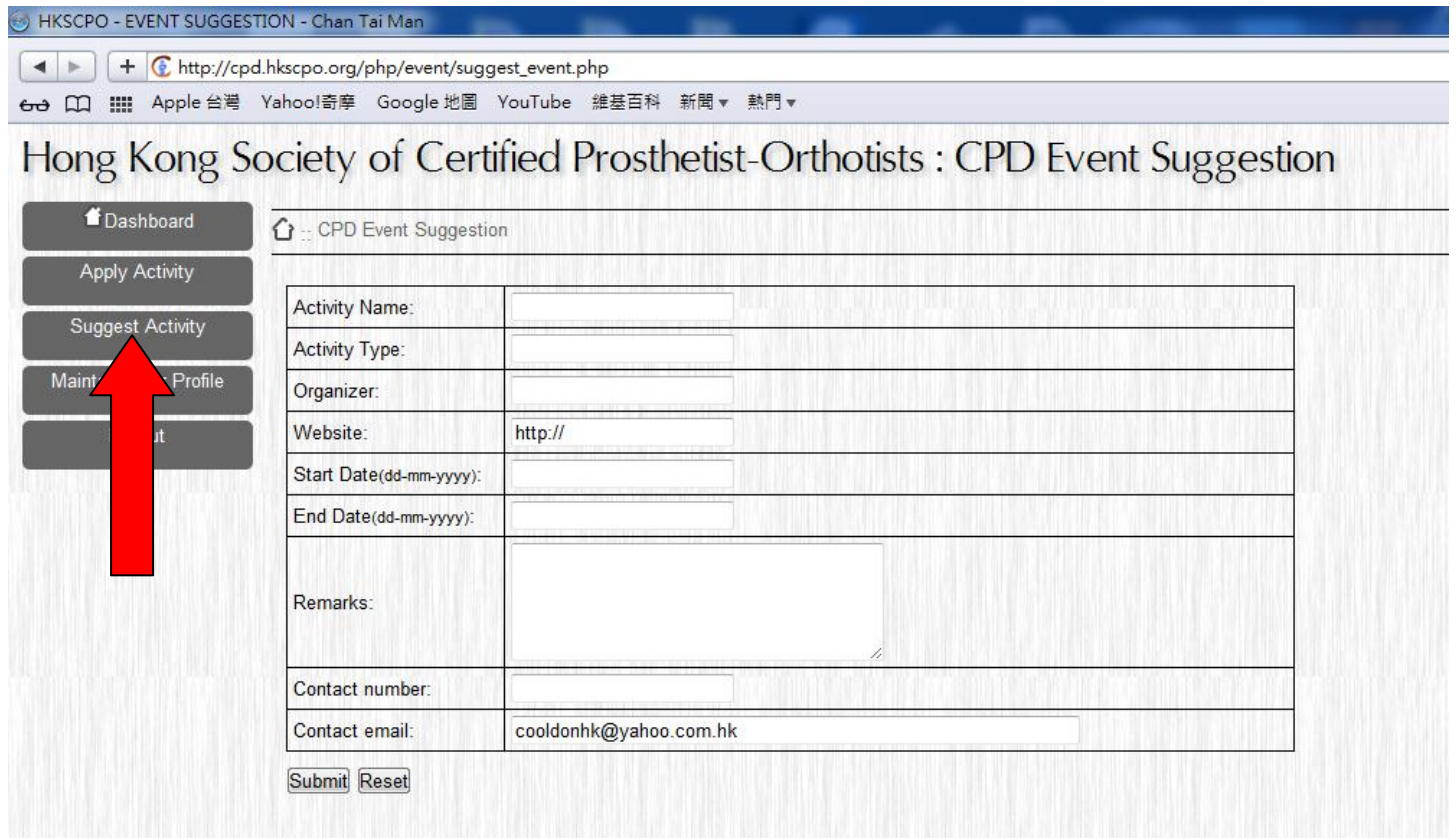
Please fill in the necessary information for accreditation, the electronic copy of reference document could be format in JPG/ GIF / PNG / PDF / TIFF / DOC and up to 2Mb

Suggest Activity

If you could not found the activity you would like to seek for CPD credit approval in the master list of accredited activities, please select the "Suggest Activity" function.

Please fill in the necessary information for accreditation, detail of the activities will be forwarded to the CPD coordinator for consideration automatically.

Maintain User Profile

You could change your contact email address and affiliation in the user profile session.

Technical support

For further enquiry, you may direct your enquiry to CPD coordinator Don WU (kwu@hkscpo.org) or our web master Anthony SHUM (anthony.shum@hkscpo.org).

<u>Declaration of Attendance of CPD activity</u>

To be submitted through the HKSCPO CPD Submission System in case the proof of attendance of the claimed activity cannot be provided.

I (name) _____hereby declare that I have attended

(activity)

_____

_____held in (venue) _____

on (date) _____and cannot provide any documentary proof of

attendance due to the following reason:(Please tick)

☐ no attendance certificate was issued by the organizer

☐ original of the attendance certificate was submitted to other party without

photocopy retained.

☐ lost of the attendance certificate

Signature: _____ Date: _____

HKSCPO reserves the right to reject the claim and the CPD committee will contact individual applicant for details whenever necessary.