

**CHIROPRACTORS COUNCIL
HONG KONG**

**MANUAL FOR ACCREDITATION
AS A PROVIDER
OF THE VOLUNTARY CONTINUING
PROFESSIONAL DEVELOPMENT SCHEME
FOR REGISTERED CHIROPRACTORS**

(2016 – 2018)

(Revised with effect from 1 January 2016)

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1. INTRODUCTION

- 1.1 To encourage chiropractors to keep on enriching their professional knowledge and skills, the Chiropractors Council (“the Council”) has decided to launch a **voluntary** Continuing Professional Development (“the CPD”) scheme for registered chiropractors **with effect from 1 January 2010**. Following the completion of the first cycle on 31st December 2012¹, a new 3-year cycle of the voluntary scheme will commence on 1st January 2013.
- 1.2 The Education Committee, established under the Council, is responsible for the overall implementation and evaluation of the CPD scheme for registered chiropractors. This document sets out details of appointment of the Accredited CPD Providers (“the ACPs”), application procedures and policies governing the roles and responsibilities of the ACPs.

2. APPOINTMENT OF ACCREDITED CPD PROVIDERS

- 2.1 Accredited CPD Providers (“ACPs”) are appointed by the Council to organize CPD activities for registered chiropractors. They are authorized by the Council to self-accredit the CPD activities they organized according to the criteria and procedures set by the Council.
- 2.2 To be eligible for appointment as the Accredited CPD Providers (“ACPs”) of the CPD scheme, the applying organization should satisfy the following criteria –
 - (a) It should be an established body and is legally recognized either locally or overseas;
 - (b) It should have the objective of promoting chiropractic or related health education, continuing chiropractic education or professional development in its statement of objectives or memorandum/articles of association.
 - (c) It should have an established track record in organizing CPD activities (with favourable assessment by participants); and
 - (d) It should have a suitable training infra-structure.

¹ The first voluntary CPD cycle: from 1st January 2010 to 31st December 2012

- 2.3 Applicant must seek approval from the Council for appointment as the ACPs before their CPD activities are recognized by the Council. Details of the application procedures are set out in Section 5.
- 2.4 The term of appointment of ACPs is **3 years**. Those ACPs wishing to continue their accredited status must apply to the Council for renewal before the end of the term of appointment.

3. RESPONSIBILITIES OF ACCREDITED CPD PROVIDERS

3.1 Compliance with the Council's accreditation criteria, policies and procedures

- 3.1.1 The ACPs are required to follow all accreditation criteria, policies and procedures set by the Council on the CPD scheme.
- 3.1.2 Accreditation criteria, policies, and procedures may be revised by the Council from time to time. The ACPs should comply with such changes and to implement appropriate revisions in their programmes as indicated by the Council as soon as possible.
- 3.1.3 For quality assurance, the Education Committee may conduct random on-site inspection to the ACPs' activities.

3.2 Accreditation criteria of CPD activities and award of CPD points

- 3.2.1 CPD activities may include different formats such as seminars, academic conferences, workshops, courses. To be eligible for being accredited as CPD activities, the activities should satisfy the following criteria -
- (a) The primary purpose of the activity is to improve the quality of patient care;
 - (b) The content of the activity is of high scientific, clinical and ethical standard;

- (c) A learning need has been considered and demonstrated;
- (d) Clear learning objectives have been stated;
- (e) The learning environment is suitable for attaining the learning objectives; and
- (f) The activity is evaluated and accredited by Programme Accreditor, i.e., the ACPs (for the activities they organized) or the Education Committee (for non-ACP activities).

3.2.2 The content of CPD activities eligible for accreditation is at **Appendix I**. The CPD points awarded to the activity should be calculated as follows -

- (a) For active participation in the activity being a speaker, moderator, panelist, presenter, teacher or trainer: 2 CPD points per hour.
- (b) For receptive participation in the activity being a recipient or a trainee: 1 CPD point per hour.

3.2.3 Time over 0.5 hour should be rounded up to the nearest hour, otherwise it should be rounded down to the nearest hour. Examples are -

- (a) 1 hour 40 minutes – to be rounded up to 2 hours
- (b) 1 hour 30 minutes – to be rounded down to 1 hour

3.2.4 The maximum CPD point to be awarded for **a single activity** is **20 CPD points**.

3.2.5 The ACPs should assign specific CPD code to each activity they organized in accordance with the coding guideline at **Appendix II**.

3.3 Requirement for reporting data

3.3.1 To assist the Education Committee in monitoring and evaluation of the standards of the CPD activities, the ACPs are required to submit

a summary of CPD activities they organized each year vide **Form A**.

- 3.3.2 In application for renewal of their appointment as ACPs, the ACPs are required to submit a summary report of the evaluation from participants to the Education Committee. For details, please refer to Section 4.10.

3.4 Recognition of CPD points

- 3.4.1 The ACPs should inform the participants of the CPD code and CPD points awarded for the activity. They may include such information in the promotion materials of the programme (e.g. brochures, programme announcement and flyers).

3.5 Verification of Participation and Successful Completion of the CPD activity

- 3.5.1 The ACPs must award certificates, written statements or provide any record verifying an individual chiropractor's participation and successful completion of each CPD activity. The following information should be included in the certificate, written statement or attendance record –

- (a) Name of the chiropractor
- (b) Name of the CPD activity
- (c) Date(s) of the CPD activity held
- (d) Number of CPD points awarded to the activity
- (e) Name of the ACP

- 3.5.2 If the chiropractor has attended a CPD activity both as a speaker and a recipient (i.e., mixed participation), the ACPs must issue separate certificates, written statements or other records to verify his participation in each part of the activity.

3.6 Co-provided Activities

- 3.6.1 An ACP may co-provide activities with other non-ACP bodies. The

co-provided activity (for which CPD points will be awarded by the ACP) must be planned and implemented with the **direct** involvement of the ACP in all stages of the activity – from initial planning through implementation to evaluation.

3.6.2 The ACPs cannot delegate or approve other organizations to organize the CPD activities on their behalf. Activities organized by non-ACP bodies should be accredited by the Education Committee.

3.6.3 The ACPs can jointly organize a CPD activity with other ACPs. A consensus should be reached among the ACPs to decide on which of them is the major provider of the CPD activity. The identification code of the major provider will then be used in assignment of the CPD code to the activity. Details of the coding system are set out in Appendix II.

3.7 Organizational Change

3.7.1 The ACPs are accredited by the Council under the name, structure, and ownership in place at the time of the accreditation decision. The ACPs must report to the Council any changes in the organization in writing within **30 days** for the Council's review and determination of its continued ability to meet the appointment criteria.

3.7.2 The Council reserves the right to conduct visits to the ACPs to verify, clarify and audit the current abilities of the organisations to implement the Council's accreditation requirements.

3.7.3 The Council also reserves the right to withdraw the appointment at any time and shall not be liable for any claim for damages or loss suffered by the ACPs or any other party arising therefrom.

3.8 Retention of record

3.8.1 Records of all CPD activities shall be kept for six years and easily accessible for the reference by the Council or participants when required. The following essential information should be included -

- (a) Title of CPD activities
- (b) Aims and objectives of the CPD activities
- (c) Content of the CPD activities
- (d) Date and duration when the CPD activities were held
- (e) Name(s) of presenter(s)/speaker(s)/facilitator(s) and the related documentation on their expertise
- (f) Number of CPD points awarded
- (g) Attendance record of the participants
- (h) Summary of participants' evaluations
- (i) Samples of certificates/written statements/record issued to participants upon their successful completion of the CPD activities
- (j) Copies of marketing materials e.g. brochures, programme announcements and flyers.

4. DESIGN OF CPD PROGRAMMES

4.1 The ACPs should adhere to the criteria set out in the following subsections in planning and organizing CPD activity for registered chiropractors.

4.2 CPD Programme/Activity Planner

A person-in-charge, preferably a registered chiropractor or who has the qualification or experience in planning and organizing educational programmes, should be responsible for the planning and co-ordination of the CPD activity.

4.3 Educational/Learning Needs Assessment and Target Participants

The CPD activity should be developed in response to the learning needs of target participants.

4.4 Aims and Objectives

The aims and objectives of the CPD activity should be clearly stated and well defined with the expected learning outcomes that fulfil the participants' level of professional attainment.

4.5 Content

The content of the CPD activity should be relevant and consistent with the objectives.

4.6 Time Allocation

Time allocated for the CPD programme should be adjusted to allow the participants to achieve the expected learning outcomes.

4.7 Presenter(s)/Speaker(s)/Facilitator(s)

Presenter(s)/Speaker(s)/Facilitator(s) must have knowledge and expertise in the content area and take an active part in planning, teaching and/or conducting the programme.

4.8 Teaching-learning method

Teaching-learning method should be congruent with the programme objectives and content, and facilitate the participants to achieve their expected learning outcomes.

4.9 Verification of Participation and Successful Completion

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

4.10 Programme Evaluation

Methods for evaluation of the CPD activity should be clearly defined, which should cover the following –

- (a) Relationship between contents and learning-teaching activities and the overall objectives of the CPD programme
- (b) Learners' achievement in each objective
- (c) Expertise of presenter(s)/speaker(s)/facilitator(s) in teaching and conducting the programme
- (d) Appropriateness of the teaching method and facilities

The sample feedback form at **Appendix III** is suggested for adoption by the ACPs. The ACPs are required to submit a summary report of the evaluation from participants to the Council when they apply for renewal for their appointment.

5. APPLICATION PROCEDURES

- 5.1 Any organization which has satisfied the appointment criteria as set out in Section 2 may apply to the Council for appointment as the ACP. The applying organization should make the application by completing **Form B** and submit it to the Council.
- 5.2 At the discretion of the Council, a visit to the applying organization may be scheduled. The purpose of a visit is to make an accurate, first-hand assessment of the data given in the applicant's supporting documents. The Council will work closely with the applicant to verify and clarify information presented in the written application materials and identify strengths and any areas of concern.
- 5.3 The Council will decide whether to grant accreditation status or formulate recommendations to the applicant for improving the CPD programmes or activities as appropriate.
- 5.4 The applicant will be notified of the accreditation results and recommendations, if any, and the effective period for accreditation status. If the organization is appointed as the ACP, the Council will assign a specific identification code to the organization for its assignment of CPD code to its programmes in accordance with the guidelines at Appendix II.
- 5.5 Before the approval takes effect, the organization is **not** allowed to publicize or claim itself as the ACP appointed by the Council or indicate in any information/document relating to the programmes it organized (e.g. promotion materials) that the programmes are accredited as CPD activities with CPD points granted to the participants.
- 5.6 To facilitate processing of the application, the Council may require the applying organization to provide further information or clarify any information submitted in respect of the application. Failure to provide the required information may result in rejection of the application.

CPD activities eligible for accreditation

1. Ageing and Geriatrics
2. Clinical Biomechanics and Clinical Anatomy
3. Clinical and Diagnostic Science
4. CPR & First Aid
5. Diagnostic Imaging
6. Disability and Impairment Rating
7. Epidemiology
8. Ergonomics
9. Ethics
10. Exercise Physiology
11. Men's health, Women's health
12. Microbiology, Applied Biochemistry and Physiology
13. Nutrition and nutraceutical
14. Neurology and Orthopedics
15. Neurophysiology
16. Paediatric and Adolescent Health
17. Pain Management
18. Pharmacology
19. Practice Risk Management
20. Psychology
21. Public Health
22. Rehabilitation
23. Statistics, Study Design and Research Methodology
24. Professional Education in other health sciences
25. Chiropractic Principles
26. History of Chiropractic
27. Techniques (therapeutic or adjunctive)

Remarks: Activities on personal and motivational training, political meetings, or practice management for the purposes of financial gain will **not** be accredited.

Guidelines for Assignment of CPD Code

To facilitate the administration of CPD activities, each programme should be assigned with a specific and unique CPD code (a total of 8 digits) by the ACPs (for their own activities) and Education Committee (for activities organized by non-ACP bodies or other formats of CPD activities). Each character in the CPD code represents the following meanings -

Digit	Meaning	Examples
1 st & 2 nd	Represents the Education Committee and the ACPs	01 = Education Committee 02 = Hong Kong Chiropractors Association Limited 03 = Chiropractic Doctors' Association of Hong Kong Limited 04 = China Hong Kong Macao Chiropractic Association
3 rd	Represents the types of CPD activities	For ACPs' use - 1 = Active Participation in an accredited CPD activity organized by the ACPs 2 = Receptive Participation in an accredited CPD activity organized by the ACPs For Education Committee – 1 = Active Participation in an accredited CPD activity organized by non-ACP bodies 2 = Receptive Participation in an accredited CPD activity organized by non-ACP bodies 3 = Self-study 4 = Publication 5 = Post-graduate Studies
4 th & 5 th	Represents the year in which the CPD programme is conducted	Examples: 10 = Year 2010 11 = Year 2011
6 th to 8 th	Represents the serial number of CPD programme assigned by the Education Committee/ACPs	To be assigned by the ACPs/Education Committee according to their own systems.

If a CPD programme is jointly organized by two or more ACPs, the ACPs should decide on which one is the major provider of the CPD activity and use its identification code as the 1st and 2nd digit of the CPD programme code.

Sample Feedback Form

[Name of the ACP]
Feedback Form for the CPD Activity

Title of the Programme: _____

Programme Code : _____

Date and Time of the Programme: _____

Venue of the Programme: _____

(The questionnaire is designed to collect participants' feedback in the CPD activity. The data obtained will be used for evaluation of the CPD programme)

(A) Please tick the appropriate box to give your ratings on the CPD programme –

1 = Excellent 2 = Very Good 3 = Satisfactory 4 = Unsatisfactory 5 = Poor

		1	2	3	4	5
1.	Educational objectives being achieved					
2.	Knowledge imparted					
3.	Practicability and of good reference					
4.	Content coverage					
5.	Pace (Too fast / too slow)					
6.	Training approach and method					
7.	Teaching and presentation skill					
8.	Suitability of venue					
9.	Duration of the programme (Too long / too short)					
10.	Overall rating					

(B) Other comments -

Signature : _____
(optional)

Name : _____
(optional)

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Record on Continuing Professional Development (CPD) Activities Organized by the ACPs / Applicant
(for the period from _____ to _____)

- Note:(a) The Accredited CPD Providers are required to submit this form to the Secretariat by end of January each year by fax ((852) 2865 5540), e-mail (chiro-council@dh.gov.hk) or post (2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong)
- (b) For new applicant, please submit a record of the CPD activities organized in the past by completing this form. The completed form should be submitted together with the application form (Form B) to the Chiropractors Council.

Name of the Accredited CPD Provider : _____ **Appointment period:** _____

CPD Code	Date		Duration (Contact Hours)	CPD Point(s)	CPD Programme Title	Category of the activity <i>(if applicable)</i>		Speaker(s) [Name(s) & Professional Qualifications]
	Start	End				Category 1	Category 2	

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Application for Appointment as an Accredited Continuing Professional Development Provider

Section A : Particulars of the Applying Organization

1. Name of the organization : _____

2. Address : _____
: _____
: _____
: _____
: _____

3. Person-in-charge

- Name : _____
- Position held : _____

4. Contact person

- Name : _____

- Phone number : _____
- Fax number : _____
- E-mail address : _____
- Correspondence address : _____

Section B

1. Beliefs and goals of the organization

2. Organization structure

(Please provide organizational chart and other schematic that depict the line of authority and organizational communication in the organization)

3. Administration of CPD Activity

(Please provide information on the unit responsible for the overall day-to-day management and organization of the CPD activities and the officer-in-charge of the unit)

(a) Name of the responsible unit : _____

(b) Name of the responsible officer : _____

(i) Position held in the organization:

(ii) Qualification(s) held:

(iii) Professional experience :

4. Quality Assurance Mechanism for CPD Activity

(Please state measures to be adopted to ensure the standards of the CPD activity and evaluation methods)

5. Submission of supporting document

The following documents are enclosed –

A completed Form A - Record of CPD activities organized in the past
(*please refer to the requirement under Section 2.2(c)*)

A summary of the evaluation from the participants in the CPD activities
(*please refer to the requirement under Section 2.2(c)*)

Others information (a total of _____ pages)

I am authorized by _____ (*the applying organization*) to make this application to the Chiropractors Council and declare on behalf of the organization that all the information provided in this application (including all supplementary documents) is true, complete and correct.

Name* : _____

Signature : _____

Date : _____

* The authorized person in the organization for making the application.

General Notes for Completion of Application Form B

1. The application should be submitted by a person who is authorized by the organization to make the application to the Chiropractors Council on behalf of the organization.
2. Application forms and relevant documents should be submitted to the Secretariat of Chiropractors Council via one of the following means –

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

By fax : (852) 2865 5540

By e-mail : chiro-council@dh.gov.hk
3. The applying organization must ensure that all the relevant parts of the application form are completed and that the information provided is true, complete and accurate. It is the duty of the applying organization to provide sufficient information to support the application. Failure to provide supporting information as requested by the Council may result in rejection of the application.
4. Should there be insufficient space in the application form, please use separate sheets as needed and indicate such in the relevant parts of the application form. Additional sheets should be submitted together with the application form.
5. The information provided in the application will be used for processing the application for appointment as the Accredited CPD Providers, keeping records for the CPD scheme and other related purposes in relation to the Chiropractors Registration Ordinance, Chapter 428 and its subsidiary legislation. It is mainly for use within the Chiropractors Council but may also be disclosed to other Government bureaux/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 submitting the application form, please contact the Secretariat.
6. For enquiries, please contact the Secretariat by phone (852) 2527 8363 or by e-mail (chiro-council@dh.gov.hk).

