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Continuing Professional Development Framework

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1.0 Introduction

- 1.1 The Speech Therapists are responsible to their clients and other stakeholders. Therefore, Speech Therapists are required to commit to life-long learning to ensure their knowledge and skills are up-to-date in order to deliver the highest level of care to their clients and stakeholders.
- 1.2 Continuous Professional Development (CPD) encourages Speech Therapists to engage in activities for ongoing professional learning to ensure their knowledge remains current relevant and evidence-based.
- 1.3 The CPD program provides a system for acknowledging Speech Therapists who are undertaking sufficient CPD activities to meet the requirements of the program thus demonstrating to clients, employers, colleagues and the public that they have a commitment to updating and extending their professional practice abilities.
- 1.4 Speech Therapists must engage in a range of activities to meet a minimum number of Continuous Professional Development for Speech Therapists (CPD-ST) points in order to renew their annual membership of the Hong Kong Institute of Speech Therapists Limited (HKIST).

2.0 Continuous Professional Development Program

- 2.1 The HKIST membership starts from 1st of March, June, September or December that depends on the date when the members initially joined the Institute. The membership renewal commences from one month before the annual membership expired. Verification of CPD-ST points occurs during the membership renewal period.
- 2.2 The CPD Log System must be completed as part of the annual HKIST membership renewal. This requires the member to supply CPD-ST points for activities undertaken in the year prior to the membership renewal period.
- 2.3 Any CPD-ST point earned during the membership renewal period should be immediately submitted in the online CPD Log system.
- 2.4 Speech Therapists must accumulate a minimum of 15 CPD-ST points per year to be eligible to renew their HKIST membership.
- 2.5 HKIST holds the final decision on the CPD program annual renewal for members on extended leave, including parental leave, and/or leave of absence from practice for a period of more than 3 months, and/or prolonged significant illness, and/ or on compassionate grounds. Members are required to contact HKIST to seek approval for the lapse of that year.
- 2.6 Members working full-time or part-time have the same obligation and requirement to maintain their CPD-ST points.
- 2.7 Members are encouraged to engage in a diverse range of activities to meet the personal professional development goals identified. CPD activities are

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available in a range of formats and styles. Activities can be drawn from a number of different areas or service providers and can be accessed through a variety of methods.

- 2.8 Activities must be relevant to professional practice as a Speech Therapist in order to extend the knowledge and skills. Since speech therapy is a scientific and evidence-based profession, Speech Therapists have the responsibility to incorporate best available evidence into their everyday clinical practice and research. Speech Therapists, therefore, have the professional responsibility to review available evidence or lack thereof in relation to the CPD activities.
- 2.9 Members must clearly document their CPD activities using relevant forms that are available on the HKIST website or other means to document the completion and outcome of the activities. These may include journal reading form, workshop attendance certificates, supervision meeting records, course transcripts, lecture notes etc. Due to privacy concerns, clinical records should not be provided as evidence and all documents must be de-identified.
- 2.10 For audit purposes, members are advised to retain all relevant CPD documents for 18 months. Audits occur retrospectively during the renewal period. Therefore all documents should be retained for this purpose.

3.0 CPD Activity Types and Points

- 3.1 The table below outlines the types of CPD activities recognised by the HKIST and their respective formula for CPD-ST points.
- 3.2 A minimum of 15 CPD-ST points must be reached per annum, with a ceiling of 10 CPD-ST points per activity type.

INDEPENDENT STUDY
<p>Sample activities:</p> <ul style="list-style-type: none"> • Reading books, articles and lecture handouts. • A reading form must be completed for each item. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 1 point per reading form.
CONFERENCE, WORKSHOP AND SEMINAR ATTENDANCE
<p>Sample activities:</p> <ul style="list-style-type: none"> • Attendance at conference, workshop, seminar, journal club and case-sharing. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • Events directly related to speech therapy, 1 point per hour of

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attendance.

- Events indirectly related to speech therapy, 0.5 points per hour of attendance for example: statistics, research methodology, counseling, documentation, X-ray, basic life supporting, quality of life etc.
- Note: Each event is capped at a maximum of 10 CPD-ST points.

EDUCATION TO PUBLIC OR PROFESSIONALS

Sample activities:

- Teaching as part of or additional to the usual work activity and is not a repeated presentation within the same year.
- Presentation at conferences.
- Delivering workshop, seminars or talks.
- Development of clinical-relevant resources including but not limited to brochures, information handouts, clinical tools.

CPD-ST points awarded:

- 2 points per hour of presentation.
- 3 points per clinical-relevant resource developed.

RESEARCH PARTICIPATION

Sample activities:

- Actively participated in research.
- This may include any of the following stages planning, designing, implementing and documenting.

CPD-ST points awarded:

- 1 point per hour of research participation.
- Note: Each study participated as a subject or attendee is capped at a maximum of 5 CPD-ST points. Each study participated as investigator is capped at a maximum of 10 CPD-ST points.

QUALITY IMPROVEMENT ACTIVITIES

Sample activities:

- Actively engaged in quality improvement activities that facilitate clinical and/or administrative management in speech therapy service

CPD-ST points awarded:

- 5 points per activity.

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<i>STUDENT SUPERVISION</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • Clinical supervision of an entry level (Bachelors or Masters) speech therapy student in a clinical placement. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 1 point per hour of student supervision of speech therapy student in a clinical placement.
<i>MENTORING AND CLINICAL SUPERVISION</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • Supervision involves regular meeting between a senior and junior therapist, in terms of clinical skills and experience, with an emphasis on clinical accountability and skill development. • Mentoring of speech therapist in order to develop clinical and professional skills. • The outcome of these activities should be documented. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 1 point per contact hour. • Note: Each event is capped at a maximum of 3 CPD-ST points.
<i>EXTERNAL STUDY</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • Courses leading to further qualifications from a university or other tertiary institutions. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 10 points per year for full-time study; 5 points per year for part-time study that is directly related to speech therapy. • 6 points per year for full-time study; 3 points per year for part-time study that is indirectly related to speech therapy.
<i>OTHERS</i>
<p>These include activities that are not outlined above but may extend a member's competence in practicing speech therapy.</p> <p>Sample activities:</p>

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- Organization of CPD events.
- Voluntary participation in HKAST or HKIST activities and roles.
- Reviewer for journal articles.
- Promotion of speech therapy activities.

CPD-ST points awarded:

- 1 point per hour of involvement.
- Note: Each activity is capped at a maximum of 5 CPD-ST points.

4.0 CPD-ST Points Auditing

4.1 The CPD-ST points auditing is in place to ensure the validity of the program.

HKIST is responsible to our profession, consumer and employers that members of the HKIST possess up-to-date knowledge and skills.

4.2 The CPD-ST points submitted by members may be audited annually.

4.3 Annual Audit

4.3.1 All members are required to acquire no less than 15 CPD-ST points per year for the annual HKIST membership renewal.

4.3.2 CPD-ST points for all members will be verified by HKIST to ensure that members have reached the minimal requirement for annual membership renewal.

4.3.3 Members (no less than 5% of the total membership number) are selected randomly from the membership database for auditing purpose.

4.3.4 The HKIST will notify the selected members to submit evidence of the CPD points earned in the previous year, including but not limited to record form, certificates, to support their CPD log. The members are required to have documents submitted within 1 month.

4.3.5 The HKIST will review the submitted evidence with the CPD Log System of the selected members.

5.0 Outcome of CPD-ST Points Auditing

5.1 Annual audit

Following the auditing process, the following outcome may occur:

5.1.1 The member meets the CPD program annual requirement.

Outcome: The member can continue to register as full members of the HKIST for the next year. The outcome will be notified to the member.

5.1.2 The member does not meet the CPD program annual requirements.

Outcome: The member will be notified and given a 3-month period to engage in sufficient CPD activities for their annual membership renewal. If the member fails to meet the requirements within the 3-month period, the member will no longer be eligible for their HKIST full

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membership. The membership will be considered to be lapsed and such individual will be required to re-apply for HKIST full membership until the individual has fulfilled the annual CPD requirements.

6.0 Appeal System

6.1 This applies to members who disagree with the HKIST audit outcomes.

6.2 Appeal procedure:

6.2.1 Members seeking appeal following the annual audit process must be lodged to the HKIST in writing within 1 month after being notified about the outcome of CPD-ST points auditing.

6.2.2 HKIST will form an independent appeal committee constituting one member from the Education Committee and two general members of the Institute for each appeal case.

6.2.3 Members may be contacted by the committee to submit further evidence to support their appeal.

6.2.4 The committee will review all submitted documents and the CPD Log System to determine whether the member's appeal is upheld or dismissed.

6.3 Appeal outcome

6.3.1 The member will be notified about the appeal outcome within two months after the appeal is received.

6.3.2 If the appeal is upheld, HKIST will grant full membership status to the member for the following year.

6.3.3 If the appeal is dismissed, the member will be required to provide sufficient evidence of their CPD requirements according to the time-frame listed in 5.1.2 (the time-frame begins on the date of appeal result being released). Outcomes will follow 5.1.2, according to the appeal case.

6.3.4 The member will be required to pay a HKD\$2,000 administrative fee should the appeal is dismissed.