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Continuing Professional Development Framework

Version	Effective Date
1.0	

Document Number	HKIST-A-CPD-v1
Author	HKAST AR Sub-committee
Custodian	Chairperson of HKIST Education Committee
Approved / Endorsed By	HKIST Professional Council
Approval Date	18/09/2017

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1.0 Introduction

- 1.1 The speech therapist is 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 therapist to engage in activities for ongoing professional learning to ensure the speech therapists' 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 Continue Education Program for Speech Therapists (CEPST) points in order to renew their annual membership of the Hong Kong Institute of Speech Therapists Limited (HKIST).

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2.0 Continuous Professional Development Program

- 2.1 Speech therapists must accumulate a total of 45 CEPST points per triennium and a minimum of 10 CEPST points per year to be eligible to renew their HKIST membership.
- 2.2 The CPD program generally adopts a one CPD hour per CEPST point policy. There is a ceiling of 20 points per activity type.
- 2.3 The CPD Log System must be completed as part of the annual HKIST membership renewal. This requires the member to supply CEPST points for activities undertaken in the 12 months prior to the membership renewal period.
- 2.4 The member must supply the number of CEPST points accrued in each activity type in the online CPD Log System prior to membership renewal.
- 2.5 The CPD program annual renewal will be in line with the HKIST membership annual renewal.
- 2.6 CEPST points are accumulated for every triennium. Excessive CEPST points cannot be carried over to the following triennium period.
- 2.7 The cycle may be extended for members on extended leave, including for parental leave, and/or leave of absence from practice for a period of more than 6 months, and/or prolonged significant illness, and/ or on compassionate grounds. Members are required to contact HKIST to seek approval for extension.
- 2.8 Members working full-time or part-time have the same obligation and requirement to maintain their CEPST points.
- 2.9 Members are encouraged to engage in a diverse range of activities. Members can engage in a variety of activities to meet the personal professional development goals identified. CPD activities are 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.
- 2.10 Activities must be relevant to professional practice as a speech therapist and extend the knowledge and skills of the speech therapist. Since speech

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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.

2.11 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.

2.12 For audit purposes, members are advised to retain all relevant CPD documents for 36 months. Audits occur retrospectively prior to 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 CEPST points.

3.2 A minimum of 10 CEPST points must be reached per annum, with a ceiling for 20 CEPST points per activity type.

INDEPENDENT STUDY
<p>Sample activities:</p> <ul style="list-style-type: none"> • Reading books or articles. • Internet-based learning (including e-learning packages or pre-recorded presentations). • A reading form must be completed for each item. <p>CEPST points awarded:</p> <ul style="list-style-type: none"> • 1 point per article. • 5 points per book. • 1 point per 1 hour of internet-based learning.
CONFERENCE, WORKSHOP AND SEMINAR ATTENDANCE
<p>Sample activities:</p>

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- Attendance at conference, workshop, seminar, journal club and case-sharing.

CEPST points awarded:

- Events directly related to speech therapy, 1 point per hour of attendance.
- Events indirectly related to speech therapy, 0.5 points per hour of attendance.
- Note: Each event is capped at a maximum of 12 CEPST 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.
- Presentation at conferences.
- Delivering workshop, seminars or talks.
- Development of clinical-relevant resources including but not limited to brochures, information handouts, clinical tools.

CEPST points awarded:

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

RESEARCH PARTICIPATION AND QUALITY IMPROVEMENT ACTIVITIES

Sample activities:

- Actively engaged in research or quality improvement activities.
- This may including any of the following stages planning, designing, implementing and documenting.

CEPST points awarded:

- 8 points per completed project.
- 2 points for each of the four stages (planning, designing, implanting and documenting) per project.

STUDENT SUPERVISION

Sample activities:

- Clinical supervision of an entry level (Bachelors or Masters) speech therapy student in a clinical placement.
- Supervision of other post-secondary students, such as other health

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professional students, students seeking observational opportunities.

CEPST points awarded:

- 1 point per hour of student supervision of speech therapy student in a clinical placement.
- 0.5 point per hour of supervision of other post-secondary students.

MENTORING, PEER SUPPORT AND CLINICAL SUPERVISION

Sample activities:

- Supervision involves regular meeting between a senior and junior therapist, in terms of clinical skills and experience rather than job title, with an emphasis on clinical accountability and skill development.
- Mentoring of speech therapist in order to develop clinical and professional skills.
- Peer support involves mutual support, guidance and sharing of information between similarly experienced speech therapists.
- The outcome of these activities should be documented.

CEPST points awarded:

- 1 point per contact hour.

EXTERNAL STUDY

Sample activities:

- Courses leading to further qualifications from a university or other tertiary institutions.

CEPST points awarded:

- 10 points per year for full-time study; 8 points per year for part-time study that is directly related to speech therapy.
- 6 points per year for full-time study; 4 points per year for part-time study that is indirectly related to speech therapy.

OTHERS

These include activities that are not outlined above but may extend a member's competence in practicing speech therapy.

Sample activities:

- Organization of CPD events.
- Voluntary participants in HKAST or HKIST activities and roles.

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- Reviewer for journal articles.
 - Promotion of speech therapy activities.
- CEPST points awarded:
- 1 point per hour of involvement.

4.0 CEPST Points Auditing

4.1 The CEPST 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 CEPST points submitted by members will be audited annually and triennially.

4.3 Annual audit

4.3.1 Only CEPST point requirement will be audited.

4.3.2 All members are required to acquire no less than 10 CEPST points for the annual HKIST membership renewal.

4.3.3 CPD log for all members will be checked by HKIST to ensure that members have reached the minimal requirement for annual membership renewal.

4.4 Triennium audit

4.4.1 Both the accumulated CEPST points for the triennium and their respective documents will be audited.

4.4.2 Members (no less than 5% of the total membership number) are selected randomly from the membership database.

4.4.3 The HKIST will notify the selected members to submit evidence of the previous triennium, including but not limited to record form, certificates, to support their CPD log.

4.4.4 The HKIST will review and cross check the submitted evidence with the CPD Log System of the selected members.

5.0 Outcome of CEPST 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. Members will not be notified of the outcome.

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

Outcome: The member will be notified and will be given a 3-month period to engage in sufficient CPD activities for their annual

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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 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.

5.2 Triennium audit

5.2.1 Following the auditing process, HKIST will notify selected members regarding the auditing outcome. The following outcome may occur:

5.2.1.1 The member meets the CPD program triennium requirements.

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

5.2.1.2 The member meets the CPD program triennium requirements but shows a lack of variety in CPD activity types.

Outcome: The member can continue to register as full members of the HKIST for the next triennium. The member will be notified and strongly advised to broaden the range of CPD activity types in the following triennium.

5.2.1.3 The member does not meet the CPD program triennium requirements.

Outcome: The member will be notified and will be given a 6-month period to engage in sufficient CPD activities for their membership renewal. If the member fails to meet the requirement within the 6-month period, the member will no longer be eligible for their HKIST full 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 triennium 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 or triennium audit process must be lodged to the HKIST in writing.

6.2.2 HKIST will form an independent appeals committee 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.

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- 6.3.2 If the appeal is upheld, HKIST will review the member's evidence and document and grant full membership status to the member for the following year, provided that the member has met the annual or triennium requirements.
- 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 or 5.2.3. Outcomes will follow 5.1.2 or 5.2.3, 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.