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Continuing Professional Development Framework

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1.0 Introduction

- 1.1 Registered speech therapists are responsible to their clients and other stakeholders. Therefore, registered 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 Continuing Professional Development (CPD) encourages registered speech therapists to engage in activities for ongoing professional learning to ensure their knowledge remains currently relevant and evidence-based.
- 1.3 The CPD program provides a system for acknowledging registered 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 Registered Speech Therapists must engage in a range of activities to meet a minimum number of Continuing 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 Continuing 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 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 Registered speech therapists must accumulate a minimum of 15 CPD-ST points per year to be eligible to renew their HKIST membership. For registered speech therapists who newly join between 1st January – 30th June of a year, they must accumulate a minimum of 7 CPD-ST points to be eligible to renew their HKIST membership. For registered speech therapists who newly join between 1st July – 31st December of a year, no CPD-ST point is needed to renew their HKIST membership in the first year and they must accumulate a

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minimum of 15 CPD-ST points to be eligible to renew their HKIST membership in the subsequent year.

- 2.5 The HKIST holds the final decision on the CPD program annual renewal for Registered speech therapists 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. Registered speech therapists are required to contact the HKIST to seek approval for the lapse of that year.
- 2.6 Registered speech therapists working full-time or part-time have the same obligation and requirement to maintain their CPD-ST points.
- 2.7 Registered speech therapists are encouraged to engage in a diverse range 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.
- 2.8 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, registered speech therapists have the responsibility to incorporate best available evidence into their everyday clinical practice and research. Registered speech therapists, therefore, have the professional responsibility to review available evidence or lack thereof in relation to the CPD activities.
- 2.9 Registered speech therapists 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 and 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, Registered speech therapists 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.

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3.2A minimum of 15 CPD-ST points must be reached per annum, with a ceiling of 10 CPD-ST points per activity type.

<i>INDEPENDENT STUDY</i>
<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.
<i>CONFERENCE, WORKSHOP AND SEMINAR ATTENDANCE</i>
<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 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.
<i>EDUCATION TO PUBLIC OR PROFESSIONALS</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • 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. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 2 points per hour of presentation. • 3 points per clinical-relevant resource developed.
<i>RESEARCH PARTICIPATION</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • Actively participated in research.

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<ul style="list-style-type: none"> • This may include any of the following stages planning, designing, implementing and documenting. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 1 point per hour of research participation.
<i>QUALITY IMPROVEMENT ACTIVITIES</i>
<p>Sample activities:</p> <ul style="list-style-type: none"> • Actively engaged in quality improvement activities that facilitate clinical and/or administrative management in speech therapy service <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 5 points per activity.
<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.

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<i>EXTERNAL STUDY</i>
Sample activities:
<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"> • 20 points per year for full-time study; 10 points per year for part-time study that is directly related to speech therapy. • 12 points per year for full-time study; 6 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> <ul style="list-style-type: none"> • Organization of CPD events. • Voluntary participation in the HKAST or the HKIST activities and roles. • Reviewer for journal articles. • Promotion of speech therapy activities. <p>CPD-ST points awarded:</p> <ul style="list-style-type: none"> • 1 point per hour of involvement.

4.0 CPD-ST Points Auditing

4.1 The CPD-ST points auditing is in place to ensure the validity of the program. The HKIST is responsible to our profession, consumers and employers that registered speech therapists possess up-to-date knowledge and skills.

4.2 The CPD-ST points submitted by registered speech therapists may be audited annually.

4.3 Annual Audit

4.3.1 Registered speech therapists are required to acquire no less than 15 CPD-ST points per year for the annual HKIST membership renewal. For registered speech therapists who newly join between 1st January – 30th June of a year, they must accumulate a minimum of 7 CPD-ST points to be eligible to renew their HKIST membership, while for registered

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speech therapists who newly join between 1st July – 31st December of a year, no CPD-ST point is needed to renew their HKIST membership in the first year and they must accumulate a minimum of 15 CPD-ST points to be eligible to renew their HKIST membership in the subsequent year.

- 4.3.2 CPD-ST points for registered speech therapists will be verified by the HKIST to ensure that they have reached the minimal requirement for annual membership renewal.
- 4.3.3 Registered speech therapists (no less than 5% of the total membership number) are selected by random sampling from the membership database for auditing purpose.
- 4.3.4 The HKIST will notify the selected registered speech therapists to submit evidence of the CPD-ST points earned in the previous year, including but not limited to record form, certificates, to support their CPD Log. The registered speech therapists are required to have the evidence submitted within 1 month. If the evidence cannot be submitted within 1 month, the membership will be considered to be lapsed unless the evidence is submitted.
- 4.3.5 The HKIST will review the submitted evidence with the CPD Log System of the selected registered speech therapists.

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 registered speech therapist meets the CPD program annual requirement.

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

- 5.1.2 The registered speech therapist does not meet the CPD program annual requirements.

Outcome: The registered speech therapist will be notified and given a 3-month period to engage in sufficient CPD activities for his/her annual membership renewal. If the registered speech therapist fails to meet the requirements within the 3-month period, he/she will no longer be eligible for their HKIST full membership. The membership will be considered to be lapsed and such an individual will be required to re apply for the HKIST full membership until the individual has fulfilled the annual CPD requirements.

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6.0 Appeal System

6.1 This applies to registered speech therapists who disagree with the HKIST audit outcomes.

6.2 Appeal procedure:

6.2.1 A registered speech therapist 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 The 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 The registered speech therapist may be contacted by the committee to submit further evidence to support the appeal.

6.2.4 The committee will review all submitted documents and the CPD Log System to determine whether the appeal of the registered speech therapists is upheld or dismissed.

6.3 Appeal outcome

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

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

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

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

7.0 Lapsed member

7.1 A registered speech therapist with membership lapsed more than 3 months is required to re-submit CPD-ST points for the recent 12 months (≥ 15 points) for full auditing before re-joining the HKIST. Registered speech therapists are highly encouraged to commit for ongoing professional learning in order to avoid lapsing of membership.