

HONG KONG INSTITUTION OF PHYSICISTS IN MEDICINE

Principles and Guidelines on Continuous Professional Development (CPD) Scheme

Effective from 1st January 2015 (Amended on 9th May 2015)

1. Objective and Definition

It is the objective of the HKIPM to promote the advancement of science and practice of physics in medicine. The purpose of Continuous Professional Development (CPD) is to meet this objective, and it is a continuous life-long learning process for Certified Medical Physicists (CertMedPhys) and comprises activities that serve to:

- a) maintain and/or develop the knowledge, skills and competencies relevant to the practice of medical physics that may change over the years;
- b) enable the delivery of quality professional care and safe standard of practice to the patients, and public that CertMedPhys serve, and;
- c) ensure that CertMedPhys will remain competent throughout their professional career.

2. General Principles

- a) The purpose of this document is to lay down broad principles for the HKIPM and CertMedPhys to follow. Appropriate flexibility has been built in the framework to cater for individual professional, educational and development needs.
- b) The CPD program must be clearly defined and approved by the CPD Subcommittee, and only core subjects related to the professional are recognized.
- c) Any changes to the CPD program require the approval of the CPD Subcommittee.
- d) About 10% of the CertMedPhys in HKIPM will be selected for audit at the end of each cycle. The selected CertMedPhys shall submit a summary of their total number of

CPD points with required proof to the CPD Subcommittee within 4 weeks after the end of each cycle.

- e) Selected CertMedPhys failing to submit CPD returns on time will be regarded as CPD noncompliant. Subsequent requests to review late submissions may be subject to an administrative fee to be determined by the HKIPM.
- f) The CPD Subcommittee shall report to the Medical Physicist Certification Board any of the selected CertMedPhys who fail to comply with CPD requirements. The Medical Physicist Certification Board shall then consider sanction, and a maximum 1 year grace period may be granted on a case by case consideration.
- g) To ensure compliance, the CPD Subcommittee may recommend the Medical Physicist Certification Board to withhold the Certification qualification of a CertMedPhy who has failed to comply with CPD requirements, unless the Committee is satisfied that there are relevant and exceptional circumstances.
- h) All CertMedPhys must fulfill the full requirements of the CPD program by the end of each cycle.
- i) It is the duty of CertMedPhys to keep themselves up-to-date in all areas of their practice. They are encouraged to set up a personal portfolio to help them monitor and achieve the objectives of CPD. The portfolio should contain information on any professional and educational developments.
- j) All notices sent to the address/email address last provided by a CertMedPhy to the HKIPM will be deemed to have been received by that CertMedPhy, and it is the responsibility of a CertMedPhy to keep his/her contact address whenever with the HKIPM up to date.

3. The Cycle

- a) A cycle of CPD assessment shall consist of 3 years.
- b) The CPD Subcommittee adopted fixed CPD cycles starting from 1st January 2015. Certified Medical Physicists will commence their first cycle on the first day of the month immediately after they were granted CertMedPhys.
- c) If the first cycle is shorter than 3 years, the required CPD points will be adjusted on a pro-rata basis.

4. Requirements for a Cycle

- a) The minimum CPD requirement is 90 points in a 3-year cycle. CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.
- b) The number of CPD points required for CertMedPhy of different specialties shall be the same, and a CertMedPhy accredited for more than one specialty shall not be required to obtain more than 90 points.

5. Measurement of Activities

In general, one CPD point is equivalent to one hour of participation as an attendee in a CPD Subcommittee Approved Activity (CPDAA). The Committee will decide the number of points to be awarded to activities that normally cannot be accredited on a time basis.

6. Accredited Activities

The list below serves as a general guideline. The CPD Subcommittee shall design CPD program that are most suitable for each specialty. It is strongly recommended that CertMedPhys should maintain a balanced CPD profile with a mix of different activities.

6.1 Participation as an Attendee in CPDAA

One hour of participation as an attendee at a CPDAA is ordinarily awarded one point. No more than 75 points can be awarded for passive participation as an attendee in CPDAA in a cycle. CertMedPhys are encouraged to increase the proportion of other CPD activities.

6.2 Chairing/Presenting at CPDAA

Chairing or presenting at a CPDAA can be awarded 1 point per hour.

6.3 Self-study

- a) Self-study is accepted as a form of CPD.
- b) One hour of self-study is ordinarily awarded 1 point.
- c) Self-study is only accredited with prior approval from the CPD Subcommittee concerned, and with the necessary evidence that it has been carried out diligently.

6.4 Publications

- a) 10 and 5 points will be awarded to principal and second authors respectively for any single publication in scientific journal papers/ books/ book chapters. One point will be awarded for the subsequent authors.
- b) Other than text books (M.Sc. or Ph.D. thesis will not be regarded as text book and no CPD point will be awarded), papers in indexed journals or e-journals, no other publication can be awarded any points unless approved by the CPD Subcommittee.

6.5 Research

Research activities are accepted as a form of CPD. 5 points will be awarded to each oral or poster presentation in local or overseas scientific conference/symposium.

6.6 Development of New Technologies or Services

The development of new services or technologies is accepted as a form of CPD. The CPD point awarded will be considered case by case subject to the evaluation of the development based on the complexity and contribution to the Medical Physics community.

6.7 Undergraduate and Postgraduate Teaching

Undergraduate and postgraduate teaching is accepted as a form of CPD. 2 points per one hour lecture in single topic in any one year will be awarded. A maximum of 10 CPD points will be awarded for each course. The primary supervisor of a dissertation for Bachelor, Master taught- and Doctorate taught- courses will award 10 points. The primary supervisor of a research Master and Doctorate degrees will award 20 points.

6.8 Conducting Examinations

The participation as an examiner in specialist examinations is accepted as a form of CPD. 5 points will be awarded for each oral examination. Contribution of examination questions will be awarded 0.5 point for each MCQ, short or long question accepted by the Medical Physicist Certification Board. A maximum of 5 CPD points will be awarded for each examination.

6.9 Postgraduate Courses

Attending a course leading to a post-graduate qualification related to the professional can be accepted as a form of CPD. No more than 20 points can be obtained from activities in this category in a cycle. The CPD points will be awarded as follows. 5

points for postgraduate certificate or diploma course, 10 points for master degree, 20 points for Ph.D. degree. The CPD points will be granted at graduation.

6.10 Development of CPD or Knowledge-Translation Materials

Participation in development of CPD or knowledge-translation materials for self-study, e-learning and other purposes is accepted as a form of CPD. 3 CPD points will be awarded for each self-study material.

6.11 Reviewers of Indexed Journals

Reviewing articles submitted to indexed journals is accepted as a form of CPD. 5 points will be awarded for any single article review.

6.12 Clinical Attachment/ Visit Program

A clinical attachment/ visit program in a training unit approved by HKIPM of the appropriate specialty is accepted as a form of CPD. Clear learning objectives have to be defined in such attachment program. Normal rotation of duties, and posting changes are not regarded as attachment. No more than 10 points can be obtained from activities in this category each year.

6.13 Other Non-medical Professional Development Activities

Participation in other non-medical professional development activities that may facilitate the practice of medical physics, e.g. knowledge and skills relating to relevant laws, information technology, clinic management and interpersonal communication, is also accepted as a form of CPD. No more than 5 points can be obtained from activities in this category in a cycle.

7. Maximum and Minimum Points for Activities

Unless already specified in this document, there are no maximum/minimum points that can/must be obtained by CertMedPhys in a year for each category of activities.

8. Exemptions

8.1 Retiring from Active Practice

The CPD Subcommittee will consider application for CPD exemption from a CertMedPhy only if he/she has formally submitted a written declaration to the Committee that he/she has retired from active practice in and outside Hong Kong.

8.2 Acute/Prolonged Illness and Permanent Disability

- a) A CertMedPhy unable to fulfill the CPD requirements due to any acute/prolonged illnesses or permanent disabilities can be exempted, on the condition that he/she is not in active practice as a Medical Physicist.
- b) When a CertMedPhy recovers from prolonged illness and resumes his/her practice as a Medical Physicist, he/she will be required to re-start his/her CPD cycle and to obtain at least 30 CPD points in the first 12 months of the cycle.

9. Non-compliance

9.1 Remediable Non-compliance

- a) A CertMedPhy must:
 - i) have achieved the required number of points for a cycle; or
 - ii) be certified to have suffered from a medical condition which the CPD Subcommittee considers as a reasonable cause for the CPD non-compliance. The Committee may, at its discretion, accept other conditions.
- b) The CertMedPhy must engage in a remedial program to make up for the deficiency.
- c) The reason for non-compliance and the remedial program must be endorsed by the CPD Subcommittee.

Summary of the CPDAA

Requirements for a Cycle

- a. The minimum CPD requirement is 90 points in a 3-year cycle. CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.
- b. The number of CPD points required for CertMedPhy of different specialties shall be the same, and a CertMedPhy accredited for more than one specialty shall not be required to obtain more than 90 points.

CPD Accredited Activities	CPD Assignment
1. Participation as an Attendee in CPDAA (Appendix I).	1 CPD point per hour or as assigned, a maximum of 10 CPD points for a single meeting. No more than 75 points can be awarded in a cycle.
2. Chairing or Presenting at CPDAA	Chairing or presenting at a CPDAA can be awarded 1 point per hour.
3. Self-study	1 CPD point per hour. Prior approval is required.
4. Publications	10 and 5 points will be awarded to principal and second authors respectively for any single publication in scientific journal papers/ books/ book chapters. One point will be awarded for the subsequent authors.
5. Research	5 points will be awarded to each oral or poster presentation in local or overseas scientific conference/symposium.
6. Development of New Technologies or Services	CPD point awarded will be considered case by case.
7. Undergraduate and Postgraduate Teaching	2 points per one hour lecture in single topic in any one year will be awarded. A maximum of 10 CPD points will be awarded for each course. The primary supervisor of a dissertation for Bachelor, Master taught- and Doctorate taught-courses will award 10 points. The primary supervisor of a research Master and Doctorate degrees will award 20 points. All higher education institutions funded by the University Grants Committee (UGC)* are the pre-approved institutions.
8. Examiners or setting of questions for	5 points will be awarded for each oral examination. Contribution of examination

the professional examination of HKIMP	questions will be awarded 0.5 point for each MCQ, short or long question accepted by the Medical Physicist Certification Board. A maximum of 5 CPD points will be awarded for each examination.
9. Postgraduate Courses	No more than 20 points can be obtained from activities in this category in a cycle. The CPD points will be awarded as follows. 5 points for postgraduate certificate or diploma course, 10 points for master degree, 20 points for Ph.D. degree. The CPD points will be granted at graduation.
10. Development of CPD or Knowledge-Translation Materials	3 CPD points will be awarded for each self-study material.
11. Reviewers of Indexed Journals	5 points will be awarded for any single article review.
12. Clinical Attachment/ Visit Program	1 CPD point per hour. No more than 10 points can be obtained from activities in this category each year.
13. Other Non-medical Professional Development Activities	No more than 5 points can be obtained from activities in this category in a cycle.

*The higher education institutions funded by the UGC include The University of Hong Kong, The Chinese University of Hong Kong, The Hong Kong University of Science and Technology, City University of Hong Kong, The Hong Kong Polytechnic University, Hong Kong Baptist University, Lingnan University and The Hong Kong Institute of Education.

Appendix I

Approved meeting, course, forum, workshop, scientific presentations and seminars held by the following local or international organizations and manufacturers

1. Hong Kong Institution of Physicists in Medicine (HKIPM)
2. Hong Kong College of Radiologists (HKCR)
3. Hong Kong Society of Nuclear Medicine (HKSNM)
4. American Society for Radiation Oncology (ASTRO)
5. American Association of Physicists in Medicine (AAPM): (including summer school and the quizzes of the Online Learning Center)
6. Radiological Society of North America (RSNA)
7. European Society for Therapeutic Radiology and Oncology (ESTRO)
8. International Union for Physical and Engineering Sciences in Medicine (IUPESM)
9. American College of Radiology (ACR)
10. Society of Nuclear Medicine and Molecular Imaging (SNMMI)
11. Institute of Physics and Engineering in Medicine (IPEM)
12. International Organization for Medical Physics (IOMP)
13. Asia-Oceania Federation of Organizations for Medical Physics (AOFOMP)
14. World Congress of Medical Physics
15. Varian/ Accuray/ Elekta/ Brainlab training course
16. Particle Therapy Co-Operative Group (PTCOG)