



**MINISTRY OF HEALTH
MALAYSIA**

**GUIDELINES
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
LOG BOOK FOR
ALLIED HEALTH PROFESSIONALS**

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1. FOREWORD

Continuing Professional Development (CPD) is important and a need at all stages of the individual's career to continue improving knowledge, understanding and enhancement of competency and skills. The healthcare of today poses demands and challenges to meet the needs of the patients' or clients' in the current paradigm.

Continuing professional development requires proper planning to ensure each Allied Health Professional (AHP) together with the individual superior identify the training needs for professional development. Every AHP staff need to continuously be updated on the current scientific evidence based findings and apply into practice. Learning should be continuous, made interesting and become a culture. Every category of AHP is trained in his / her field of speciality to compliment the service provided by doctors and other healthcare professionals for improved care of patients or clients, directly or in indirectly.

The CPD grading system designed addressed the core activities and non-core activities to provide opportunities for the AHP to further develop the individual to deliver to perform the task more efficiently, effectively and improved outcome. The CPD programme can be integrated with the *Penilaian Tahap Kecekapan (PTK)* assessment, to provide a comprehensive mechanism to evaluate the knowledge, competency and skills of the staff.

I would to thank all who are involved in the development of this guidelines.

Tan Yoke Hwa
Director
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2. INTRODUCTION

With the cooperation from the CPD Unit of the Ministry of Health, the Allied Health Sciences Division has developed this Continuing Professional Development (CPD) guidelines and Log Book for use by Allied Health Professionals (AHP).

Currently there are 32 categories of Allied Health Professionals which can be classified as below :

- i. Clinical group
- ii. Laboratory-based group
- iii. Public Health group

Continuing Professional Development (CPD) is defined as a process of lifelong learning aimed at meeting patients' / clients' needs and improving health outcomes by broadening of knowledge, competency and skills as well as the development of personal qualities.

The CPD credit points system has been designed to provide opportunities from various aspect related to the professional development of each Allied Health Professional. Although there are many professions under the group of Allied Health Professionals, their unique needs and opportunities are being considered. A systematic documentation of CPD points will provide evidence of CPD activities attended or participated.

These Continuing Professional Development Programme Guideline serves as a guide to all Allied Health Professionals to fulfill the needs and objectives of continuous learning.

3. OBJECTIVES

General Objective

To enhance knowledge and develop competency / skills for Allied Health Professionals.

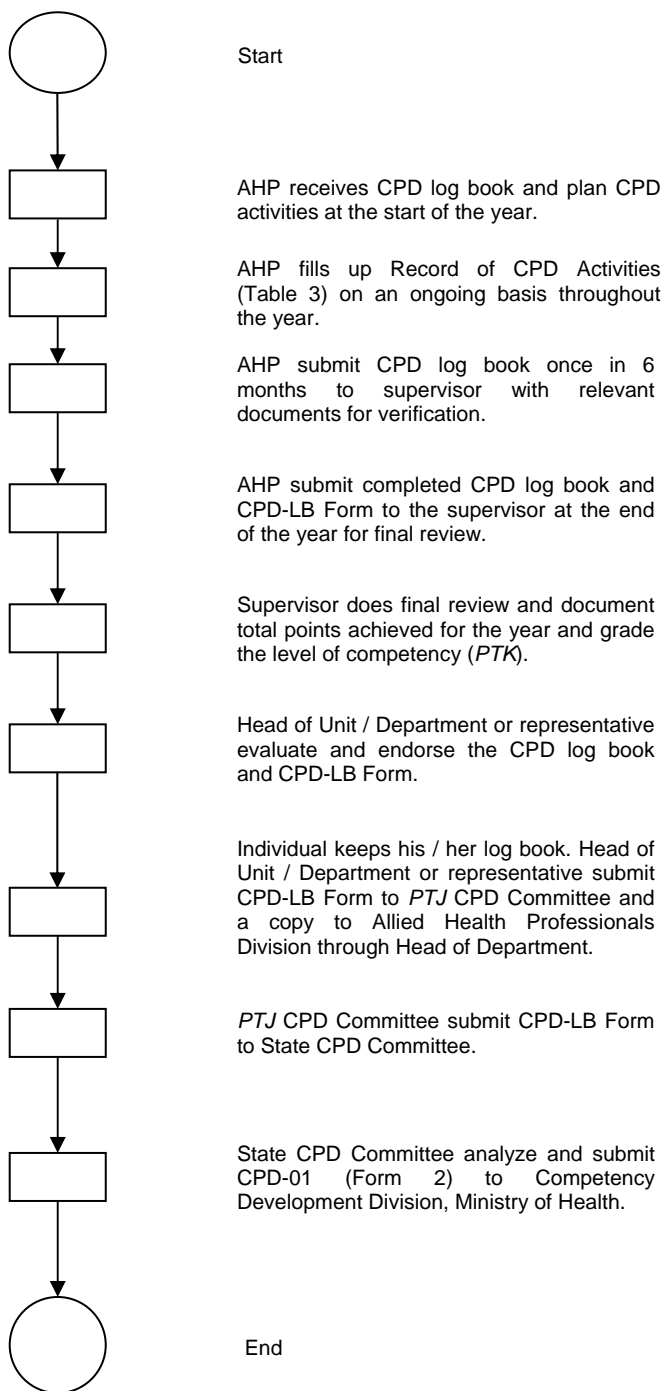
Specific Objectives

1. To identify and plan the needs for training for career development.
2. To provide a record of CPD activities and *PTK* assessments for Allied Health Professionals.
3. To provide documented evidence for the purposes of integration of CPD with *PTK*, annual appraisal and recertification.
4. To ensure all Allied Health Professionals practice based on current evidence-based for improved outcome in the delivery of healthcare.

4. GUIDELINES FOR USE OF LOG BOOK

1. This log book is designed to guide the individual in recording CPD points obtained from CPD activities involved.
2. At the start of the year the AHP receives a CPD Log Book and plan CPD activities. Please refer to **CPD Credit Point System for Allied Health Professional (Table 1)** to allocate credit points to be obtained.
3. The AHP must record the relevant CPD points in the CPD Log Book. Every 6 months the AHP will submit the CPD Log Book to the supervisor verification. Please refer to **Verification of CPD Points by Supervisor (Table 2)** for the evidence of the CPD points.
4. At the end of the year, the AHP will submit the completed CPD Log Book with the CPD-LB Form to the supervisor for final review.
5. The supervisor will check, review, verify and document the total CPD points achieved for the year.
6. For PTK grading the supervisor will confirm the level of PTK.
7. The required annual minimum CPD credit points for each PTK level is as below :
 - 7.1 Refer to Allocation of CPD Points Equivalent for PTK – for the P & P Group (*Bukan Gunasama*) (Table 5)
 - 7.2 Refer to Allocation of CPD Points Equivalent for PTK – for the Support Group (*Sokongan 1 – Bukan Gunasama*) (Table 6)
8. Head of Unit / Department or representative has to re-evaluate and endorse 3 copies of **CPD-LB Form (Form 1)** in the CPD Log Book.
9. The first copy will be kept by the AHP. The Head of Unit / Department or representative will send the second copy to the PTJ CPD Committee and the third copy to Allied Health Sciences Division, Ministry of Health. The PTJ CPD Committee will then submit the second copy to the State CPD Committee.
10. The State CPD Committee will analyze and submit the **CPD-01 (Form 2)** to Competency Development Division.
11. Any appeal regarding disagreement on points awarded or verification process should be made to *PTJ* CPD Committee.

Figure 1: Flowchart of the Management of CPD-PTK Data Collection

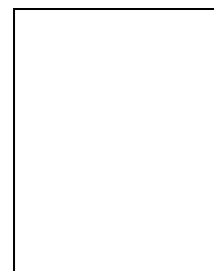


Notes:

1. Head of Unit / Department means the officer responsible to the unit / department / institution or agency including any authorised personnel.
2. Supervisor refers to a person appointed to be responsible for evaluating the CPD activities of an officer. The supervisor should be of any grade higher than the officer being evaluated.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME

YEAR: _____



Photo

PERSONAL BIODATA

Name :

I.C. No : Year Registered (Tahun Didaftar) :

Professional Registration Number (No. Pendaftaran Profesional) :

Appointment Date in MOH (Tarikh Lantikan Pertama dalam Perkhidmatan) :

Confirmation Date in Current Post (Tarikh Pengesahan Jawatan Sekarang) :

Position : Grade (Hakiki):

Places of Work in Current Year :

1.

2.

QUALIFICATION: (CERTIFICATE / DIPLOMA / DEGREE / POST GRADUATE)

Qualifications	Place of Training/University	Year

Table 1: CPD Credit Point System for Allied Health Professional

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Maximum Points for Annual Consideration
A1	<p>Attended Congress/Conference in related field/core business (Local/ international)</p> <p>a. 3 full days (5-8 hrs/day) b. 2 full days c. 1 full day</p>	<p>20 per conference 20 points 15 points 10 points</p>	<p>A conference should:</p> <p>a. Be conducted not less than 3 full days, a full day being 5-8 hours. b. Involve speakers of international standing. c. Contain plenary lectures / symposia. d. Allow presentation of free communication / poster, etc.</p>	20
A2	<p>Attended Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association/ Institutions/ Ministry of Health & other related agencies</p> <p>a. Less than 2 hours b. 2-4 hours (1/2 day) c. 5-8 hrs (full day) d. 2 full days e. 3 or more full days</p>	<p>1 point 2 points 3 points 6 points 10 points</p>	<p>a. The scientific paper must involve any local/international practitioner/academia. b. Should be able to disseminate new knowledge, practices and methods of improving current practices.</p>	20
A3	<p>Attended Workshops/ Courses/ Fellowships/ attachment etc. (include hands-on & skills courses)</p> <p>a. Half day (2-4 hours) b. Full day (5-8 hours) c. 2 full days d. 3 to 14 full days e. 14 full days or more f. Skills accredited structured courses by specific disciplines e.g. Advance Life Support (ALS) g. Study Tour</p>	<p>4 points 6 points 10 points 15 points 20 points 20 points 5 points / activity</p>	<p>The activity should be as follows:</p> <p>a. Competency related program. b. For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals. c. Study tour must be field related.</p>	30
A4	<p>Attended CME sessions/other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal Ward/Teaching rounds, Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective Notes, Morbidity and mortality reviews, Epidemiological reviews</p>	1 point/ session	For ward rounds, credit points are awarded to participants.	20

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Maximum Points for Annual Consideration
A5	<p>Presentation at official meetings/functions:</p> <p>a. Plenary lecture/long paper (45 minutes or more) / free paper /short paper</p> <p>b. Poster presentation in related field / core business</p> <p>c. Others;</p> <p>i. Visiting lecture</p> <p>ii. Hospital clinical meetings</p> <p>iii. CME sessions</p> <p>iv. Public meetings</p> <p>v. Public talks</p> <p>vi. Lectures to NGOs/ radio or TV talks</p> <p>vii. Technical briefings / updates.</p>	<p>10 points</p> <p>7 points</p> <p>5 points</p>	<p>These credit points are in addition to full delegate attendance at congresses, scientific meetings or workshops. Otherwise only credit points for presentation are attainable.</p> <p>Visiting lecture – Where one is officially invited to give a lecture at venue/ function away from one's principal place of practice.</p> <p>For poster presentation, credit points are awarded to the presenter.</p>	20
A6	<p>Publication of articles in journal/ chapters in book /reports</p> <p>a. Indexed/ Peer reviewed Journal (authors)</p> <p>b. Non-indexed journal (authors)</p> <p>c. Chapter in book - each chapter</p> <p>d. Reports e.g. Technical report, working papers, etc.</p>	<p>20 points</p> <p>10 points</p> <p>10 points</p> <p>10 points</p>	<p>An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system.</p> <p>Maximum for writing chapters in a book is 20.</p>	30
A7	<p>Self-study/ Group study/ case study / Distance learning e.g. Reading scientific papers from indexed journals, Audio-visual, Organized group discussion under accredited co-coordinator</p>	<p>3 points / paper or session</p>	<p>Documented evidence (with verification) needs to be produced e.g:</p> <p>a) Self study – Self administered MCQ</p> <p>b) Documented evidence in the form of synopsis/ evidence table</p>	20
A8	CME Online	<p>1 point / article or session</p>	<p>The CPD Board is ultimately responsible for accreditation of the providers.</p>	20
A9	<p>Attended Post-basic courses / further training</p> <p>a. 1-2 weeks</p> <p>b. 2-4 weeks</p> <p>c. 1-3 months</p> <p>d. 3-6 months</p> <p>e. 6 months to 1 year</p>	<p>10 points</p> <p>12 points</p> <p>15 points</p> <p>20 points</p> <p>30 points</p>	<p>These should be:</p> <p>a. Conducted by relevant recognized authorities, local or international</p> <p>b. Verified by the CPD committee</p> <p>c. Credit points given only once, upon completion of studies.</p>	30
A10	<p>Basic Degree / Masters Degree / Postgraduate Diploma / PhD / DrPH / Subspeciality training</p>	<p>50 points</p>	<p>Allowed to also get credit points from other CPD categories. Credit points given only once, upon completion of studies.</p>	50
A11	Involvement as committee or project			20

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Maximum Points for Annual Consideration
	member: a. Quality Initiatives eg. KMK, Innovations, TQM, Accreditation, ISO, SOP /guidelines (CPG), CPD-PTK , MQA etc b. Training activities (as facilitator/ trainer) c. Technical meetings d. Research projects: i. Principal researcher ii. Collaborator	5 points 5 points 5 points 10 points 5 points		
B1	Editor Member of Editorial Board Referee/ reviewer (per article)	10 points 5 points 5 points	Pertaining to production of journals, special reports, bulletins, newsletters etc.	10
B2	Other supporting activities related to personal development and self-improvement: Leadership, Management, IT, Organizing Committee/Secretariat, Innovation, Arts, music, Languages, Teamwork, Member of professional body, etc a. Local level b. State level c. National level d. International level	2 points /activity 3 points /activity 5 points /activity 10 points /activity	a. These activities are not restricted to MOH functions e.g. involvement in PIBG may also be considered. b. Documented evidence with verification need to be produced	10
B3	Attended Annual General Meeting of Societies / Association / NGO registered with Registrar Of Society (ROS)	1 point	Certified attendance	5

Note:

- Maximum points refers to the maximum that will be accepted for each category, and will be taken into account for the annual CPD/PTK points (e.g. attending 3 conferences in one year will only result in a maximum of 20 points being awarded).
- For all activities, Certificates of Attendance, certified attendance lists, or other evidence for verification are required.
- Compulsory CPD credit points from various categories will be considered for the purpose of attaining level IV of PTK-CPD. (Please refer to CPD-LB Form)

Table 2: Verification of CPD Points by Supervisor

CPD Category	Verification Accepted
A1	Proof of attendance
A2	Proof of attendance (certificate or letter of participation)
A3	Proof of attendance (certificate or letter of participation)
A4	Proof from attendance records
A5	Certificate or Letter of appreciation for activity conducted / calling letter & attendance
A6	Verified presentation or publication in programme book, abstract book, proceedings or journal
A7	Proof from CME provider or synopsis of article /evidence table
A8	Proof from CME-online provider
A9	Proof of post-basic or other diploma certificate
A10	Certificate or exam result
A11	Letter of appreciation or appointment for activity
B1	Documentation of position held from journal or editorial board, or Letter of appointment
B2	Certificate or Letter of appreciation/appointment for activity
B3	Certified Attendance

Table 3: RECORD OF CPD ACTIVITIES

Name :		Position:	
I/C No :		Grade :	
Office Address:		District :	
		State :	

Please record all CPD Activities in the table below.

To be filled by Officer						To be filled by Supervisor		
Date of CPD Activity	CPD Category (A1-A11, B1-B3)	CPD Activity Description (state the course/activity)	Place	Organizer	No. of Hours/Days	Credit Points	*Method of Verification	Supervisor's Signature & date

To be filled by Officer						To be filled by Supervisor		
Date of CPD Activity	CPD Category (A1-A11, B1-B3)	CPD Activity Description (state the course/activity)	Place	Organizer	No. of Hours/Days	Credit Points	*Method of Verification	Supervisor's Signature & date

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(Personal Copy)

Form 1: CPD-LB

TO: HEAD OF UNIT / DEPARTMENT :

Individual Summary of CPD Points Achieved for CPD programme & for Annual PTK Assessment for the Year _____

Name :

I.C. No : Year Registered
(Tahun Didaftar) :Professional Registration Number
(No. Pendaftaran Profesional) :Appointment Date in MOH
(Tarikh Lantikan Pertama dalam
Perkhidmatan) :Confirmation Date in Current Post
(Tarikh Pengesahan Jawatan Sekarang) :

Position : Grade (Hakiki):

CPD Category	Maximum Points Allowed	Points Achieved for CPD Programme	Points Achieved for Annual PTK Assessment
A1	20		
A2	20		
A3	30		
A4	20		
A5	20		
A6	30		
A7	20		
A8	20		
A9	30		
A10	50		
A11	20		
B1	10		
B2	10		
B3	5		
Total Points			

Competency Grading	PTK Equivalents	Grading by Supervisor (based on CPD points achieved for PTK assessment and selected criteria*)
Poor	Level I	
Fair	Level II	
Good	Level III	
Excellent	Level IV	

Selected Criteria: (For Level IV)

TK 1 – 2 : A minimum total of 10 credit points coming from A3 or A4 and A5

TK 3 – 6 : A minimum total of 10 credit points coming from A5, A6, A11, B1 or B2

Date of PTK Course Attended	PTK Course Level (1-6)

Supervisor's Signature

Name:

Official Chop:

Date:

(PTJ Copy)

Form 1: CPD-LB

TO: HEAD OF UNIT / DEPARTMENT :

Individual Summary of CPD Points Achieved for CPD programme & for Annual PTK Assessment for the Year _____

Name :

I.C. No : Year Registered (Tahun Didaftar) :

Professional Registration Number (No. Pendaftaran Profesional) :

Appointment Date in MOH (Tarikh Lantikan Pertama dalam Perkhidmatan) :

Confirmation Date in Current Post (Tarikh Pengesahan Jawatan Sekarang) :

Position : Grade (Hakiki):

CPD Category	Maximum Points Allowed	Points Achieved for CPD Programme	Points Achieved for Annual PTK Assessment
A1	20		
A2	20		
A3	30		
A4	20		
A5	20		
A6	30		
A7	20		
A8	20		
A9	30		
A10	50		
A11	20		
B1	10		
B2	10		
B3	5		
Total Points			

Competency Grading	PTK Equivalent	Grading by Supervisor (based on CPD points achieved for PTK assessment and selected criteria*)
Poor	Level I	
Fair	Level II	
Good	Level III	
Excellent	Level IV	

Selected Criteria: (For Level IV)

TK 1 – 2 : A minimum total of 10 credit points coming from A3 or A4 and A5

TK 3 – 6 : A minimum total of 10 credit points coming from A5, A6, A11, B1 or B2

Date of PTK Course Attended	PTK Course Level (1-6)

Supervisor's Signature

Name:

Official Chop:

Date:

(Allied Health Division Copy)

Form 1: CPD-LB

TO: HEAD OF UNIT / DEPARTMENT :

Individual Summary of CPD Points Achieved for CPD programme & for Annual PTK Assessment for the Year _____

Name :

I.C. No : Year Registered (Tahun Didaftar) :

Professional Registration Number (No. Pendaftaran Profesional) :

Appointment Date in MOH (Tarikh Lantikan Pertama dalam Perkhidmatan) :

Confirmation Date in Current Post (Tarikh Pengesahan Jawatan Sekarang) :

Position : Grade (Hakiki):

CPD Category	Maximum Points Allowed	Points Achieved for CPD Programme	Points Achieved for Annual PTK Assessment
A1	20		
A2	20		
A3	30		
A4	20		
A5	20		
A6	30		
A7	20		
A8	20		
A9	30		
A10	50		
A11	20		
B1	10		
B2	10		
B3	5		
Total Points			

Competency Grading	PTK Equivalents	Grading by Supervisor (based on CPD points achieved for PTK assessment and selected criteria*)
Poor	Level I	
Fair	Level II	
Good	Level III	
Excellent	Level IV	

Selected Criteria: (For Level IV)

TK 1 – 2 : A minimum total of 10 credit points coming from A3 or A4 and A5

TK 3 – 6 : A minimum total of 10 credit points coming from A5, A6, A11, B1 or B2

Date of PTK Course Attended	PTK Course Level (1-6)

Supervisor's Signature

Name:

Official Chop:

Date:

Document for Submission from State/PTJ to Competency

To : Chairman of State CPD Committee (State Health Director) :

Summary of CPD Credit Points Achieved For The Year :

Name and address of *PTJ* :

Profession :

No	Name	IC Number	Institution/ Department	Grade (<i>Hakiki</i>)	Position	CPD Achievement		PTK	
						Total CPD Points	CPD Point for PTK (point for annual consideration)	* CPD Points (Selected category)	PTK Level
1.									
2.									
3.									
4.									

Allocation of CPD Credit Points (TK 1 – TK 6)
 Level I - 20 CP or less
 Level II - 21 – 39 CP
 Level III - 40 – 50 CP
 Level IV - 51 CP and above

*Selected Criteria: (For Level IV)
 TK 1 – 2 : A minimum total of 10 credit points coming from A3 or A4 or A5 or a combination
 TK 3 – 6 : A minimum total of 10 credit points coming from A5, A6, A11, B1 or B2 or a combination

Comments and suggestions:

Chairman Committee of CPD PTJ/State/Institution
Name :
Official Chop :
Date :

Table 4: MONTHLY CPD CREDIT POINTS FORM

NAME _____

GRED _____

HOSPITAL _____

MONTH	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEAR 2007			
CPD Category	Monthly CPD Credit Points Collected												CPD Credit Points collected	Maximum CPD Credit points allowed	Yearly Points Collected	
A1															20	
A2															20	
A3															30	
A4															20	
A5															20	
A6															30	
A7															20	
A8															20	
A9															30	
A10															50	
A11															20	
B1															10	
B2															10	
B3															5	
														Grand Total		

**Table 5: Allocation of CPD Points Equivalent for PTK – for the P & P Group
(Bukan Gunasama)**

PTK Level	Competency Grading	PTK Equivalents	CPD Credit Points Equivalent (cumulative)
TK 1	Poor	Aras 1	0-20
TK 2	Fair	Aras 2	21-39
TK 3		Aras 3	40-50
	Excellent (strongly considered for promotion and <i>anjakan gaji</i> – for purposes of increment)	Aras 4	51 and above with at least 10 of these points coming from either A3, A4 or A5 (or a combination)
TK 4	Poor	Aras 1	0-30
TK 5	Fair	Aras 2	31-45
		Aras 3	46-60
	Excellent (strongly considered for promotion and <i>anjakan gaji</i> – for purposes on increment)	Aras 4	61 and above with at least 20 of these points coming from either A5, A6, A11 and B1 or B2 (or combination)

**Table 6 : Allocation of CPD Points Equivalent for PTK – for the Support Group
(Sokongan 1 – Bukan Gunasama)
Gred 17, 19, 24, 27, 29, 32, 36, 38 dan 40**

PTK Level	Competency Grading	PTK Equivalents	CPD Credit Points Equivalent (cumulative)
TK 1	Poor	Aras 1	0 – 20
TK 2	Fair	Aras 2	21 - 30
TK 3	Good (can be considered for promotion)	Aras 3	31 – 40
TK 4	Excellent (strongly considered for promotion and <i>anjakan gaji</i> – for purposes of increment)	Aras 4	41 and above with at least 10 of these points coming from either A3, A4 or A5 (or a combination)

Table 7 : Attendance at PTK Courses – Generic
(To be filled by Officer)

Date of PTK Course	PTK Course Level (1 – 6)	PTK Course Content	Course Organiser

Table 8 : List of 28 Professions under Allied Health Professional Division

Bil	Jawatan
1	Pegawai Sains (Kaji Kuman)
2	Pegawai Sains (Kimia Hayat)
3	Pegawai Sains (Genetik)
4	Pegawai Sains (Biomedikal)
5	Pegawai Sains (Embriologis)
6	Pegawai Sains (Fizik)
7	Pegawai Sains (Kaji Serangga)
8	Pegawai Sains (Forensik)
9	Pegawai Sains (Zat Makanan)
10	Pegawai Pemulihan Perubatan (Pertuturan)
11	Pegawai Pemulihan Perubatan (Pendengaran)
12	Pegawai Pemulihan Perubatan (Anggota)
13	Jurupulih Perubatan (Anggota)
14	Pegawai Pemulihan Perubatan (Carakerja)
15	Jurupulih Perubatan (Carakerja)
16	Pegawai Psikologi (Kaunseling/Klinikal)
17	Juru X-Ray (Diagnostik)
18	Juru X-Ray (Terapi)
19	Pegawai Teknologi Makanan
20	Penolong Pegawai Teknologi Makanan
21	Pegawai Dietetik
22	Penolong Pegawai Penyediaan Makanan
23	Pegawai Kerja Sosial Perubatan
24	Pegawai Optometri
25	Pegawai Pendidikan Kesihatan
26	Pegawai Kesihatan Persekitaran
27	Penolong Pegawai Kesihatan Persekitaran
28	Juruteknologi Makmal Perubatan