

HEALTH PROFESSIONS COUNCIL OF ZAMBIA

RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT

PART 1: INSTRUCTIONS TO PRACTITIONER

1. This form must be completed by all registered health practitioners at all points of service delivery including training institutions
2. For those practitioners in training institutions this form should only be filled by those officers below the rank of Lecturer, Trained Tutor or Registrar
3. Points are allocated as follows:

S/n	CPD Activities	Maximum CPD Points	Description	Evidence
1.	Conferences, Seminars, symposia & workshops	Attending conferences, Seminars, Symposia or Workshops lasting :		
		10 points	A. less than 3 days	Attendance List/ Certificate
		20 points	B. 3 days or more	Attendance List/ Certificate
2.	Special Lectures	10 points	A. Attendance of a special lecture lasting at least 45 minutes.	Attendance list
		20 Points	B. Giving a special lecture	Summary of lecture notes
3.	Facilitator/ coordinator/ organizer in conferences and symposia	20 points	This is a person who provides assistance, guidance or supervision during a conference or symposium. They may include chairs of sessions and rapporteurs.	Invitation/ Programme
4.	Morbidity and mortality meetings	5 points	Meetings organized to review causes of illness and death.	Attendance list/minutes
5.	Grand rounds/Clinical meetings	5 points	Meeting of clinicians to discuss specific patient care.	Attendance list/minutes
6.	Hands-on and interactive skills workshops	10 points	Hands-on refers to active interactive learning, often with technology. It implies active participation in a direct and practical way.	Certificate/ Attendance list
7.	Short courses	30 points	Courses with a curriculum offered by an accredited CPD provider or government agency lasting a 2 to 12 weeks	Certificate/ Attendance list
8.	Attachment in centres of excellence		This is an entity that provides leadership best practices, research, support and/or training for a focused area.	Attachment report
		30 points	A. Less than 3 months	
		50 points	B. 3 to 6 months	
		100 points	C. More than 6 months	
9.	Principal author of peer reviewed publication	40 points	The main author of a peer reviewed journal.	Copy of Publication
10.	Co-author of a peer reviewed publication	20 points	A collaborating author of a peer reviewed journal.	Copy of Publication
11.	Author of a book	100 points	The principal or main author of a book relevant to health profession.	Copy of Publication
12.	Author of book chapter	40 points	The practitioner's name must appear as a contributing author in the book.	Publication
13.	Peer review activity	10 points	When a practitioner is invited by the Council to assess the credentials of another practitioner or assess files for purposes of a Council inquiry	Summary of activity
			When a practitioner is appointed by the Council as an examiner Participating as a subject expert reviewer in an internationally or locally peer reviewed journals	Invitation Letter of appointment
14.	Keynote speaker or guest lecture	20 points	An invited speaker in a conference, symposium or workshop who presents for at least 45 minutes and is the highlight of that particular activity.	Invitation
15.	Online CPD activities	5 points	An activity that involves interactive online learning more than 30 minutes and is accredited by the Council	Certificate of completion
		15 points	Being involved in lecturing on line	Summary of lecture activities uploaded to database
16.	Development of an online CPD course	50 points	Peer reviewed and accredited course that is uploaded onto the internet.	Peer reviewed online course
17.	Technical working groups	10 points	Selected group of experts appointed to accomplish an assigned task to completion.	Appointment/Attendance
18.	CPD coordinator of an accredited provider	5 points	The coordinator should have shown exemplary performance throughout the calendar year.	Reports of CPD Activities
19.	Any professional upgrade studies	100 points	These include PhD, Masters Degree, Bachelors Degree and Diploma on top of the primary qualification	Certificate of Qualification

4. A minimum of 100 points must be accumulated during the year to enable you to remain on the Health Professions Council of Zambia register.
5. At year-end, this completed form must be sent to the Registrar, Health Professions Council of Zambia, P O Box 32554, Lusaka, Fax 260 1 239317 together with the appropriate Annual Fee, to enable you to practise your relevant profession
Website: www.hpcz.org.zm . E mail info@hpcz.org.zm
6. No Annual Practice Certificate shall be issued to any practitioner without the completion of this form.
7. The Seminar/Workshop/Symposium or lectures must be recognised/approved by the unit supervisor as being relevant to the practitioner's professional practice by appending his/her signature in the appropriate column.

PART II: PARTICULARS OF THE PRACTITIONER

NAME OF PRACTITIONER:

STATION AND ADDRESS:

PROFESSION: HPCZ REG NO.

SIGNATURE OF APPLICANT: DATE:

PART III: DETAILS OF WORKSHOPS, SEMINARS OR SYMPOSIUMS ATTENDED

Title of lecture or post graduate/post basic training	Title of Post of Person giving Lecture or Presentation	Date Given		Venue	Name of convenor or Secretary	Signature of Convenor or Secretary	Full Name & Signature of Accrediting Professional Association <u>or</u> Station Supervisor		Points
		From.....	To.....				Full Names	Sig.	