



ALLIED HEALTH PROFESSIONS COUNCIL

MINISTRY OF HEALTH, GHANA

CONTINUOUS PROFESSIONAL DEVELOPMENT GUIDELINES (CPD)

STANDARD PROTOCOL AND GUIDELINES PROGRAMMES

TABLE OF CONTENT

No.		Page
1.	Foreword	2
2.	Definition	
3.	Introduction	3
4.	Objectives	3
5.	Guidelines for Usage of CPD	4
6.	Compliance Verification	
7.	Penalty for non-compliance	
8.	Figure 1: Flowchart of the CPD Information / Data Collection and Management/ Application Process	5
9.	Biodata/Template	6
10.	Table 1: CPD Credit Point System	7 – 9
11.	Table 2: Verification of CPD Points by Supervisor	10
12.	Table 3: Record of CPD Activities	11 – 12
13.	CPD (Summary forms)	13 – 14
14.	Activities that do not qualify for CPD	
15.	Deferment	
16.	Complaints	
17.	Finance of CPD Accreditation	
18.	CPD Facilitators	
19.	Check list	15 – 16
21.	Table 4: List of Professions under Allied Health Professions Council	17 – 18
22.	AHPC CPD Collaborations	19 – 20

1. FOREWORD

Continuous Professional Development (CPD) is important and is needed at all stages of an individual's career to continue improving knowledge, understanding and enhancement of competency and skills and to meet the dynamic nature of today's healthcare challenges in meeting the needs of the clients in the current paradigm.

Continuous professional development requires proper planning to ensure the Allied Health Professional (AHP) together with their superiors/employer identify the training needs for professional development. Every AHP needs to continuously update their knowledge on current evidence-based scientific findings and apply this knowledge in practice.

Allied health professionals are trained in various fields of specialties to improve the quality of care to clients, directly or indirectly, The AHPC CPD guideline is designed to provide the framework for the core activities of the AHP and to provide opportunities for further developments of the professional to deliver and perform his/her professional responsibilities more efficiently, effectively for improved outcome. The CPD guideline is an AHPC assessment tool that seeks to provide a comprehensive mechanism to evaluate the knowledge, competency and skills of its professionals.

The AHPC appreciate all the efforts of and contribution of all those who were involved in the development of this guideline.

*Chairperson
Governing Board
Allied Health Professions Council
Ministry of Health
Ghana.*

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MANDATE

Section 3(h) of Part one of the Health Professions Regulatory Bodies Act, 2013 (Act 857) mandates the Council among other objects/functions, “determine and implement post-registration, continuing education and continuing professional Development (CPD) programmes for practitioners. The Council has therefore identified the professional activities in these documents as its CPD programme guidelines.

DEFINITION

Continuing professional development (CPD) refers to the process by which allied health professionals maintain and improve their knowledge, competencies, and skills to remain relevant in their chosen professions for the benefit of themselves, their clients, professional reputation and for societal good.

A CPD programme represents a commitment to continuous personal and professional development in order to provide quality care and promote professional integrity for the benefit of the individuals, clients the profession and the society.

SCOPE OF RESPONSIBILITY

It is the responsibility of the individual AHP to identify, select and attend relevant CPD programmes or CPD activities that will help them in their personal and professional learning goals. The CPD activities chosen should be relevant to the current or future practice of the allied health profession being practiced. Any CPD programme that is not listed in this document should be referred to the Council for approval.

2. INTERPRETATION

The following terms are applicable to Continuous Professional Development in general and the document that follows:

“**Act**” means Part One of Health Professions Regulatory Bodies Act, 2013 (Act 857) and any word or expression to which a meaning has been assigned in the Act shall bear such meaning, unless inconsistent with the context.

“**AHP**” means the Allied Health Professional as defined by the section 23 of Part One of the Health Professions Regulatory Bodies Act, 2013 (Act 857).

“**AHPB**” means Allied Health Professional Body(ies); defined as professional bodies registered under professional bodies registration Act, NRCD 143 (1973) as amended.

“**AHPC**” means the Allied Health Professions Council of Ghana as constituted by the Part One of Health Professions Regulatory Bodies Act, 2013 (Act 857)

“**Approval**” means AHPC **recognition and accreditation** of continuous professional education and training courses or activities offered by CPD service providers that have met the criteria laid down by the AHPC for offering such educational and training courses or activities and the word “**approved**” has a corresponding meaning.

“**Attendance register**” is the record of attendees of any form of CPD activity reflecting the names and AHPC PIN of those present and their signatures on completion of the activity.

“**Bioethics and jurisprudence**” which includes ethics, human rights, patient’s rights and medical law is an understanding of the bioethical principles that determine how practitioners interact with clients and society.

“**Compliance check**” is the monitoring of individual practitioners which shall take place at least once a year by means of a randomly selected sample of practitioners from the Allied Health Professional Bodies (AHPB).

“**Continuous professional Development credit points**” are the values attached to a learning activity for CPD.

“**Continuous professional development (CPD)**” means the continuous education and training referred to in section 3 (h) of Part One of the Health Professions Regulatory Bodies Act, 2013 (Act 857).

“**Deferment**” means **formal permission** sought by the practitioner and granted by the Council to suspend/postpone CPD requirements for a period and to consider conditions for re-entry into practice,

“Individual CPD activity record” means the CPD Activity Record of the AHP that shall be held by the individual practitioner as a record of every learning activity attended or completed. It shall be accompanied by Attendance.

“Learning activity/ies” means activities approved by the AHPC for CPD, comprising three levels, namely those encompassing **non-measurable** outcomes; those with **measurable outcomes** and those associated with **formally structured learning programmes** all of which are eligible for approval for CPD and from which CPD Points (CPDP) are obtained.

“Non-compliance” means the failure of an AHP to obtain the required CPDs per year.

“Practitioner” means any person registered with the AHPC per the terms in Section 23 of Part One of Health Professions Regulatory Bodies Act, 2013 (Act 857)

“Recognition of other CPD programme activities” refers to the recognition by the AHPC of other statutory health profession council’s programmes for CPD.

“Deregistration” means to removal of an AHP from the permanent register of Council.

“Restoration” means restoration of an AHP to the permanent register of Council.

“Service provider” means any person, institution, body, facility or organization that meets the specified criteria and has been approved by Council in accordance with the provisions of section 3 (h) of Part One of the Health Professions Regulatory Bodies Act, 2013 (Act 857).

“Validity of CPDs” means the duration of which of CPD point is accepted.

3.0 INTRODUCTION

Through the active and collaborative efforts of the Education and Training Committee of the Council, this CPD guideline has been developed for use by AHPs in Ghana.

Continuous Professional Development (CPD) is a well-thought-out and life-long approach to learning that ensures competence to practice through tested knowledge, skills and practical experience. It consists of any educational and professional activity which helps to maintain, develop or increase stock of knowledge, problem-solving ability, technical skills or professional performance standards aimed at ensuring a high quality and reliable practice of allied health professions in Ghana that assures improved client's health outcome.

The CPD awarded by AHPC may involve any pertinent learning activity, be it formal and structured or informal and self-directed with the goal of achieving significant professional competence of all registered and licensed AHPs. The ultimate goal of AHPC CPD Accreditation is to assure the public of the good standing status of the practitioner as well as assuring both the public and the profession of the continued competence of the practitioner. All professionals are required to demonstrate their commitment to continued competent performance in a framework that is fair, relevant, inclusive, transferable, and formative. This standard protocol document provides the guidelines for a CPD program accredited or awarded by AHPC to fulfill the needs and objectives of continuous learning.

Aim

The aim of introducing these harmonized CPD guideline is to ensure that a framework is set out for AHPs to remain up to date in knowledge in respect of changes in health patterns, standard of professional education and practice health sector reforms and technological advances.

4.0 GENERAL OBJECTIVE

This is aimed at enhancing knowledge, develop competency and clinical skills of Allied Health Professionals.

Specific Objectives

1. To ensure all AHPs carry out current evidence-based practice for improved outcome in the delivery of healthcare.

2. To provide documented evidence for the purposes of annual appraisal and recertification by the Council.
3. To provide a record of CPD activities for the assessments of the AHPs.
4. To identify and plan the needs for continuous training for career development.

5. CPD GUIDELINES

1. This guideline is designed to guide all AHPs, professional bodies and institutions in applying for and recording of CPD points obtained from CPD programmes. Please refer to Figure 1.
2. AHPC shall receive CPD programme of activities within the last quarter of every year (both soft and hard copies). Please refer to **Format for application of CPD points (Appendix 1)** and Table 2 (for organization only)
3. The AHP must record the relevant CPD points in the CPD Log Form when he/she participates in any accredited CPD programme. Please refer to **CPD Log Form (Appendix 2)**.
4. Every year the AHP will submit the CPD Log Form to Council for verification, validation, and recertification.
5. The required annual CPD points per the level of the profession are categorized below.

Practitioners

A practitioner shall be required to accumulate a minimum of 20 Credit Points per annum

or as may be determined by Council from time to time.

Technicians

A technician shall be required to accumulate a minimum of 15 Credit Points per annum

or as may be determined by Council from time to time.

Assistants

An assistant will be required to accumulate a minimum of 10 Credit Points per annum

or as may be determined by Council from time to time.

6. CPD ACCREDITATION CERTIFICATE

The Council shall issue CPD Accreditation Certificate to organizations, institutions and professional bodies seeking AHPC CPD Accreditation following full payment of prescribed fees.

7. APPEAL

Any appeal regarding disagreement on points awarded or verification process should be made to the Council.

8.0 Activities for which AHPC CPD Points may be awarded

The under-listed are some activities that AHPC may be awarded CPD Points:

- a) Professionally organized meetings, trainings and conferences
- b) External trainings, workshops, and seminars
- c) National and international congress/conferences:
- d) Presentation at conferences.
- e) Congress/Conference Participation
- f) Scientific Publication in peer reviewed journals
- g) Authorship for non -refereed publication
- h) Verifiable online CPD programme
- i) Outreach services and Voluntary professional community services
- j) Mentoring activities (Monitoring and supervising pre-registration for attachments
or internship)
- k) Being a member of a recognized Professional Associations (As may be determined by the Board)
- l) CPD facilitators (consider, extra point in addition to the allocated points)
- m) Others (as may be determined by the Board)

9. 0 CPD CREDIT POINT SYSTEM

ACTIVITY/ DESCRIPTION	DEFINITION	DOCUMENTATION	CPD CREDIT (MAXIMUM POINT FOR CONSIDERATION)
Attending Meetings, Conferences, and Training			
Member of Relevant Allied Professional body	Registered Member of Professional body/Association	Letter of Good Standing from Professional body Association	4 Points (max.)
Attendance of Professional World Congress	An in-person structured program, seminar, workshop, or conference offered internationally	Letter/certificate/ of participation, detailed programme schedule and evidence of travelling for the international conference	10 credit points (maximum)
Attendance of Association annual meeting, conference, seminars, Etc.	An in-person structured program, conference, seminar, etc. offered through, the association or other scientific/ professional body will all qualify for CPD. It is planned as an individual event and designated for credit as a single activity	Letter/certificate/detailed programme schedule professional body containing Information about the event	5 credit points (max. 3 per year)
Attendance at Association Regional Congress	An in-person structured program, conference, seminar, etc. offered through, the association or other scientific/ professional body will all qualify for CPD. It is planned as an individual event and designated for credit as a single activity	Letter/certificate/detailed programme schedule professional body containing Information about the event	3 credit points (max. per year)
Workshops and Seminars (2hrs-4hrs). Attendance at accredited training workshops organized by a recognized association or by an	An accredited training workshop is a live CPD activity where the learner participates in person and is	Letter/certificate/ signed attendance from CPD provide containing information about the	2 credit points (max. 3 per year)

institution),	provided with hands-on opportunities to improve their job performance through being introduced and practicing techniques with actual equipment. It is planned as an individual event and designated for credit as a single activity.	event.	
Day's Workshops/ Seminars (5hrs-8hrs) Attendance at accredited training workshops organized by a recognized association or by an institution)	An accredited training workshop is a live CPD activity where the learner participates in person and is provided with hands-on opportunities to improve their job performance through being introduced and practicing techniques with actual equipment. It is planned as an individual event and designated for credit as a single activity	Letter/certificate/ signed attendance from CPD provide containing information about the event	3 credit points (max. 3 per year)
Completion of an online eLearning course recognized or approved or accredited by Council	An online eLearning course that is reviewed and accredited by council. These courses are available "on demand" meaning that there is no specific time designated for participation. Rather, the participant determines when to complete the activity	Copy of certificate of completion (which contains the title of the course, learners name and date of completion	1 point per course event (max. 4 per year)
Completion of Advanced Certifications and Degrees			
College/University coursework for higher level certifications (e.g., PGD)	Course must be related to the professions under consideration.	Copy of Certificate	4 Credit points per certification (no max.)
Master's degree/ Fellowship	Course must be related to the professions under consideration.	Copy of Certificate	6 credit points per degree (no max.)

Doctoral degree	Course must be related to the professions under consideration.	Copy of Certificate	10 Credit points per degree (no max.)
Authoring Publication			
Primary /corresponding Author to journal articles of peer-reviewed publications	CPD credits are awarded for writing articles in peer-reviewed journals in the professions under consideration for professional associations in the areas of education and management	Copy of publication	5 credit points per publication (no max.)
Co-Author journal articles for peer-reviewed publications	CPD credits are awarded for writing articles in peer-reviewed journals in the professions under consideration for professional associations in the areas of education and management	Copy of publication	3 credits point per publication (no max.)
Newspaper publications of professional related articles	CPD credits are awarded for writing articles in newspapers in the professions under consideration for professional associations in the areas of education and management	Copy of publication	3 Credit points per article
Author of a peer-reviewed textbook	CPD credits are awarded for writing peer-reviewed textbooks in the professions under consideration	Title page of publication and table of contents containing author name	10 credits point per book (no max.)
Primary Author/co-Author of a chapter in a peer-reviewed textbook	CPD credits are awarded for writing a chapter in a peer-reviewed textbook in the professions under consideration	A copy of the textbook	6 credits point per publication (no max.)
Secondary Author of a chapter in	CPD credits are awarded	A copy of the	3 points per publication (3

a peer-reviewed textbook	for writing a chapter in a peer-reviewed textbook in the area under consideration	textbook	max.)
Editing a book	CPD credits are awarded for editing published books in the area under consideration	A copy of the textbook	8 points per publication (2max. per year)
Author of an association online eLearning course	CPD credits are awarded for writing course content for an association-developed online eLearning course.	Copy of the course	6 points per course (3max. per year)
Primary Author of a research presentation	Prepared and delivered, for the first time only. This has to be beyond the scope of normal work. Subsequent presentations of the same workshop are not awarded any credits.	Letter from organization that indicates content, length of teaching time and name of the organization	3 points per publication (3max.per year)
Co- Author of a research presentation	For work on a presentation/workshop that is prepared and delivered, for the first time only Subsequent presentations of the same workshop are not awarded any credits.	Letter from organization that indicates content, length of teaching time and name of the organization	3 points per publication (3 max.)
Attended Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association/ Institutions/ Ministry of Health & other related agencies	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	Proof of attendance or proof of paper/letters	2 points per meeting (3 max)
Attended CPD sessions/other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal	For ward rounds, credit points are awarded to participants	Proof of attendance/ logbooks/Any relevant document acceptable to Council	2 points per meeting/lecture (5 max)

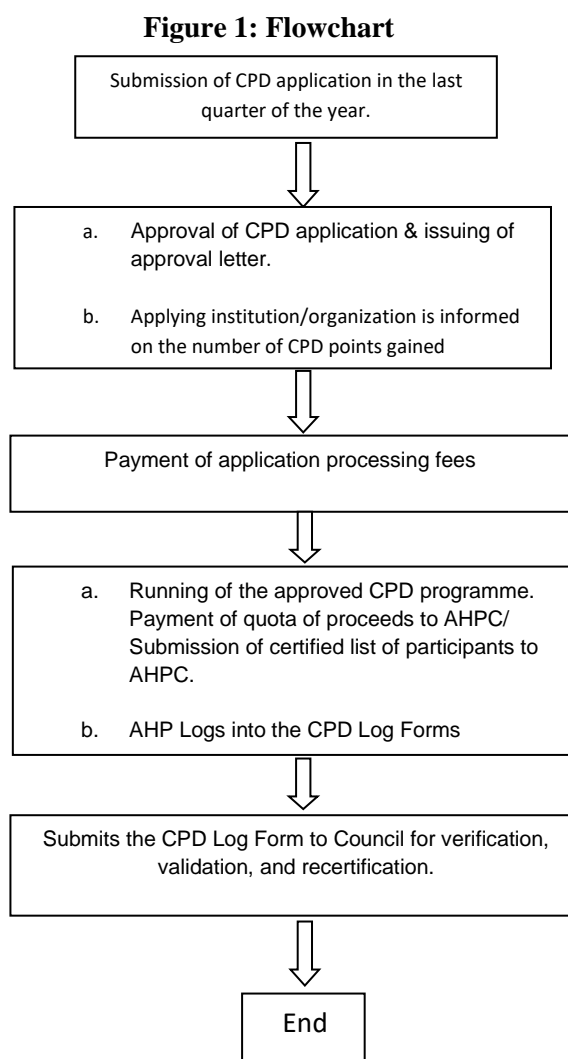
Ward/Teaching rounds, Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective Notes, Morbidity and mortality reviews, Epidemiological reviews			
<p>Presentation at official meetings/functions:</p> <p>a. Plenary lecture/long paper (45 minutes or more) / free paper /short paper</p> <p>b. Poster presentation in related field / core business</p> <p>c. Others.</p> <p>i. Visiting lecturer</p> <p>ii. Hospital clinical meetings</p> <p>iii. CPD 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>viii. Clinical audit</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>	<p>Letter of invitation</p> <p>Proof of participation</p> <p>Proof of presentation</p> <p>Letter of invitation and other proofs of delivery</p> <p>Letter of invitation and proof of participation</p>	<p>2 points per listed activity (3 max).</p> <p>However, Public lecture shall attract 4 points</p> <p>Poster presentation and technical briefing shall attract 3 points</p> <p>2 CPD Points per activity</p>
<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>Documented evidence (with verification) needs to be produced e.g.:</p> <p>a) Self-study – Self-administered MCQ</p> <p>Documented evidence in the form of synopsis/ evidence table</p>	<p>Proof of documented evidence</p>	<p>2 per activity (no max)</p>
<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>These should be:</p> <p>a. Conducted by relevant recognized authorities, local or international</p> <p>b. Verified by the CPD committee</p> <p>Credit points given only</p>	<p>Proof of completion of course</p>	<p>a. 3 points</p> <p>b. 4 points</p> <p>c. 5 points</p> <p>d. 6 points</p> <p>e. 7 points</p>

	once, upon completion of studies		
Involvement as Committee or project team/member: a. Quality Initiatives e.g., 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. Collaboration		Proof of membership/ Participation in committee work Proof of participation	3 per activity (3 max)
Preceptor a. 1-3 months b. 3-6 months c. 6 months -1 year Examiners/moderators Review of articles, books, etc Masters/PhD supervision External Assessor for thesis/dissertation Review of program/curricular for AHPC/GTEC		Letter of appointment Letter of appointment Proof of Evidence Letter of appointment Proof of activity	a. 3 points b. 5 points c. 10 points 20 points 2points per activity (3 max) 3 points per activity (3 max) 2 points per activity (3 max) 3 points per activity (3 max) 3 points per activity (max. 3)

10.0. Application for CPD

Institutions/Organization/ Professional Bodies among others that intend to apply for a CPD credit point must follow the procedures outlined in the CPD flowchart below (Figure 1)

Figure 1: Flowchart of the CPD Information



The CPD activities must follow the format in Table 2 below. Please note that CPD applications should be submitted three (3) months prior to the execution of the programme (both hard and soft copy)

Table 2: Sample CPD Activity Form

DAY/ TIME	OBJECTIVE/PURPOSE	ACTIVITY	EXPECTED OUTCOME	Facilitators, Name, Title (Attach Summarized résumé)
8:00- 900		Opening sessions		
		Session 1 (topic/ briefly explain)		
9:00-12:00		Cerebral palsy		Facilitator for This Topic
12:10- 12:45		Break		

Please indicate contact Person from the Professional Body/ Organizations, etc. Address Phone number, email etc.)

11. MONITORING AND EVALUATION

Inspectors/Monitors shall be appointed by Council for each Region. They shall be responsible for monitoring, supervising, and inspecting CPD programmes in the region in addition to other responsibilities as may be determined by Council.

The Officer appointed shall be required to submit written reports periodically as may be determined by Council. The person so appointed shall be compensated as may be determined by Council from time to time.

12. COMPLIANCE

Compliance of CPD programmes shall be enforced according to Part 1 of the Health Professions Regulatory Bodies Act, 2013 (Act 857)

12.0 Compliance Verification for participants

Individual practitioners shall ensure that they are in possession of the standard certificate of attendance for every activity that they have attended. They shall **Note:**

For all activities, certificates of attendance or certified attendance list, or other evidence for verification are required

Council may conduct compliance verification of individual practitioners at least once a year on a randomly selected sample of practitioners.

When an individual practitioner is **selected for compliance verification**, he/she is obliged to forward the Individual Activity Record as per **Appendix....** that may have been obtained during the CPD cycle under review **to the Registrar within 21 days** on receipt of notification.

The required documents may be submitted in one of the following ways:

- a. Paper copies: Send by registered mail to The Registrar, AHPC, PO Box KB 943, Korle Bu, Accra, Tel:
- b. By hand delivery to the Registrar, Korle Bu Teaching Hospital, Accra, or
- c. Electronic copies: Send to the AHPC email address: registrar@ahpcghana.org

12.2 Non-compliance with any CPD requirement is an act or omission in respect of which Council may take disciplinary action in accordance with Health Professions Regulatory Bodies Act, 2013 (Act 857)

12.3 Penalty for Non- Compliance

It is illegal to practice without a valid license. Section 21(g) of the Health Professions Regulatory Bodies Act, 2013 (Act 857) shall apply as penalty for practicing without a valid professional license.

The relevant Professional Committee of the Board will investigate the reasons for non-compliance by any practitioner, after which such non-compliant practitioner's record will be subject to review and for a decision as to appropriate action. The following actions may be taken:

- a. A letter shall be sent to the non-compliant practitioner requesting a reason for the noncompliance. A practitioner shall be required to furnish the Council with a letter of explanation within twenty-one (21) days of receipt of the letter
- b. Should the explanation be acceptable, the practitioner will be given six (6) months to comply with CPD. Evidence of such compliance must be received by the Council within two weeks of the end of the six-month period.
- c. Failure to comply with the requirement, the named AHP will be forwarded Disciplinary Committee of the AHPC for further action.

The Disciplinary Committee may take any of the following action among others including action as recommended to the AHPC by any inquiring body after a disciplinary hearing and constituted as per Section 148 (5) of the HPRBA, 2013 of Ghana.

- a) A remedial programme of Continuous education and training as specified by the Council.
- b) An examination as determined by the Council.
- c) Suspension from practice for a period as determined by the Council; or

13. EXEMPTION

An AHP who is on extended leave for more than 12 months may apply in writing for exemption from CPD requirements.

14.0 WEIGHTS OF PRIORITY

Clinically focused workshops irrespective of setting shall attract favorable consideration in awarding CPD credit points than General professional training workshops.

Personal Professional Development programs in leadership and management from selected credible local and foreign training programs and institutions to attract priority to fill in the

leadership and management gaps.

Groups and institutions providing such programs are to be identified and listed as such service providers. Therefore, such programs would be recognized but not on the basis of Council's accreditation as non-Council accredited program (foreign and local).

In Council mutual recognition approach, AHPC may recognize CPD points awarded to qualified and registered professionals by credible practice regulatory bodies (both local and abroad) on case-by-case basis.

15.0 CPD FACILITATORS

The Professional Bodies and institutions/organizations who are organizing accredited CPD programmes would choose facilitators depending on the subject area. They need not necessarily be staff of the CPD provider.

The following are examples of categories of facilitators:

- a) Professional specialists in various fields
- b) Management consultants
- c) Legal experts
- d) Educational Experts
- e) Public health officers
- f) Library and information and communication technology experts

16.0 FEES CHARGEABLE

1. The Professional Bodies and Institutions/Organizations seeking to run a CPD programme shall be required to pay an annual accreditation fee approved by Council within the last quarter of the year in order to be entered into Council's CPD Accreditation Register.
2. They shall also be required to pay for the CPD point awarded by the Council including the application fees.
3. Professional Bodies etc. should charge a reasonably low rate to encourage active participation in CPD programmes.

17.0 COLLABORATION

Individuals or professional bodies with approved partnership shall remit a percentage of such workshop fees paid by participants to Council. Council reserves the right to waive off payment

of this gross proceeds for less endowed professional bodies.

Where Council provides the facilitators, its certificates and supervise the CPD programme it shall attract a 50% of gross proceeds of the programme

Where the Council provides its certificates and supervisor to the CPD it shall attract 25% of gross proceeds.

The Council shall ensure strict supervision and the Registrar countersigned the certificate of participation.

18. DEFERMENT

16.1 A practitioner may apply for deferment of the requirements of the CPD programme and the CPD Committee will review such applications individually on an *ad hoc* basis. The application shall be accompanied by a substantive motivation from the practitioner with appropriate documentary evidence.

18.2 Deferment may be granted to a practitioner under the following circumstances:

a. a practitioner, who is outside Ghana for a period exceeding twelve (12) months **and is not practicing his/her profession.**

b. a practitioner, who is outside Ghana and practicing in a country where formal CPD does not take place; or a practitioner who is registered for an additional qualification but is of the view that he/she will not meet the outcome within two years and thus will not be able to claim CPDs.

18.3 Deferment may be granted for a maximum period of three (3) years but will not be granted for a period of less than twelve (12) months.

Deferment may be granted on health-related conditions. These include complications during pregnancies, accidents and among other related health conditions that may limit the ability of the professional to travel.

18.4 Any practitioner mentioned in the above paragraphs wishing to re-enter the system after deferment will be subject to the following conditions:

a. If deferment was granted for more than twelve (12) months but less than two years, proof of full employment in the profession during that time shall be submitted and the practitioner shall, on review by the CPD Committee, be allowed to recommence the CPD year immediately.

b. If deferment was granted for more than two (2) years, but less than three (3) years, the practitioner shall submit proof of his/her employment during that time and the

practitioner shall, on the recommendation of the CPD Committee, be required to complete a period of supervised practice/competence assessment as determined by the CPD Committee in his/her area of practice and will recommence the CPD year immediately.

c. If deferment was granted for longer than twelve (12) months and the practitioner did not practice his/her profession during the deferment period, he/she will be required to notify the Registrar in writing.

d. Any other condition as may be determined by Council

19. CATEGORIZATION OF CPD REQUIREMENTS

Category A (50%)

This category relates directly to an individuals' professional practice area, specialization and/or sub-specialization. Some of the courses may have to be structured and come with a complimentary practical or hands-on session to be physically attended.

Category B (30%)

This of category of CPD activities are needed for quality and safe practices including but not limited to CPR, health law and ethics, infection control and universal precautions, fire safety, etc,

Category C (20%)

This relates to educational experiences that may provide valuable learning for the professional. Examples of such activities include but not limited to preceptorships, research, report writing, scientific writing, health talks etc



**ALLIED HEALTH PROFESSIONS COUNCIL
MINISTRY OF HEALTH**

**CONTINUOUS PROFESSIONAL DEVELOPMENT
ATTENDANCE SHEET**

DATE.....

SUPERVISORS NAME:

SUPERVISORS SIGNATURE.....

NAME OF PROFESSIONAL ASSOCIATION/ ORGANISING BODY.....

.....

NAME OF ORGANIZER.....

SIGNATURE OF ORGANIZER.....

NAME	AHPC PIN	PLACE OF WORK	EMAIL ADDRESS	TELEPHONE NUMBER	SIGNATURE



**ALLIED HEALTH PROFESSIONS COUNCIL
MINISTRY OF HEALTH**

**CONTINUOUS PROFESSIONAL DEVELOPMENT
INDIVIDUAL CPD MONITORING AND EVALUATION FORM**

Administration/Background Information:

Please rate using a scale of 1–5

(whereby 1 is Excellent, 2 is Very good, 3 is Good, 4 is Satisfactory and 5 is Poor)

1. Is this the only CPD Training course that you have attended?

Yes:	<input type="text"/>		No:	<input type="text"/>	<input type="text"/>
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2. Did you receive your travel instructions / air ticket well in advance?

Yes:	<input type="text"/>		No:	<input type="text"/>	<input type="text"/>
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Who provided the ticket for you?

Office	<input type="text"/>
Any Travel Agency	<input type="text"/>

American Express	<input type="text"/>
Others	<input type="text"/>

3. Did you have problems or difficulties in applying for or receiving a proper visa?

Yes:	<input type="text"/>		No:	<input type="text"/>	<input type="text"/>
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If yes, please describe.

4. Did you receive instructions/background documentation to attend the training course well in advance so that you could prepare yourself properly for this training?

Yes:	<input type="text"/>		No:	<input type="text"/>	<input type="text"/>
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5. If yes, was it adequate and did it help you to achieve more from the course?

1: 2: 3: 4: 5:

6. How would you rate the overall course administration:

1: 2: 3: 4: 5:

Objectives:

7. Were the aims and objectives of the course clearly explained and defined?

Yes: No:

8. If yes, did the training objectives clearly tell you what was important to learn during the course?

1: 2: 3: 4: 5:

9. How well did the training course meet its stated objectives?

1: 2: 3: 4: 5:

Technical Content/Course Conduct:

10. The technical content of the course was:

1: 2: 3: 4: 5:

11. How relevant were the course topics to your work?

1: 2: 3: 4: 5:

12. The quality of the practical, work cases or laboratory training at the course were:

1: 2: 3: 4: 5:

13. The overall course duration was sufficient to achieve the learning objectives:

1: 2: 3: 4: 5:

14. The time scheduled for each session/module was adequate:

1:

2:

3:

4:

5:

15. Prior to the course, your knowledge of the subjects presented was:

1:

2:

3:

4:

5:

16. After the course, your knowledge in these subjects improved:

1:

2:

3:

4:

5:

17. Course handouts were easily understood and of high quality:

1:

2:

3:

4:

5:

18. Audio/Visual aids at the course were:

1:

2:

3:

4:

5:

19. The course facilities were:

1:

2:

3:

4:

5:

20. How conducive to learning were the rooms where training was held?

1:

2:

3:

4:

5:

21. Was the level of teaching at your level?

1:

2:

3:

4:

5:

22. The course instructors demonstrated a thorough knowledge and understanding of their subject:

1:

2:

3:

4:

5:

23. The presentations at the course related theoretical knowledge concepts to real life situations:

1:

2:

3:

4:

5:

24. The guidance by training personnel during training was:

1:

2:

3:

4:

5:

Immediate Impact:

25. How well were your personal expectations of the course met?

1:

2:

3:

4:

5:

26. How capable do you feel in performing these tasks at your home facility?

1:

2:

3:

4:

5:

27. The course will help your performance at work:

1:

2:

3:

4:

5:

28. How often do you expect to apply what you learned during the training?

Immediately:	<input type="checkbox"/>
Within 6 months:	<input type="checkbox"/>
Within 1 year:	<input type="checkbox"/>
Within 3 years:	<input type="checkbox"/>
All the time:	<input type="checkbox"/>
Regularly:	<input type="checkbox"/>
Occasionally:	<input type="checkbox"/>
Never:	<input type="checkbox"/>

29. How would you rate the course overall:

1:

2:

3:

4:

5:

30. Further comments: (including main strengths and weaknesses of course)

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**ALLIED HEALTH PROFESSIONS COUNCIL
MINISTRY OF HEALTH**

**CONTINUOUS PROFESSIONAL DEVELOPMENT
SUPERVISORS CPD MONITORING AND EVALUATION**

Please rate using a scale of 1–5

(Whereby 1 is Excellent, 2 is Very good, 3 is Good, 4 is Satisfactory and 5 is Poor)

Name of Supervisor.....

Contact address.....

Email.....

Profession.....

Please verify the following.

Name of the facilitators as captured in the accreditation application

Objectives:

7. Were the aims and objectives of the course clearly explained and defined?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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8. If yes, did the training objectives clearly tell you what was important to learn during the course?

1:	<input type="checkbox"/>	2:	<input type="checkbox"/>	3:	<input type="checkbox"/>	4:	<input type="checkbox"/>	5:	<input type="checkbox"/>
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9. How well did the training course meet its stated objectives?

1:	<input type="checkbox"/>	2:	<input type="checkbox"/>	3:	<input type="checkbox"/>	4:	<input type="checkbox"/>	5:	<input type="checkbox"/>
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Technical Content/Course Conduct:

10. The technical content of the course was:

1:

2:

3:

4:

5:

11. How relevant were the course topics to the area under consideration?

1:

2:

3:

4:

5:

12. The quality of the practical, work cases or laboratory training at the course were:

1:

2:

3:

4:

5:

13. The overall course duration was sufficient to achieve the learning objectives:

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14. The time scheduled for each session/module was adequate:

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17. Course handouts were easily understood and of high quality:

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18. Audio/Visual aides at the course were:

1:

2:

3:

4:

5:

19. The physical facilities were:

1:

2:

3:

4:

5:

20. How conducive to learning were the rooms where training was held?

1:

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21. Was the level of teaching at the required level?

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22. The course instructors demonstrated a thorough knowledge and understanding of their subject:

1: 2: 3: 4: 5:

23. The presentations at the course related theoretical knowledge concepts to real life situations:

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24. The guidance by practical training personnel during training was:

1: 2: 3: 4: 5:

29. How would you rate the course overall:

1: 2: 3: 4: 5:

30. Further comments: (including main strengths and weaknesses of course)

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