

## Continuing Professional Education Policy

The IPAHK CPE policy will be effective from 1<sup>st</sup> January 2007 and is subject to annual review.

In order to retain IPAHK membership Members will need to demonstrate that they have continuously updated their professional knowledge by

- Achieving 60 CPE points per year (Jan to Dec)
- Keeping a record of all CPE related activities (which will be subject to audit upon request)

### IPAHK CPE Points system

Type	Relevance	Length	Points
CPD Activity	Fully relevant to Podiatry practice	1 day	20
CPD Activity	Fully relevant to Podiatry practice	0.5 day	10
CPD Activity	Partially relevant to Podiatry practice	1 day	10
CPD Activity	Partially relevant to Podiatry practice	0.5 day	5
Literature review/self study	Fully Relevant to Podiatry practice (must include a synopsis and critique submitted to the IPAHK CPE board)		5 per article (up to 15 per year)

### *Important points to note*

- The relevance of the course will be decided by the IPAHK CPE Board. Their decision is final.
- **All courses attended (irrelevant of length) will be awarded a maximum of 30 CPE points.**
- When applying for CPE points all details of course, or study days attended must be submitted including a copy of the attendance certificate.
- For literature review or self study, a synopsis and critique of the article/study material must be submitted
- Members will be allowed a 3 month 'grace period' to fulfill their annual CPE points requirement. Additional points earned can be carried forward until the following year, (up to a maximum of 15 points).

Any member who does not fulfill his/her CPE points requirement may be removed from the IPAHK membership at the discretion of the IPAHK CPE board and the Executive Committee of IPAHK.