

Appendix 1 ... Description of CPD Activity and Accreditation

<i>CPD Activity</i>	<i>Description</i>	<i>CPD Credit Allocation (CPDC)</i>
Learning by doing	This is the process by which physiotherapists learn from the experience through their professional involvement in practice i.e. the very fact that they are working through any gainful employment giving them the added value of experiential learning.	2 CPDC per day with a maximum of 9 CPDC
Case studies and Research	This is descriptive data that is collected through the intensive examination of a phenomenon in a particular individual, group, or situation. Case studies are particularly useful for studying rare or complex phenomena.	8 CPDC will be granted if the research is published with 3 CPDC being awarded if research will be presented in an internal presentation
Reflective practice	This is a continuous process, from a personal perspective, by engaging in reflection in order to identify important elements of past events. This may also involve filling self-assessment questionnaires which will help individuals focus on and evaluate key behaviours that are important in order to maximise professional development.	3 case studies result in 1 CPDC. As regards the self-assessment, only one of these will be accepted per year and this will replace one case study. Maximum credits 12 CPDC.
Clinical audit	A quality improvement process that seeks to improve patient care and outcomes through systematic review of care against explicit criteria and the implementation of change.	1 CPDC. Maximum credits 3 CPDC.
Coaching from others	Professional encounters with more qualified members of the interprofessional team which brings about personal development	1 CPDC per meeting with a physiotherapist within the same department and this will be awarded by filling in the appropriate form. Maximum credits 12 CPDC.
Discussions with colleagues	Group reflection in identifying important elements of past events leading to professional development	1 CPDC per meeting and this will be awarded by filling in the appropriate form. Maximum credits 12 CPDC.

Peer reviews	An examination and evaluation of the performance of a physiotherapist by a committee or group made up of people of the same occupation.	1 CPDC per meeting and this will be awarded by filling in the appropriate form. Maximum credits 12 CPDC
Involvement in wider work of the profession	For example being a representative on a committee or a member of a professional body.	4 CPDC per membership of such committees per year and this will be awarded by keeping the <i>Curriculum Vitae</i> updated. Maximum credits 24 CPDC.
Secondment	The detachment of a physiotherapist from their regular organisation for temporary assignment in another occupation/employment.	3 CPDC per week with a maximum of 24 CPDC
Project work or project management	In-depth re-evaluation of a particular project/work experience.	8 CPDC will be awarded if the research is published with 3 CPDC being awarded if research will be presented in an internal presentation.
Lecturing	A discourse given before an audience upon a given subject, usually for the purpose of instruction.	if this is done as part of employment, no CPD credits are to be awarded but if this is done as part of a CPD talk, 5 CPDC will be awarded per different talk delivered.
Tutoring and Mentoring	A process in which the mentor or tutor serves as a role model, trusted counselor or teacher who provides opportunities for development, growth, and support to less experienced physiotherapists and students.	2 CPDC per day with a maximum of 12 CPDC.
Attending and Organising journal clubs or other specialist groups	A group of individuals who meet regularly to critically evaluate recent articles in scientific literature.	1 CPDC will be awarded per 5 documented hours. Maximum credits 12 CPDC.
Formal academic courses leading to further education		Exemption of Credits (<i>vide</i> Appendix 2)
Attending lectures,		CPDC awarded according to duration

seminars or conferences accredited by professional body		<i>(vide Appendix 3)</i>
Reading journals/articles		1 CPDC for the presentation of 5 summaries, with each summary being in excess of 500 words. Maximum credits 12 CPDC.
Reviewing books or articles		1 CPDC for the presentation of 5 summaries, with each summary being in excess of 500 words. Maximum credits 12 CPDC.

N.B. Where maximum credits are stipulated, these are attainable over the three year period.

Appendix 3 ... Accreditation of hours involved in attending conferences, seminars, lectures or any such recognised activities.

Amount of hours	CPD Credits (CPDC)
One hour	2
Two hours	4
Four hours	5
Five to eight hours (one day)	6
Two days	8
Any amount of hours in excess of two days	10