**Introduction to CPD**

Continuing Professional Development (CPD) consists of profession related learning activities that serve to develop, sustain or enhance the knowledge, skills and professional performance of a registered radiographer/radiation therapist.

Besides keeping the professional updated and relevant in an ever-changing landscape, maintaining a robust CPD record keeps individuals highly defensible in legal suits questioning fitness to practice. While CPD is not a mandatory requirement for the renewal of practicing licenses with the AHPC in 2018, it will eventually be within the near future as stated in the Allied Health Professions Act 2011. The Society aims to have all SSR members ready and familiar with CPD framework and accrediting process by then.

The objectives of CPD are:

* To improve safety and quality of care provided for patients and the public
* To maintain and improve the professional practice
* To promote lifelong learning

**SSR CPD Folder**

The SSR CPD team has designed and produced a CPD folder to facilitate implementation and record keeping for CPD. Within the folder is

1. Log sheet (for self-photocopying)
2. A pocket for all certificates to be safe kept

The first copy is provided free of charge to all AHPC Singapore registered radiographers and radiation therapists.

**CPD Credit System**

The Society defines a CPD cycle as a 2 year-period, which will begin in 1st April each year and ends on 31st March of the second year. Members are encouraged to attain a minimum of 24 CPD credits over this 2-year CPD cycle.

Please refer to our CPD Portal @ SSR: ***www.ssr.org.sg***

Members may undertake any of the seven categories of CPD activities listed by the society (see SSR approved CPD listing under “***List of CPD activities***” on our website). Any activity that does not fall into any of the seven categories will be reviewed by the society academic committee on a case by case basis.

Clinical institutions are welcome to apply for validation of their in-house activities/programmes for the award of CPD credits. Please refer to “***Validation form for institution CPD application***” for applications and workflow under ***“******Flow Chart for CPD validation***” on our website.

**Administering of CPD System**

The Society strongly encourages managers and/or reporting officers of various departments/institutions in Singapore to enhance their existing staff appraisal systems with the SSR CPD system.

This system is designed to work in tandem with existing institutional continuous learning targets (eg, 60 learning hours for Singapore Health Services and National Healthcare Group) such that staff need not clock extra hours separately to fulfil the SSR CPD requirements. For most institutions, the existing continuous learning frameworks consist of both professional specific (eg, journal clubs and professional conferences) and non-profession specific activities (eg, leadership and customer service courses). However, this model does not clearly account for an individual’s profession specific continuous education over a stated period.

Combining the SSR CPD framework with existing institutional continuous learning frameworks provides added information and clarity to the profession specific learning activities. Keeping in mind that in the future, evidence of CPD is mandatory for practicing license renewal.

SSR does not have the jurisdiction to administer and manage CPD on all radiographers and radiation therapists. SSR only acts as a custodian, a CPD points accreditor and a CPD course provider in the system. The Society does not provide a data collection and tabulation service for individual members. It is the responsibility of institutions and the agreed parties (eg, manager/RO and staff) to manage and track the collection of CPD points, record keeping and progress. Individual records and in-house courses attendance sheets need **not** be sent to SSR for any purposes.

Suggested workflow for managers and/or reporting officers (RO)

1. Goals setting and communication with reportees at beginning of a review period
   1. 24 points over a 2-year period **or** 12 points over a 1-year period is recommended
2. Staff to commence with CPD year, attend courses and keep records (eg, certificate of attendance, reflections or assessment sheets)
3. Points allocation/records/tabulation
   1. For SSR accredited programmes, CPD points allocation is already stated on the publicity material and/or certificates of attendance.
   2. For non-accredited programmes (eg, self-directed journal reading), staff is to match learning activity to CPD framework and determine appropriate points, managers/RO to verify. Please refer to “***Personal reflective report form for supervisor/RO endorsement***” on our website for those who wish to write reflective reports.
   3. You may also refer to “***Masterlist of approved CPD activities***” on our website.

Managers/ROs are welcome to write in to SSR for assistance

1. (Optional) mid-term review
2. The final output of the CPD system is a point which is the sum of all points attained in the stated period
3. At the end of the stated review period, managers/ROs to judge:
   1. Accuracy of points tabulation
   2. Accuracy of recording keeping,
   3. Subsequently, whether a staff has achieved CPD target for the year

**CATEGORY 1: SAFETY AND QUALITY IMPROVEMENT LIST**

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| **Period:** | | | | | | |
| **No.** | **Task/Audit conducted** | **Date Conducted** | **Date Completed** | **Direct Supervisor Signature** | **Code** | **Points achieved** |
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**CATEGORY 1: QUALITY IMPROVEMENT (QI)/RAPID IMPROVEMENT EVENT (RIE) LIST**

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| **Period:** | | | | | | | |
| **No.** | **Project title** | **Role**  (Leader/Member/  Facilitator/Participant) | **Date Approved** | **Date Completed** | **Study Site** | **Code** | **Points achieved** |
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**CATEGORY 2: PROFESSIONAL RELATED COURSES LIST**

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| **Period:** | | | | | | |
| **No.** | **Course Title** | **Location**  **(local/overseas)** | **Date** | **File certificate**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 2: MEMBERSHIP LIST**

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| **Period:** | | | | | | |
| **No.** | **Professional Membership** | **Date Joined** | **Date Terminated** | **File membership letter**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 2: CONTINUING PROFESSION DEVELOPMENT TALKS LIST**

**CODE 2105/2108**

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| **Period:** | | | | | |
| **No.** | **CPD Talk Title** | **Location** | **Date** | **Code** | **Points achieved** |
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| **No.** | **CPD Talk Title** | **Location** | **Date** | **Code** | **Points achieved** |
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**CATEGORY 3: FORMAL EDUCATION LIST**

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| **Period:** | | | | | | | |
| **No.** | **Formal Education Title** | **Date Joined** | **Date Completed** | **Location**  (Local/Overseas  /Distance) | **File transcript**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 3: TRAINING AND SUPERVISION LIST**

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| **Period:** | | | | | | | | |
| **No.** | **Training/Supervision type** | **Date Started** | **Date Ended** | **Location of training** | **File copy of training report**  (Yes/No) | **Code** | **Points achieved** | |
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**CATEGORY 3: ASSESSMENT PROGRAMME LIST**

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| **Period:** | | | | | | | |
| **No.** | **Assessment program** | **Date Started** | **Date Ended** | **Location of assessment program** | **Direct Supervisor Signature** | **Code** | **Points achieved** |
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**CATEGORY 3: TEACHING LIST**

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| **Period:** | | | | | | |
| **No.** | **Teaching faculty type** | **Date** | **Location of teaching program** | **File certificate/ appointment letter**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 4: E-LEARNING LIST**

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| **Period:** | | | | | | |
| **No.** | **E-learning activity** | **Date** | **E-learning provider** | **Submitted certificate of participation**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 4: SELF READING LIST**

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| **Period:** | | | | | |
| **No.** | **Reflective report type** | **Date** | **Submit reflective report**  (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 5: RESEARCH LIST**

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| **Period:** | | | | | | | | |
| **No.** | **Research Title** | **CIRB Ref. Number** | **Role**  (PI / Co-I /  Collaborator) | **Date Approved** | **Date Completed** | **Study Site** | **Code** | **Points achieved** |
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**CATEGORY 5: RESEARCH PARTICIPATION LIST**

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| **Period:** | | | | | | |
| **No.** | **Participation type**  (research project/interest group meeting) | **Date** | **Location of participation** | **Direct Supervisor Signature** | **Code** | **Points achieved** |
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# **CATEGORY 6: PUBLICATION LIST**

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| **Period:** | | | | | | | | |
| **No.** | **Manuscript title** | **CIRB Ref. Number** | **Journal Article** | **Impact Factor** | **Authorship**  (First/ Second or Last/ Latter) | **Date Published** | **Code** | **Points achieved** |
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**CATEGORY 6: EDITORIAL/REVIEW LIST**

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| **Period:** | | | | | | | |
| **No.** | **Journal Name** | **Impact Factor** | **Title**  (Reviewer/ Member of editorial board/ Editor) | **Date Started** | **Date Ended** | **Code** | **Points achieved** |
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**CATEGORY 6: FACILITATION LIST**

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| **Period:** | | | | | | | | |
| **No.** | **Course title**  (\*indicate in-house/workshop) | **Date** | **Role** (Facilitator/Co-Facilitator | **Location of teaching programme** | **Direct Supervisor Signature** | **Code** | **Points achieved** | |
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# **CATEGORY 6: PRESENTATION LIST (INSTITUTION IN-HOUSE)**

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| **Period:** | | | | | | |
| **No.** | **Oral presentation title** | **Date** | **Location** | **Direct Supervisor Signature** | **Code** | **Points achieved** |
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**CATEGORY 7: CONFERENCE LIST**

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| **Period:** | | | | | |
| **No.** | **Conference Name** | **Location**  (local/international) | **Date/Time** | **Code** | **Points achieved** |
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**CATEGORY 7: ORGANISING LIST**

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| **Period:** | | | | | | | |
| **No.** | **Conference Name** | **Role**  (Organising committee/ member of abstract review/ Session chair) | **Location**  (Local/ International) | **Date** | **Submitted letter of appointment/ invitation** (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 7: INVITED SPEAKER LIST**

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| **Period:** | | | | | | | |
| **No.** | **Conference Name** | **Role**  (Invited speaker/ Keynote or plenary speaker) | **Location** (Local/  International) | **Date** | **File letter of acceptance/ invitation** (Yes/No) | **Code** | **Points achieved** |
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**CATEGORY 7: PRESENTATION LIST (CONFERENCE)**

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| **Period:** | | | | | | | |
| **No.** | **Presentation Title** | **Conference Name** | **Location** (Local/ International) | **Date** | **File letter of acceptance/ invitation** (Yes/No) | **Code** | **Points achieved** |
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