

## CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

Assistant Medical Officer (Medical Assistant)



#### CONTINUING PROFESIONAL DEVELOPMENT

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#### 1. PERSONAL BIODATA

Name :		
I.C.No :		
Appointment date in MOH :		
Confirmation date in Current Post :		
Position :	Grade :	
Places of work in current year :		
1		
2		
3		

#### QUALIFICATION / TRAINING ( BASIC / POS BASIC / DEGREE PROGRAMME )

Qualifications	Place of Training / University	Year

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#### FORWARD

Continuing Professional Development (CPD) is a process of lifelong learning aimed at meeting patients needs and improving health outcomes by the systematic improvement and broadening of knowledge, understanding, skills and the development of personal qualities which is necessary for the execution of professional duties including the acquisition of extended and expanded roles of Assistant Medical Officer (AMO).

In the era of rapid changes in the organisation and information technology, public would be more aware of their health and safety thus increasing the expectations and demands of quality in services rendered, It's would be the great challenges to the health providers especially the AMOs. Therefore competence and accountability is our intention to achieve.

Thus, CPD serves as a guide to meet the standards of care and enhances the professionalism of AMOs. This booklet will provide the information and guideline for all AMOs on the CPD processes and system implemented for the use of AMOs. I am confident that this booklet will serve as a guide to all officers and supervisors pertaining on successful Continuing Professional Development Programme.

I Would like to thank and congratulate for the tireless effort to all those who are involved in and have contributing towards the preparation and publication of this booklet.

Hj. Siri Bin Narudin Secretary Of Medical Assistant Board & Head Of Assistant Medical Officer 2008

#### INTRODUCTION TO THE CPD

Continuing Professional Development (CPD) is defined as a process of lifelong learning aimed at meeting patients needs and expectation. CPD credit points can be achieved through the process and it will be accumulated by the end of the year, which is being used, certified and awarded by the management according to the guideline provided by Ministry Of Health. The programme recommended is relevant to individual practice and help to maintain standards and competence. It will serves as enhancement of professional development.

Booklet of Continuing Professional Development Programme serves as a guide to all Assistant Medical Officers to fulfill the needs and objectives of CPD.

#### General Objective

To have a competent and excellent workforce.

#### Specific Objectives

- To provide a record for all Assistant Medical Officers on their CPD activities & PTK assesments.
- To assist the officer and Head Of Department to identify and plan the needs for training and personal development.
- To enable the Head Of Department and the individual to monitor CPD & PTK activities.
- Acts as documented evidence for the purpose of integration of CPD with PTK, annual appraisal and recertification.

#### **GUIDELINE AND THE LOG BOOK USAGE POLICY**

- This log Book is designed to guide Assistants Medical Officer in recording and updating CPD activities they have been involved in. To allocate credit points in each of the CPD activities, relevant CPD credit points system should be referred.
- Each CPD activities must be recorded in the Log Book and reviewed by the supervisor and Head of Department with detailed documented proof as evidence of AMOs attendance /participation in the activity. Review and Verification of CPD points will be done by supervisor every three month periodically.
- 3. Form CPD LB will be fill in by the supervisor according to Table 1 and Credit Point attainment of the CPD activites'. Verified CPD LB will be submitted to Head of Department for endorsement.
- 4. At the end of the year the Head of Department will endorsed CPD LB and prepare Summary and Credit Point analysis in Form CPD 01 together with LNPT and submit the annual assessment to PTJ for administrative purposes and submit to State / JKN
- 5. The relevant Document and CP summary should be forwarded to State Committee / JKN and Medical Assistant Board for use of applying Annual Practicing Certificate ( APC ) in future planning of Medical Assistant Board of MOH

#### MINIMUM CREDIT POINTS FOR RENEWAL OF ANNUAL PRACTICING CERTIFICATE

Assistant Medical Officer		CPD CP
	GRADE	
SUPPORT CATEGORY		
	U 29 - U36	>30
PROFESSIONAL AND		
MANAGEMENT	U41 – And above	>40

### CREDIT POINTS - MINIMUM ACHIEVEMENT FOR PTK SUPPORT SEVICE CATEGORY - AMO GRADE : U29 , U32 DAN U36

PTK Level	ARAS DALAM PTK	CPD Credit Points ( Accumulative )
TK 1	Aras I	0 -19
TK 2 TK 3	Aras II	20 – 29
and	Aras III	30 - 39
TK 4		40 And Above
	Aras IV	40 and above with minimum 10 points in A3, A4 or A5 ( or combination )

#### PTK FOR PROFESSIONAL AND MANAGEMENT

GRADE: U 41 - U54.

PTK Level	ARAS DALAM PTK	CPD Credit Points ( Accumulative )
	Aras I	0 – 20
TK 1	Aras II	21 – 39
and	Aras III	40 – 50
TK 2	Area IV	51 And Above
	Aras IV	Selected category - 10 credit points from either A3 , A4 or A5 (or combination)
	Aras I	0 – 20
TK 3	Aras II	21 – 39
TK 4 , TK 5	Aras III	40 – 50
TK 6	Aras IV	51 And Above
		Selected Category - 10 Points from either A5 . A6 , A11 , B1 or B2 . ( or combination )

#### INSTRUCTION

#### Assistant Medical Officer

- Activities should be well planned and AMOs are advised to fill in Table 1 (Detailed Record of CPD Activities and Supervisor's verification) on going basis for all the year.
- Please show your activities record to the Supervisor within 3 monthly basis for verification and reviewed purposes by the supervisor.
- 3. The certificate of attendance and relevant verification documents must be produced.
- Any appeal regarding disagreement on points awarded or verification process should be made to the local CPD Committee

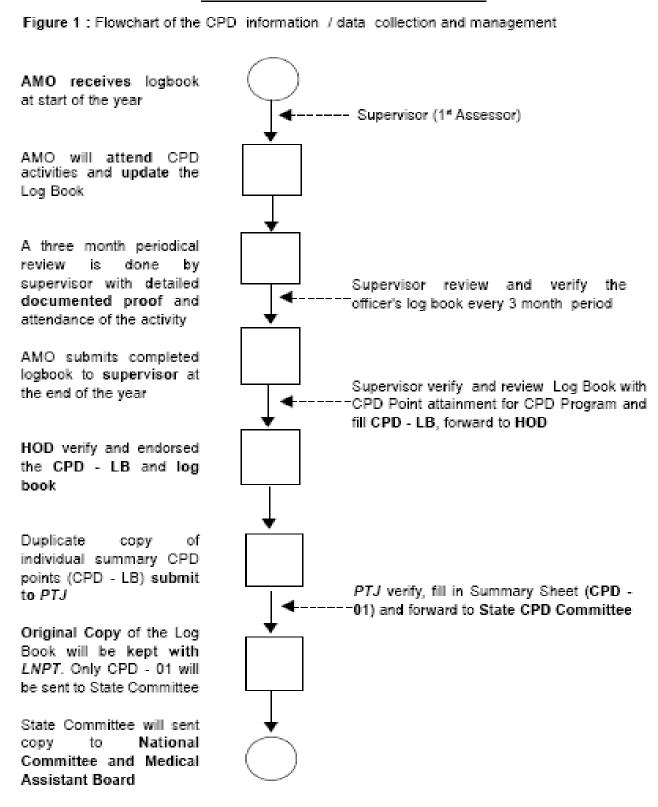
#### Supervisor

- Supervisor should be more proactive and accountable to any verification process. Planning and implementation should be handled seriously. Any CPD activities must be reviewed and verified systematically for every three monthly basis.
  - 1.1 Please record the point in Table 1.
  - 1.2 Use the Verification Points as a guide on verifying process.
  - 1.3 Please see the documented proof of CPD Activities during verification process.
- Please fill in CPD LB form in two copies at the end of the year and submit the completed CPD - LB form together with LNPT (as a 1\* Assessor) to the Head Of Department / PTJ.

#### **Head Of Department**

 The Head Of Department (HOD) will analysed the report and prepare the summary report CPD - 01 form and submit to State CPD Committee and Medical Assistant Board.

#### FLOW CHART FOR THE CPD PROCESS



#### CATEGORY OF CPD CREDIT POINTS ATTAINMENT

Category	CPD Activity Description	Credit Points Attainable	Additional Criteria Required	Maximum Points
	CORE BUSI	NESS ( CATEG	ORY A)	
A1	Health Congress / Conference ( Local / International ) Organised by : a) 3 Full Days ( 5-8 hrs / day ). b) 2 Full Days. c) 1 Full day.	20 points 15 points 10 points	A Conference should: a) Involve speakers of local / international standing. b) Contain plenary lectures / syamposia. c) Allow presentation of free communication / poster, etc.	20 Points
A2	Scientific Meeting of Chapters of Academy / Universites Colleges / Associations / Institutions / Ministry Of Health & others a) Less than 2 hours. b) 2-4 hours ( half day ). c) 5-8 hours ( full day ). d) 2 full day. e) 3 or more full days.	1 points 2 points 3 points 6 points 10 points	Points awarded according to hours.	20 Points
А3	Workshop / Courses / Fellowships / Attachment etc ( Include hands on and skill courses ). a) Half Day ( 2-4 hours ). b) Full Day ( 5-8 hours ). c) 2 Full days. d) 3 or more full days. e) Skill accredited structure courses by specific disciplines. f) Study Tour approved by Head Of Department.	Points per activity  4 points 6 points 10 points 15 points 20 points 5 points	For ward rounds credit points are awarded to participants from outside own hospital / establishment e.g Private Practitioners verified by the CPD Chairman of that institution.  Proof of attendance.	20 Points

A4	CME sessions / other professional activites e.g Topic seminar, forum, lectures Journal club, Formal ward round, Clinic attendances, Hospital Clinical meeting Video Show, Video conferencing, reflectives Notes, Morbidity & Mortality reviews, Epidemiological reviews.	1 point / hour	Certified attendance.	20 Points
A5	Presentation at accredited meeting a) Plenary lectures / long paper ( > 45 minutes ) / Free paper / Short paper. b) Other lectures / talks e.g visiting lectures ( where one's is officially invited to give lecture at venue / funtion away from one's principal place of practice ) hospital clinical meeting, CME sessions, public meeting, giving talks / public advice, lectures to NGO / radio or TV talk, technical briefing / update.	10 points	These credit points are in addition to full delegates attendances at congresses scientific meeting or workshop. Otherwise only credit point for presentation are attainable. Visiting lectures - where one is officially invited to give a lecture at venue / function away from ones's principal place of practice.  Documented Proof of appreciation and participation.	20 Points
A6	Publication of original articles in journal / chapters in book / reports a) Indexed / per reviewed journal. b) Non indexed journal (authors). c) Chapter in book - each chapter. d) Reports e.g technical report, working papers. f) Standard Operating Procedures / modules on standard care plan / manuals.	20 points 10 points 10 points 10 points 10 points	An Indexed journal is one which has international standing and is listed in the indexed medicus or similar indexing system. Maximum for writing chapters in a book is 20 points.  Verified presentation or publication.	30 Points

A7	Self Study / Group Study / Distance Learning a) Reading scientific papers from indexed journals / Audio Visual / Organised group discussion under accredited coordinator.	1 Points / paper or session	Documented evidence ( with verification ) needs to be produced e.g : a) self study ( self administered MCQ ). b) Documented evidence in the form of synopsis / evidence table.	10 Points
A8	CME On line.	1 Points / artice or session	The CPD Board is ultimately responsible for accreditation of providers.	20 Points
A9	Post Basic Courses a) > 1-3 months. b) > 3-6 months. c) > 6 month - 1 year.	15 Points 20 points 30 points	These should be  a) conducted by relvant recognized authorities - local or international.  b) Verified by the CPD committee Points are given only once upon success ful completion of studies.	30 Points
A10	a) Degree / Masters Programs / Post Graduate Programmes for ( each stage of examination passed ). b) PhD / Dr PhD.	50 points	Only Courses related to core business.	50 points
A11	Involvement as committee or project member  a) Quality Projects ( QA / QCC / Lead assessor / Corporate Culture / MS ISO, Accreditation, etc. )  b) Research Project s as researcher, collaborator.  c) Research activites as data collector.	5 points for involvement in each area	Vertied appointment letter by relevent authority.	20 Points

	NON CORE A	CTIVITES ( CA	TEGORY B)	
B1	a) Editor. b) Member of editorial Board c) Refree / Reviewer ( per article ).	10 points 5 points 5 points	Pertaining to production of journal, special reports bulletins newsletters etc.	10 points
B2	Other supporting activites related to: Personal Development a. Leadership. b. Management. c. IT. d. Organizing/committee. e. Member of profesional Body etc.  Level: a. Local. b. State. c. National. d. International.	Points per activity  2 points 3 points 5 points 10 points	These activites are not restricted to MOH function e.g involvement in PIBG may also be considered.  Documented evidence with verification needs tobe produced.  Self interest for personal development.  Documented evidence with verification needs to be produced.	10 points
B3	Attending Annual General Meeting of Societes / Association / NGO approved under JPA list for unrecorded leave.	5 points / activity	Member in benefit of Societes / Assocations.	10 points

#### Note :

- Maximum points refers to maximum that will be accepted for each category, and will be taken into account for annual CPD / PTK points (attending 3 conference in one year only in a maximum of 20 points being awarded).
- For all activities, certificate of attendance, certified attendance list, or other evidence for verification are required.

#### VERIFICATION

#### Verification of CPD Point By Supervisor

CPD Category	Verification Accepted
A1	Proof of attendance
A2	Proof of attendance (certificate or letter of participation)
А3	Proof of attendance (certificate or letter of participation)
A4	Proof from attendance records
A5	Certificate or Letter of appreciation for activity conducted
A6	Verified presentation or publication in programme book, abstract book, proceedings or journal
A7	Proof from CME provider or synopsis of article
A8	Proof from CME-online provider
A9	Proof of post-basic or other diploma certificate
A10	Certificate or exam result
A11	Letter of appreciation or appointment for activity
B1	Documentation of position held from journel or editorial board, or Letter of appoinment
B2	Certificate or Letter of appreciation / appoinment for activity
В3	Letter, any evidence from NGO or Societes

# Record of CPD Activities

	. doi	Table 1 : Detailed record of CPD activities & supervisor's verification. Please record all CPD activities in the table below. Use additional sheets of this same table to capture all CPD activities of the year.	To be filled by Supervisor	t Method of Supervisor's serification signature & date			
	lame & Ch	e table to o		Credit Points			
Designation :	_ Supervisor's Name & Chop _	n. rheets of this sam		Course Organiser			
		Table 1 : Detailed record of CPD activities & supervisor's verification. Please record all CPD activities in the table below. Use additional sh	Officer	CPD Activity Description (Describe the course / activity / duration)			
		d record of CPD ac I CPD activities in t	To be filled by Officer	CPD Category (A1-A11, B1-B3)			
Name :	I.C. No:	Table 1: Detaile Please record al		Date of CPD Activity			

TO: HEAD OF DEPARTM	(To be filled in two copies)
Individual summary of CPD p	oints achieved for CPD Programme for The Year :
Name :	
I.C. No :	
Appointment date in MOH : (o	date / month / year)/
Conformation date in current	post : (date / month / year)//
Position :	Grade :
CPD Category	Points Achieved for CPD Programme
A1	
A2	
A3	
A4	
A5	
A6	
A7	
A8	
A9	
A10	
A11	
B1	
B2	
В3	
Total Points	
Supervisor's Signature	:
Name	:
Official Stamp	:
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10.01 20.01	Constitution State / Program CPD Committee     Commit	Committee :					
Name	Name and address of PTJ / Division						
<del>Ž</del>	Name	Position	ବା ଠା	релб	Scale of Salary	Total Points Achieved	oints ved
						СРО	PTK
Comm	Comments and studestions						
)							

PTJ Signature

Date

Medical Assistant Board Medical Practice Division Level 2, Block E1, Complex E Federal Government Administrative Centre 62590 Putrajaya Tell: 03-8883 1370 Fax: 03-8883 1490