



To: All Fellows, Associate Fellows and Associates

From: President, HKCHSE

Subject: College Continuing Professional Development Policy

Date: 2 Jan 2020

After years of consultation, your College will introduce a voluntary Continuing Professional Development (CPD) program with immediate effect from 2 January 2020 to recognize our members on their professional capabilities and the continuing development and maintenance of their competency, skills and knowledge in healthcare and health related services. This is also in alignment with the implementation of the certification of health managers and leaders by the ACHSM in 2020.

The updated policy paper is attached for your easy reference. More information can be obtained from www.hkchse.org. Enquires can be directed to College Academic Convener.

Dr S H Liu, President HKCHSE



HONG KONG COLLEGE OF HEALTH SERVICE EXECUTIVES
香港醫務行政學院

香港醫務行政學院

Hong Kong College of Health Service Executives
Continuing Professional Development Policy

Introduction

In the strategic review of the Hong Kong College of Health Service Executives (HKCHSE) 2019, the value propositions of responsive to the needs of the society, forward-looking and collaboration are continually reinforced in driving and demonstrating the commitment of the College in contributing to the development of professional health service executives of Hong Kong.

To conceive the strategic vision of future leaders, the College has revamped its flagship Dual Fellowship Program to be conducted through an immersion training mode to capacitate the candidates to take on their healthcare service background and learn to thrive through the journey of developing their management competency in health care service. The program incorporates seven inter-dependent principles to make the maximum use of interactive learning and provide opportunities for continuing development. The principles are: active involvement of program candidates, adoption of adult learning principles, exploration through real cases and scenarios, nominal reliance on lectures, optimal use of reference and resources materials, appropriate use of presentation media, and effective mentoring.

To proceed towards this direction and to go along with the Australasian College of Health Service Management (ACHSM), the HKCHSE will introduce a voluntary Continuing Professional Development (CPD) program in January 2020 (*this is also in alignment with the implementation of the certification of health managers and leaders by the ACHSM in 2020*) to recognize our members on their professional capabilities and the continuing development and maintenance of their competency, skills and knowledge in healthcare and health related services.

Understanding the Professional Certification Scheme of ACHSM

The ACHSM will implement a two-tier scheme of certification, namely Certified Health Executive (CHE) and Certified Health Manager (CHM), which is respectively linked to their current membership category of Fellow and Associate Fellow.

A points-based system is adopted by the Australian scheme. Points are attributed to recognize one's members' management experience, educational achievements and contributions to the healthcare management profession, etc. Members are required to aggregate a minimum of 75 points on a three-year cycle in order to maintain their certification as a CHE or CHM under the ACHSM Fellowship award. Certain opt-out option is allowed.

To provide evidence that the Dual Fellows/Associate Fellows of the HKCHSE/ACHSM have continued to maintain their competency, skill and knowledge as well as to validate the Dual Fellows'/Associate Fellows' commitment to maintaining the status of CHE/CHM, HKCHSE will issue an annual Certificate of CPD to all paid Hong Kong Fellows/Associate Fellows/Associates who have completed the necessary requirements of the CPD scheme of Hong Kong. This CPD certificate will state the points awarded by the HKCHSE within the calendar year and this accreditation will also be counted towards the "maintenance of certification" by the ACHSM.

Transitional Arrangement of the HKCHSE CPD Certificate

According to the professional development principles (which include commitment to high standards, continuous learning and respect for diversity) and applicable to different membership categories of the College, the HKCHSE Council approves and adopts a simple point accreditation scheme with guidance as below:

1. The proposed CPD to be implemented on 2 January 2020 is a voluntary scheme offered to all paid members of College.
2. Calendar year (i.e. a period of 12 months) will be adopted for the purpose of certification for CPD.
3. The scheme will recognize each educational activity hour as one point.
4. Continuing educational activities are classified as follow:
 - i. Educational events (including Study Group Meetings for the Dual Fellowship Program and other non-fellowship training programs or activities run by the HKCHSE): 1 point for each hour of the educational activity (with no maximum limit for aggregation of points in a year).
 - ii. Dual Fellowship Program by examination: 25 points for completion of the full course.
 - iii. College or College-approved mentoring: 5 points for each Fellow-mentor. (Maximum 10 points)
 - iv. Authoring of academic papers accepted by the Asia Pacific Journal of Health Management or other College-approved journals: 5 points per article for being one of the first three authors of the paper (Maximum 10 points).
 - v. Presentation at the Study Group Meetings, training programs, seminar/conference of the College: 4 points (Maximum 8 points)
5. Other clinical/professional CPD approved by an equivalent accreditation body: 1 point per hour (Maximum 10 points)
6. College-approved self-directed learning project: Up to 5 points per project (Maximum 5 points)

7. Attendance at ACHSM events/functions: 1 point for each hour of educational activity accredited by the ACHSM (No maximum limit for aggregation of points in a year)
8. Application of the CPD certificate of the HKCHSE requires the member to self-declare the ~~events~~ CPD activities participated by the end of January of each year. The application will be processed by the College secretariat.
9. An annual CPD Certificate will be issued by the HKCHSE if the applicant attains 25 CPD points or more within the calendar year.

Our Stance on Engaging the Development of Health Service Management towards a Profession in Hong Kong

1. The College will keep-post members of any updates on the CHE/CHM certification scheme of the ACHSM and its impact on the career development of health service manager in Australia and New Zealand.
2. The College Academic Convener will liaise with the Education Committee of ACHSM that the CPD program of the HKCHSE is recognized as attaining the requirements for ACHSM's maintenance of certification. Outcome of the further negotiation on behalf of College Dual Fellows / Associate Fellows will be reported in due course.
3. HKCHSE will endeavor to promote the concepts and practice of continuing life-long learning and enhancing one's competency as a standard for all levels of healthcare executives and health-related service managers. We shall advise employers that in addition to the Fellowship award as an additional qualification, certification of competency and CPD should be the preferred attributes for candidate selection or appointment to higher ranks.

HKCHSE

2 Jan 2020