



EUROPE REGION

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for Physical Therapy

Informative Paper with Recommendations on Continuous Professional Development

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INFORMATIVE PAPER WITH RECOMMENDATIONS ON CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Europe Region of the World Confederation for Physical Therapy (WCPT)

Professional Issues WG

Introduction

The Informative Paper with recommendations on continuing professional development (CPD) was adopted at the General Meeting (GM)-2006. The Paper included brief inspiration material from five member organisations.

At the GM 2008 an updated report on CPD was adopted, and a workshop based on this report on CPD was arranged. The interest for national development of systematic CPD and portfolio is increasing.

The report recommended that an updated and revised Informative Paper should be developed including a collection of inspiration material, as an idea bank. All member organisations were requested to describe their status regarding systematic CPD

The Informative Paper is now updated and revised by the working groups on Professional Issues and Education Matters, and is hereby presented including inspirational status description of systematic CPD from 15 Member Organisations.

Background

The demand for quality, accountability and efficacy of practice has highlighted the need for health professionals to demonstrate that they are keeping abreast of new knowledge, techniques and developments related to their professions. Professionals must be able to contribute to the provision of best practice, service delivery and the development of the health professions.

The profile of continuing professional development, CPD, has risen substantially across the professions in all sectors of employment in recent years. The need for physiotherapists to maintain and update their knowledge and skills is now seen as essential for achieving and

maintaining quality in service provision, and is in keeping with a broader recognition that lifelong learning is an ongoing requirement for all physiotherapists, embracing formal, and non formal education as and work based learning.

The physiotherapy profession has always been engaged in maintaining, developing and enhancing their competence through CPD. As physiotherapists have the responsibility for their own development, they need to be systematic and efficient in regard to this activity. The physiotherapist is required to show documentation of professional learning, development and impact on practice. Therefore systematic CPD is expected to have a high priority in the physiotherapy workplace, with individually designed plans of development, linked to appraisal and performance review. It is important that the individual workplace develops a model for documentation mapping the areas of achievement and encouraging a culture of reflective practice.

Systematic planning, evaluation – through reflection, and keeping a portfolio, also serve as evidence/documentation for re-certification/re-registration demands. In order for the individual physiotherapist/ the individual work place to structure their activities of informal as well as formal learning it is of importance to relate to a common guide to registration of competence.

For this reason some countries have developed guides for registration/recording of systematic CPD, and some Member Organisations have developed a portfolio guide to CPD in physiotherapy. In some countries CPD is already a part of a re-registration system. (See page 6 - 13)

Continuing Professional Development

- The term CPD includes a broad view of learning activities, formal and non-formal education and work based learning. CPD also means bringing learning closer to the learner through activities that engage with local communities and employers. This requires higher education institutions (HEIs) to recognise and validate the individual's CPD and allow access to education programmes. European Qualification Framework (EQF), European Credit Transfer System (ECTS) and nationally developed credit points can be used alongside skills and knowledge portfolios.
- CPD is a systematic, ongoing structured process of maintaining, developing and enhancing skills, knowledge and competence both professionally and personally. The

aim is to develop performance at work. The individual physiotherapist undertakes CPD activity systematically keeping a record of reflection and learning. This process strengthens the personal and professional profile, along with quality service to the patients/clients.

- The links between standards of health care and CPD promotes it as a shared responsibility between the employing organisation and the individual, and recognises CPD is an investment in quality¹. Regardless of any statutory requirements physiotherapists should recognise the personal benefits to engaging in development activities and for this reason CPD needs to be meaningful and valued e.g. offers increased job satisfaction².
- Individual record keeping and documentation should be monitored by planning and agreements based on individual responsibility, trust and self-evaluation. (Reference)
- Individual learners and employing organisations must recognise that learning and development can be derived from an extremely wide and diverse range of both formal and informal activities, both in and out of the workplace.
- The individual is responsible for the management of their own learning and development.
The employer's role is to create optimal environments for CPD, for example protected time and economic funds for activities.

Guide/ framework for systematic CPD:

Competence description for a physiotherapist may include competencies in various aspects of professional practice, often described as clinical practice competence, learning competence, pedagogic competence, organisational and administrative competence, social and cooperative competence, and personal competence.

In focusing on development of competence related to the job and organisation, the traditional understanding of development through attending courses is widened to include the many possibilities for development of competence within the work place.

¹ Continuing Professional Development: Quality in the NHS. Department of Health, Leeds, UK

² Also, A, Continuing Professional Development, Blackwell Science Ltd

A guide/ framework serves as a reference for the individual physiotherapist and the work place to structure CPD activities in informal as well as formal learning.

A framework outlines the outcomes of activities that

- maintain and develop competence in order to improve performance at work
- are the results of systematic reflection and planning
- are documented in the individual CPD-programme
- are assessing the outcomes

Examples of learning activities:

- Internal presentation from an expert colleague
- Peer review
- Mentor arrangement
- Networking
- Clinical supervision
- Systematic practice reflection
- Workshops on CPD
- Literature searching
- Guidance on the development of CPD programmes

Examples of tools which Member Organisations could describe/make available:

- Keeping a professional portfolio
- Guide/framework to systematic work place learning
- Guidance on learning activity
- Personal development plans
- Audit tools
- Assessment tools

Examples of tools which Member Organisations could describe/make available:

Cyprus

The status of CPD among members in Cyprus Association of Physiotherapists hardly exists.

Until today there is no systematic CPD procedure and also no development of portfolio guide in physiotherapy.

There are though some members that are also members in other MO's because of their country of basic physiotherapy education that follow CPD arrangements according to the rules of re registration and membership. Cyprus Association of Physiotherapists has no data concerning the number of members that follow this CPD procedure or through which countries.

For information Cyprus Association of Physiotherapists is organizing every year workshops/meetings/informative days according to member's preferences and needs. At the beginning of each year questionnaires are distributed for members to express their special interest for their CPD needs on specific topics according to their expertises. We must also mention that many of our members travel abroad in order to fulfil their professional needs.

Cyprus Association of Physiotherapists is interested on developing a systematic CPD but until today there is no specific work done.

Denmark

The association has developed an inspirational homepage for members, leaders and work places to develop systematic strategic competence development. This page has been used for 4 years now and is undergoing a reconstruction and updating.

The association has p.t. under development an electronic registration/ portfolio- system, the aim being to serve as

- a member service: to update and register formal, non formal and informal CPD,
- a registration system to be used to document and promote the level of CPD in the profession, to be used by the member, the workplaces and the organization.
- a portfolio learning process to follow the member from basic education into the process of LifeLongLearning.

Development of CPD and Guide: An electronic guidebook has been developed for members and workplaces to start or continue systematic CPD. It contains descriptions of the variety within CPD of learning activities and professional competence development and opens a variety of possibilities to create individual and workplace based planning of CPD. It describes how competence may be developed through formal education offered as courses by Higher Education Institutions, non formal courses offered by i.e. MOs and professional interest groups, and informal learning activities developed at workplaces. It also provides a large number of links regarding CPD-material, tools, cases, how to get started and concepts re CPD.

Documentation/portfolio: The Association is, in 2009, as a part of a new interactive homepage, developing a service to its members: Access to a system for voluntary, individual registration and validation of non formal and informal CPD competence along with formal competence. The system will act as a portfolio documentation for employers, health authorities and Higher Education Institutions. The service will also give the physiotherapist a platform to secure the process of learning and competence development.

Assessment/Validation of competence: CPD is measured through ECTS evaluated by the HEIs. The portfolio assessment of individual learning will be assessed by ECTS, ECTS based credit points and self evaluation.

Registration requirements: There are no formal rules for re-registration. However the goal for the portfolio documentation is to strengthen the CPD profile

Electronic Link: <http://fysio.dk/kurser/Kompetenceudvikling/> In Danish with a brief description in English (under development). The Portfolio system is not yet accessible.

Estonia

Estonian Association`s of Physiotherapists professional developmental strategy indicates as priority for 2010 to develop together with Estonian Rehabilitation Doctors Union and Estonian Occupational Therapists Association common manual for members to start with systematic CPD. It contains descriptions of the variety within CPD of learning activities and professional competence development and opens a variety of possibilities to create individual planning of CPD.

The manual should describe how competences may be developed through formal education offered as courses by Higher Education Institutions and non-formal courses offered by professional interest groups. It also should provide a list of suggested CPD-material, tools, cases and samples from the working places.

Brief information: Description/ status for systematic CPD in your country. Estonian Health Care System started 2009 with countrywide electronic health records system. It provides for all health care specialists common access to patients medical histories, but also contains domain of CPD. Until 2011 there will be still valid CPD electronic system for each professional organisation, which is controlled by Estonian Qualification Authority by profession-specified qualification criteria. Estonian Qualification Authority is planning to develop common CPD portfolio for 2011, which is accessible both for employers and employees. Merger with system-based portfolio will be still voluntary until 2013.

Documented CPD as part of requirements for qualification is obligatory.

CPD is measured through ECTS evaluated by the professional qualification committees. The portfolio system will contain ECTS and working place related self-evaluation (form is still in developing process).

Electronic link: www.fysiot.ee/kutsestandard.htm

Finland

Finland has responded to the questionnaire in 2007, the CPD issues. We remain almost the same situation as in 2007. In Finland, there is no statutory instruction to the development of continued professional.

Since 2005 we had have a project. Purpose of the project:

- to support and motivate physiotherapists in their professional growth within physiotherapy
- to promote expertness in physiotherapy
- to offer different pathways to achieve the specialisation (education, clinical work, other activities)
- to assist physiotherapy as a profession to advance at the national and international level
- to promote physiotherapy in society

In the future, it would be good, that CPD should be formal, but it requires the law in Finland.

Germany

Development of a systematic CPD: Based on the National Healthcare Law an obligatory CPD system for licensed private practitioners was developed in 2006 as an agreement with the National Health Insurance providers and ZVK. The agreement is accessible for members on ZVK's website. ZVK offered the CPD as advanced professional education courses through the special interest groups.

Type of recording/ registration/ documentation/ portfolio/ learning activities:

The CPD system act as a portfolio documentation for any licensed private practitioner to the National Health Insurance providers. The portfolio is the evidence to fulfil the requirements of the agreement and has to be shown to the National Health Insurance providers.

Assessment/Validation of competence – any measurement tools: CPD is measured through credit points evaluated by the National Health Insurance providers. The recognised learning activities are recorded with 1 unit (45 minutes) = 1 credit point. The PT needs 60 credit points in 4 years.

Inspirational information - guide, links, informative material, references: Inspirational information and guide is on the web-site for members. The information describes the formal requirements described in the agreement.

Documented CPD as part of requirements for registration/ re-registration - Employers, MO or Law on authorisation:

The implemented CPD system is the formal rule for re-registration for private practitioners in the National Health Care System.

Electronic Link: The agreement is accessible for members only on www.zvk.org – Beruf und Bildung – Fort- und Weiterbildung - Fortbildungsverpflichtung

Iceland

The Association holds formal, informal and non-formal learning for its members. Members can record on our website their learning activities, both formal educations, workshops, conferences and work place based learning activities, and make their own CV/portfolio.

Ireland

ISCP Rules / Codes / Standards – all include fundamental statements regarding the individual physiotherapist's responsibility for maintaining competency and currency.

ISCP CPD Position Statement (2006) identifies that a member must accrue 100 CPD points/ equivalent to 100 hours of CPD over each 3-year cycle for CPD reporting. This is supported by a comprehensive list of recognised CPD activities.

On membership renewal each year, the member submits their CPD points for the previous membership year. The MO membership database retains each member's submission. It will be possible to formulate reports on the full 3-year cycle next year.

CPD will not be mandatory for physiotherapists in the imminent statutory registration system. However, it is a requirement for membership of the ISCP, which is the designated authority on the training and practice of the profession in the Republic of Ireland. Physiotherapists must be eligible for membership of the ISCP to work in the Irish public health services currently.

Status and development of a systematic CPD system within the ISCP: Since August 2008, the MO has employed a full time Professional Development Project Manager.

This was also the end of the first 3-year reporting cycle. An audit of CPD points – (self reported by members) was conducted. A CPD Review exercise was conducted with a small number of randomly selected members in 2008 and 2009.

The emphasis for these reviews was on change in practice in response to new knowledge or skills gained through CPD. In other words, the emphasis was on CPD outputs rather than inputs i.e. points/ hours. The responses were reviewed by two independent reviewers, and developmental feedback was given to each response.

There are a number of issues, which may be useful to articulate, for others considering such a process.

1. Fundamentally, the current system is an honour system. Non-compliance may not be obvious or identifiable.
2. Most members indicate that they are engaging in substantial CPD, but have difficulties recording it, especially the informal activity.

3. A point per hour system measures only inputs and does not provide information about the change in practice of the physiotherapist. However, the resources required to engage in this “output” process are substantial.
4. What to do with those who are not reporting relevant or adequate change in practice or CPD activity? Members must be supported to meet the CPD requirement. The onus is on the organisation to develop systems to support/ enable members to reach the required standard.
5. The issue of CPD relevance to current role and responsibilities is becoming more clearly understood by the membership. However, the level of support (time/ funding) offered by the employer is constrained.
6. The conducting of a review, where members can be randomly selected has raised the awareness of the membership to record. Workshops have been conducted at several locations/ services through out to support members to change their practices with regard to CPD planning, reflecting and recording. Feedback regarding these face-to-face fora has been very positive.
7. A membership wide survey was conducted last year (2008), which informed the project on the current patterns and preferences for CPD of our members. Further information on the results/ conclusions can be obtained on request.
8. The above interventions have been possible with the appointment of a full time CPD Project Manager. The commitment of the predominantly voluntary run organisation to continue this level of activity is to be considered.
9. There is a pilot in process to establish a quality assurance process for courses that members attend and privately fund in most cases.
10. There is a draft policy for how the MO deals with those who do achieve the required CPD activity standard.
11. There is a project in progress to establish CPD pathways in each of the Society's Clinical Interest Group and Employment Group areas of practice.

Systems for:

1. Recording, registration, documentation, port folio+ learning activities
Each new member is issued with a hard copy portfolio for recording CPD.
There is space on the website, for each member to upload data regarding his CPD activity. This is not developed to eportfolio status, but is a repository for some record of CPD. Link for portfolio, learning activities, position statement.
2. Assessment, validation of competence
Link to CPD Review 2009 template

3. Inspirational material – links, informative material, references

Link to CPD Resources section of ISCP website for Reflective Practice Sheet, Significant Incident Analysis Sheet, Journal club start up + critical analysis of literature, free database access document, mentoring guidelines etc

4. Documented CPD as part of requirements for registration

Not in place yet. Link to Membership renewal form

5. Electronic link to website

Request for access to websites of other Member Organisations

Liechtenstein

In 2009 the Health Laws of the Principality of Liechtenstein were reviewed and adapted. A contract regulating the remuneration tariff for physiotherapy treatments coupled with a Quality-assurance agreement between the PVFL and the health insurances was adopted in 2009.

These include:

CPD of 6 days per year; courses and self study

Standards concerning the infrastructure of practices

Quality standards in the processes of physiotherapy treatments: Documentation of treatments

Questionnaire and feedback from patients

Netherlands

Continuous education is part of the quality assurance program of the KNGF. Besides continuous professional development (CPD) this program consist of three other major pillars. These are: audit and feedback; evidence-based clinical guidelines and a quality register. Recently a project measuring quality indicators for physiotherapeutic care is completed. It will play an important part in the quality assurance program of the KNGF in the near future.

There is a quality register for the general physiotherapist as well as for different physiotherapist - specialists. In order to get a registration in the quality register one has to fulfil certain obligations. These consist of:

- Legal registration as a physiotherapist
- Adhere to a patient complaint system

- Disciplinary regulation KNGF
- Work according to clinical guidelines
- Minimum of 8 hours patient care per week
- Credit points for continuous education

Credit points for the Quality register

Registration in the Quality register is voluntary and valid for 5 years. KNGF uses it as the main method for fostering CPD. A minimum of 120 credit points is required. Approximately one point is given per hour investment. These points can be divided between activities in three areas of interest

- a) specific: (specialized) patient care (minimum of 50 points)
- b) quality improvement: e.g. audit & feedback, supervision, network of experts etc.
- c) general: professional development e.g. giving a course, trainer, delivering a publication, research activities, active in committees etc. (maximum 30 points)

Points are only awarded for following courses that are accredited. These points are registered by an independent body instituted by the KNGF (Executive institution central quality register physiotherapy – BOCK). This body acts according to the rules laid down in a regulatory document. Registration-status of physiotherapists is made public.

Norway

Development of a systematic CPD: An electronic system for CPD has been developed by the MO and is accessible on the website

Type of recording/ registration/ documentation/ portfolio/ learning activities: On our website the members can log in and record their learning activities, both formal education, workshops, conferences and work place based learning activities, and make their own CV/portfolio.

Assessment/Validation of competence – any measurement tools: The learning activities recorded are a mixture of activities with and without ECTS. The system translates all activities to credit points, and the organisation can recommend a specific amount of CPD in 5 years.

Inspirational information - guide, links, informative material, references: Inspirational information and guide on the web-site for members. The information describes competence and learning activities, planning of CPD and how to develop competence through both formal and informal learning activities.

Documented CPD as part of requirements for registration/ re-registration - Employers, MO or Law on authorisation: No formal rules for re-registration. The goal is to strengthen CPD among members.

Electronic Link: <http://www.fysio.no/FAG/Faglig-ajourfoering> A short introduction in Norwegian (an English version is under development). The inspirational guide and recording system are accessible for members only.

Poland

The Polish Society of Physiotherapy has not yet developed a systematic CPD system but expected that its members will adhere to the standards of excellence in all aspects of physiotherapy practice and to participate in professional development activities to continuously enhance their knowledge and skills. It is important to recognize, that in Poland there is a lot of possibilities for professional development of PT, i.e.:

- postgraduate courses,
- attendance at seminars, conferences, workshops,
- study days of physiotherapy,
- undertaking research and presentation of research papers based on the results of scientific work in physiotherapy,
- studies leading to scientific degree.

The Polish Society of Physiotherapy, mostly, provides a forum for sharing the ideas, discussion of research findings and also of professional issues relevant to the practice of physiotherapy.

Until now, physiotherapists in Poland are not required to register in order to practice (the lack of law on physiotherapy profession). That is the main reason, why the systematic CPD is not developed by the Polish Society of Physiotherapy.

Portugal

The Portuguese Association of Physiotherapists has translated and adapted the recommendations of Continuous Professional Development (2006) and put it available in the home page.

At the moment the Continuous Professional Development is evaluated in a public statutory basis, but there isn't a portfolio or validation of competence.

Sweden

Development of a systematic CPD: A web based system for systematic CPD is under development. It will contain examples of variety of learning activities and guides to help organize informal learning in a systematic way, for instance work place learning. There will also be a guide on how to create a “learning community”, tools for reflection, self-evaluation, developmental plan, peer review etc. The manager of professional development is the project leader and there is reference group consisting of representatives from Higher education, students, health care employer and research. Educational visits to gain experiences from other countries are planned. There will be a pilot period of registration and use and the learning experiences of participants be evaluated.

Type of recording/ registration/ documentation/ portfolio/ learning activities: We are developing an electronic portfolio system for PTs to document their individual professional development and learning. The service will be voluntary. The main purpose with the portfolio is to promote and support professional development and their own process of learning rather than merely document merits.

Assessment/Validation of competence – any measurement tools: This has not been decided yet. We are discussing the possible use of credit points or hours to use for reference purposes and or the purpose of applying for specialisation.

Inspirational information - guide, links, informative material, references. The system is under development and it's not accessible yet. There will be a report including references that we may share with the WCPT if you want to.

Documented CPD as part of requirements for registration/ re-registration: Not yet decided but we are considering it. The CPD portfolio will be part of requirements for the specialisation process.

Electronic Link: There isn't one yet

Switzerland.

Development of a systematic CPD: An electronic portfolio system is going to be developed and established 2010.

Type of recording / registration / documentation: On a special website members and non-members of physioswiss can log in and record their learning activities. Formal education, workshops, conferences and work place based learning activities can be recorded. Documents can be attached and the physiotherapists can make their own CV.

Assessment / validation of competences: The system will be used to recognise and validate the individual's CPD for the Title „Clinical Specialist“. Members of physioswiss have to do a certain amount of days of formal education.

physioswiss can get access to the portfolio of her members to validate the provided formal education.

Electronic Link: The portfolio system is not yet accessible. Language: German, French and Italian.

United Kingdom

Standard: There is an expectation by the Chartered Society of Physiotherapy (CSP) that its qualified members, student members and associate members undertake CPD to maintain and develop their skills, knowledge and competence in order to practice safely and effectively (Chartered Society of Physiotherapy. Policy statement on continuing professional development (CPD). London: CSP; revised 2007).

Registration: To work in the United Kingdom all physiotherapists must be registered with the Health Professions Council (HPC). The HPC states that CPD is the way health professions continue to learn and develop through their career so they keep their skills and knowledge up to date and are able to work safely, legally and effectively. All registrants are required to record their CPD. In 2010 for the first time 2.5% of registered physiotherapists are expected to provide evidence of their CPD.

Guidance and information: The CSP encourages an outcomes approach to recording and documenting CPD.

There is a series of information and guidance papers on the process e.g. demonstrating professionalism through CPD; outcomes model; keeping a portfolio. These are available to members via the CSP website <http://www.csp.org.uk/>

EPortfolio: In September 2008 the CSP's web based ePortfolio was launched. The purpose of this learning tool is to assist members with recording, evaluating and reviewing their CPD activities. In addition to including a range of proformas and templates to suit learning opportunities and styles it allows documents and content to be uploaded from personal computers. Records and documents can be linked together to help create cvs and specific in relation to registration requirements, appraisal and professional standards. Future learning can be planned.

<http://www.csp.org.uk/director/members/careersandprofessionaldevelopment/continuingprofessionaldevelopment/portfolios/eportfolioaccess.cfm>

Conclusion

15 Member Organisations have sent information on status/development of a systematic CPD system within the Member Organisation. We had requested information from MOs who have developed systematic CPD as well as MOs who have not developed systematic CPD as a member service to record and assess CPD.

The 15 MOs seem to have similar approaches to their activities to promote CPD. However the status material from the 15 MOs shows varieties. This material will be accessible on ER-WCPTs homepage. Some MOs have provided links for more information. It is desirable that the MOs develop short summaries in English regarding the status of systematic CPD on the MO`s homepages. ER-WCPT will continue to monitor the development of systematic CPD within the MOs in the European region including re-/registration.