



PHYSIOTHERAPY COUNCIL OF KENYA

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

GUIDELINES FOR PHYSIOTHERAPISTS

MAY 2023



PHYSIOTHERAPY COUNCIL OF KENYA

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES FOR PHYSIOTHERAPISTS

MAY 2023

© Physiotherapy Council of Kenya 2023.

All the rights pertaining to this publication are reserved by the Physiotherapy Council of Kenya. No part of this publication may not be reviewed, abstracted, reproduced or translated in part or whole, or stored in a retrieval system, by persons outside the PCK without prior written permission from the CEO PCK. It may not be sold or used for commercial purposes or for profit.

Published by: Physiotherapy Council of Kenya

P.O. Box 9318– 00100, Nairobi, Kenya

Email: registrar@physiocouncilkenya.org

Website: <http://www.physiocouncilkenya.org>

TABLE OF CONTENTS

LIST OF TABLES	4
ESTABLISHMENT OF PHYSIOTHERAPY COUNCIL OF KENYA	5
VISION	5
MISSION	5
CORE VALUES	5
MANDATE OF THE COUNCIL	5
ACKNOWLEDGEMENTS	8
DEFINITION OF TERMS	9
1.0 INTRODUCTION	10
1.1 Continuous Professional Development (CPD)	10
1.2 Purpose of the CPD Program	11
1.3 CPD Program Objectives	11
1.5 Exemption from CPDs	11
1.6 CPD Program - Guiding Principles	11
2.0 POLICY STATEMENT	12
3.0 TYPES OF CPD ACTIVITIES	13
3.1 Structured Activities.	13
3.1.1 Formal activities (30 CPD points maximum per year)	13
3.1.2 Participation (10 CPD points maximum per year)	14
3.1.3 Presentations (15 CPD points maximum per year)	14
3.1.4 Contributions to Knowledge (20 CPD Points maximum per year)	14
3.2 Unstructured Activities	15
3.2.1 Informal (10 CPD points maximum per year)	16
3.3 Summary of CPD Categories	16
5.0 REMOVAL AND REINSTATEMENT TO THE REGISTER	17
6.0 MEMBERS ABOVE 60 YEARS OF AGE	17
APPENDICES	18
APPENDIX 1: CPD RECORD SHEET	18
APPENDIX 2 CPD PROVIDERS APPLICATION FORM	20

LIST OF TABLES

Table 1. Summary the activities contributing to knowledge:	14
--	----

ESTABLISHMENT OF PHYSIOTHERAPY COUNCIL OF KENYA

Physiotherapy Council of Kenya (PCK) is a regulatory body established under an Act of Parliament (Physiotherapists Act No 20 of 2014) whose main function is to make provision for training and licensing of Physiotherapists and to regulate their practice. The principal function is to protect health and safety of the public by ensuring ethical and competent Physiotherapists offer services to the public. The Council has a responsibility to ensure practitioners, Physiotherapy clinics/facilities premises comply with the set rules and standards.

VISION

To have competent and ethical physiotherapy practitioners that are responsive to local and global health needs.

MISSION

To advance standards of physiotherapy practice and training through continuous skills development, research, development of appropriate guidelines and regulations.

CORE VALUES

- Innovative
- Responsive
- Customer focused
- Transparency and accountability

MANDATE OF THE COUNCIL

- a) Prescribe the minimum educational requirements for persons wishing to be registered as physiotherapists under this Act
 - b) Consider and approve the qualifications of physiotherapists for the purposes of registration under this Act
 - c) Cause to be maintained a register of all persons registered as physiotherapists in accordance with this Act
 - d) Prescribe and conduct examinations for purposes of registration under this Act collaboration with the approved institutions
 - e) Approve institutions other than those established or accredited under the Universities Act, 2012, or the Technical and Vocational Education and Training Act, 2013 for the training of physiotherapists.
 - f) License the private practice of physiotherapists
 - g) Establish and maintain a professional code of conduct for all persons registered under this Act.
 - h) Regulate the professional conduct of registered physiotherapists and take such disciplinary measures as may be appropriate to maintain proper professional standards;
 - i) Establish, approve and accredit programs for continuing professional educational programs
 - j) Cause to be published in the Kenya Gazette every calendar year or such other period as may be prescribed, the names of all registered physiotherapists;
 - k) Perform such other function as may be provided for in this Act or any other written law.
- (i)

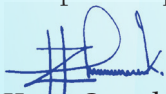
FOREWORD

Consumers of physiotherapy services have the right to expect that physiotherapists will provide services in a competent and contemporary manner that meets best practice standards. CPD is an interactive process to maintain and extend the practitioner's knowledge, expertise and competence throughout his or her career. CPD is an important component in the provision of safe and effective health care services.

The professional worldwide has become not only dynamic but also very competitive. Significant changes and challenges can be observed in the environment and more specifically in the regulatory background within which the physiotherapists must operate. To keep in pace with these changes and challenges, a physiotherapist has to continuously update and also increase his/her knowledge so as to be current in all aspects of his/her professional career. PCK has a duty to its members and the public at large, in ensuring that the highest standards of professionalism are maintained by its members and this is done through the Continuous Professional Development (CPD) Programs. Every member is expected to actively participate in the programs and functions and attain the minimum CPD credits required. CPD is concerned with systematic maintenance, improvement and broadening of knowledge, skills, personal qualities and professional and technical duties throughout a PT working life. The overall aim of CPD is to develop and enhance the value of the PT as a professional.

The CPD Credits are in two categories; Structured and unstructured. The unstructured credits are earned from activities of other recognized institutions while structured credits are earned from activities and functions that are organized by the Council or by any other organization accredited by PCK.

It is therefore imperative that all physiotherapists will endeavor to utilize available opportunities to ensure that they improve their skills and fulfil the requirements for CPD points as prescribed.



Henry Opondo
CHAIRPERSON

ACKNOWLEDGEMENTS

The development of Continuous Professional Development Guidelines was a collaborative process undertaken by a dedicated team from the PCK with several key stakeholders and partners. Several meetings, contributions and inputs were received towards enriching the document, I wish to express my gratitude to each one who contributed through various forms towards the success of this guidelines. Much gratitude to Chairperson of the Council, Henry Opondo, Teresa Ogumbo, the Chairperson Education, Training, Registration and Licensing Sub Committee and all the other Council members; Dr Daniel Nyamongo, Rahab Ngatia, Victoria Musyoka for providing leadership and availing necessary resources for the exercise.

I wish to also appreciate the following members who contributed significantly towards its success; Martha Mmasi ,the Chief Physiotherapist MOH, Daniel Kangutu,HOD Physiotherapy KMTTC, Dickson Okumu, Head of Rehabilitation Services KNH, Elizabeth Mwikali ,Head of Rehabilitation Services KUTRRH, Oliver Keitany ,Deputy Chief Physiotherapist MTRH ,Dr Naomi Wanjiru , Lecturer Moi University and Dr Wallace Karuguti, Lecturer JKUAT,

Finally, I wish to thank all other members of the PCK Secretariat, partners and stakeholders who contributed in one way or another in ensuring its success.



Douglas Kotut
REGISTRAR / CEO

DEFINITION OF TERMS

Calendar Year: This is the specified period by which CPD activities are implemented. The period in this case runs from 1st January to 31st December of every calendar year.

CPD Provider: Refers to an individual, institution, entity or organization that facilitates delivery of CPD activities and is accredited by PCK.

Facilitator: This is a person who brings about an outcome by providing assistance, guidance or supervision in a conference or symposium.

Practitioner: Refers to a person who is professionally engaged in physiotherapy practice and is registered by the Council.

Presenter: A person who makes a presentation, lecture or talk at a CPD forum lasting at least 30 minutes.

Stakeholder: A person, group or organization involved in and/or affected by the regulatory activities of the Council.

The Council: Refers to physiotherapy Council of Kenya as established under the Physiotherapists Act No 20 of 2014.

1.0 INTRODUCTION

Continuous Professional Development (CPD) guidelines for physiotherapists seeks to develop and continuously improve the competence of physiotherapists in the Country. The purpose of this initiative is to contribute towards improving efficiency and effectiveness in the delivery of services.

Section 4(2)(I) of the Physiotherapists Act 2014 provides that the Council shall establish, approve and accredit programs for continuing professional educational programs.

It is generally accepted that a person's ability to maintain high levels of professional competence is achieved by continually upgrading his/her skills and knowledge.

Continuous Professional Development (CPD) has many benefits including:

- (i) Fosters excellence in the professions.
- (ii) Provides a mechanism through which professionals are accountable for remaining current in their practice thus improving the profession's credibility with the public.
- (iii) Enhances and/or expands the domain of practice.
- (iv) Enhances professional image.
- (v) Keep up with knowledge and skills aligning with current trends.
- (vi) Promotes competitive advantage and improve job prospects.
- (vii) Enhance confidence in practice.

1.1 Continuous Professional Development (CPD)

Continuing Professional Development (CPD) is training, engagement and support that leads to systematic maintenance, improvement and broadening of knowledge and skills. it further leads to development of personal qualities, necessary for the execution of professional and technical duties throughout a practitioner's working life as well as the advancement of the profession.

CPD is the Process of training and development of professional knowledge and skills through independent based participation or interactive learning.

This involves formal and informal activities such as:

- courses at educational training institutions,
- attendance at conferences,
- participation in committees,
- and self- directed study amongst others.

Members have a personal responsibility to develop and maintain their knowledge and skills to ensure competence throughout their careers.

1.2. Purpose of the CPD Program

The overall aim of the CPD program is to develop and enhance the value of the individual as a professional and promote quality of care This approach promotes the importance of development and professionalism by focusing on the standards expected of members.

1.3. CPD Program Objectives

The overall objectives of the CPD program shall be:

- (i) Improve professional competence of physiotherapists
- (ii) Keep abreast of changing procedures and standards.
- (iii) Understand and apply advances in technology.
- (iv) Better serve the physiotherapy profession, health sector, community and the environment.
- (v) Assist practicing physiotherapists to increase capacity for learning so as to be more capable, confident and adaptable when faced with change.
- (vi) Broaden understanding to roles of other professional in the health and other relevant field in order to improve work performance and enhance career prospects.
- (vii) Maintain, improve or expand technical skills and knowledge.

1.4 Who undertakes CPDs?

CPD program is applicable to all registered physiotherapists unless having received an exemption from the Council

1.5 Exemption from CPDs

The Council may exempt any person from having to undertake continuing professional development activities. This shall be determined on individual basis.

1.6. CPD Program - Guiding Principles

- a) Professional Development: The CPD program shall complement and update knowledge, skills and attitudes.
- b) Respect: The basis of the CPD program is to enable PCK to empower members so that they may participate fully in the management of the profession;
- c) Mutual benefit: The CPD activities must be responsive to the member's needs and the profession's interest.
- d) Equity: The CPD program empowers PCK to achieve ethical equipoise in member recognition.
- e) Trust: That all members and accredited CPD program providers will comply with the stated CPD program regulations.
- f) Evidence-based: All CPD activities shall be evidence-based and be in line with accepted standards.

2.0 POLICY STATEMENT

Section 4(2)(i) of the Physiotherapists Act 2014 has empowered the Physiotherapy Council of Kenya to establish, approve and accredit programs for continuing professional educational programs in Kenya.

Physiotherapists seeking to be issued with Annual practicing licenses must present a certificate of CPD issued pursuant to provisions of Section (4)(2) (i) of the Act.

The Council has therefore developed these guidelines for CPD as follows:

- The CPD requirement will apply to all registered physiotherapists.
- The CPD shall be a minimum of forty (40) hours per year. Of these forty hours, a minimum of thirty (30) hours shall be attained from structured activities and the remainder may be obtained from either structured or unstructured activities.
- The Council will have powers to audit CPD records of any physiotherapist and shall administer an audit of the CPD system randomly to determine accuracy of information provided.
- Physiotherapist who are not able to undertake or acquire necessary CPDs may apply to the Council for exemption of CPD requirement.
- The Council will promote continuing education opportunities and facilitate structured CPD activities and may organize for the activities with other reputable organizations authorized by the Council.
- The Council will promote and endorse CPD courses offered by professional institutions, educational institutions, employers and industry upon the approval of the course content and accreditation by the Council
- The Council shall allocate professional development units to the accredited courses
- Application and content for CPD training should be submitted to the council 14 days before training for approval

3.0 TYPES OF CPD ACTIVITIES

For an activity to qualify as CPD must be related to the career of physiotherapists

To be in compliance with this guideline, members are required to complete an average of 40 hours per year. Hours are accrued as CPD points. The combination shall be at least 30CPD Points from structured activities and not more than 10CPD points from unstructured activities.

The Council shall recognize structured activities and unstructured activities as follows:

3.1 Structured Activities.

Structured activities will include:

- Formal activities.
- Participation
- Presentations
- Research

3.1.1 Formal activities (30 CPD points maximum per year)

Formal activities are often for academic credit and may include an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are at least four hours in length, such as a professional development seminar, course or workshop. Activities claimed in this category require proof of attendance (receipt or certificate, etc.). Delivery methods might include a traditional classroom setting or remote techniques such as written correspondence, webcast, video, CD-ROM, or interactive electronic exchange.

Formal activities include: Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies; Short courses, technical sessions, seminars and workshops provided by associations, technical societies, industry or educational institutions.

The Council will maintain an updated schedule of universities, technical Institutes, colleges, suppliers, employers and technical societies that can offer formal activities for CPDs.

One hour of course attendance equals one CPD Point

The maximum units that a physiotherapist can claim from activities listed under formal category is 30 CPD Points maximum per year.

3.1.2 Participation (10 CPD points maximum per year)

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest.

These activities include:

- i. Mentoring/tutoring as an appointed mentor to a member-in-training or applicant;
- ii. Service on public bodies that draw on professional expertise (e.g., planning boards, development appeal boards, investigative commissions, review panels or community building committees);
- iii. Service on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies beyond the ordinary duties of work.

One hour of participation activity equals one CPD Point.

3.1.3 Presentations (15 CPD points maximum per year)

Eligible presentations are those of a technical or professional nature that are discretionary, that is outside your normal job functions. Presentations might occur:

- i. At a conference, meeting, course, workshop or seminar
- ii. Within a company or at an event sponsored by a technical or professional organization.

One hour of preparation and delivery earns one CPD Points.

The maximum units that a physiotherapist can claim from activities listed under presentations category is 15 CPD points maximum per year.

3.1.4 Contributions to Knowledge (20 CPD Points maximum per year)

This category includes activities that expand or develop the technical knowledge base in the Physiotherapy profession. These activities include:

- i. Development of published codes and standards (one hour of committee work equals one CPD point)
- ii. Patents (credit can be claimed only one time per patent, each patent registered equals 5 CPD points)
- iii. Publication of papers in a peer-reviewed technical journal (each paper published equals 5 CPD points)
- iv. A thesis at the Masters, or Ph.D. level, on a one-time basis, upon successful defense and approval (each thesis equals 15 CPD points for PhD, 10 CPD points for MSc)
- v. Publication of a book (each book equals 10 CPD points) for the first author, subsequent authors earn 1 point.
- vi. Publication of articles in non-reviewed journals or an internal company report (each article equals 5 CPD points)
- vii. Reviewing articles for publication (one hour of review equals one CPD point. Maximum of 5 CPDs)
 - *The maximum units that a physiotherapist can claim from activities listed under contributions to knowledge category is 20 CPD point maximum per year.*
 - *Journal credibility will be proved by the council*

Table 1. Summary the activities contributing to knowledge:

ACTIVITY CONTRIBUTING TO KNOWLEDGE	LIMITS
Development of Published Codes and Standards	1 hour = 1 CPD Point
Patents	1 patent = 5 CPD Points
Publication of Papers in Peer Reviewed Technical Journal	1 paper = 5 CPD Points
Thesis at Masters or Ph.D level (successfully defended and approved)	1 thesis = 15 CPD Points
Publication of a book 1 book	1 book = 10 CPD Points
Publication of Articles in Non-Reviewed Journals or Internal Company Report	1 article = 5 CPD Points
Reviewing Articles for Publication	1 hour = 1 CPD Point (max of 5 articles in a year)

3.2 Unstructured Activities

Unstructured activities will constitute informal activities. The maximum CPD points that can be attained through informal activities will be 10 CPD points. For each unstructured activity a member shall be required to submit a paragraph of reflective journal of learning experiences to earn points.

3.2.1 Informal (10 CPD points maximum per year)

Informal activities are usually shorter in duration, but expand one's knowledge, skills and judgment. Informal activities include:

- (i) Self-directed study learning (e.g. private reading including current technical, managerial and business journals) as reflected in the journal
- (ii) Attendance at conferences and industry trade shows
- (iii) Seminars, technical presentations, facilitated technical field trips, and workshops (courses and seminars greater than four hours in length may be claimed in the formal category)
- (iv) Attendance at meetings of technical, professional or managerial associations or societies
- (v) Structured discussion of technical or professional issues with one's peers.

One hour of informal activity equals one CPD point.

3.3 Summary of CPD Categories

CATEGORY		Hours	Maximum
Structured	Formal activities.	1 hour =1CPD point	30 CPD points
	Participation	1 hour =1 CPD point	10 CPD points
	Presentation	1 hour =1 CPD point	15 CPD points
	Contribution to body of knowledge	1 hour =1 CPD point	20 CPD points
Unstructured	Informal	1 hour =1CPD point	10 CPD points

4.0 CPD RECORD

An individual's CPD records must demonstrate a minimum of 40CPD Points in the past calendar year.

The records must be accompanied by relevant proof of undertaking the activity which will include, but not limited to:

- (i) Certificate of attendance/list of participation.
- (ii) Curriculum/Syllabus/Course outline whichever is applicable.
- (iii) Copies of presentations (where individual was a presenter.
- (iv) Copies of memberships to professional bodies where applicable.

5.0 REMOVAL AND REINSTATEMENT TO THE REGISTER

CPD record forms for a particular calendar year must be filled and submitted by 30th March of the following year.

Failure to submit the CPD record sheet as stipulated in within the stated period shall result in the suspension from the register during the next calendar year.

For a physiotherapist to be reinstated, he will be required to show that he has:

- a) Fulfilled all other conditions required for inclusion in the register under the physiotherapist Act No. 20 of 2014 and the regulations thereof.
- b) Must show that he has garnered an average 50 hours of CPD hours annually for the period under default.

6.0 MEMBERS ABOVE 60 YEARS OF AGE

Members who are above 60 years of age and are still in active practice will be required to clock ½ of the annual CPD requirements, which is 20 CPD credits in recognition of their accumulated skills and competencies, while at the same time it is considered that there is need to keep up with new developments in the profession.

If a member receives exemptions but is still professionally active, he/she has the responsibility to inform the Council.

Upon written request to the Registrar, members who are above 60 years of age shall;

- a) Be fully exempted from CPD requirements if not in practice
- b) Be entitled to a 50 % discount of applicable seminar fees for Council events.
- c) The exempted members are however encouraged to attend all Council events to share their experience wisdom with junior members

APPENDICES

APPENDIX 1: CPD RECORD SHEET

NAME:	MEMBER NO.:
FROM (DD/MM/YY):	TO (DD/MM/YY):

Formal Activity –CPD point per 1 Hour

DATE (DD/MM/ YY)	DESCRIPTION/ TITLE OF COMPLETED ACTIVITIES	ORGANIZER/ PROVIDER	VALUE		
			CPD POINTS EARNED	CPD POINTS CLAIMED	CARRY OVER TO NEXT PERIOD
PERIOD SUBTOTAL					

CPD points/year that may be claimed, 30 max

Participation – 1CPD point per 1 Hour

DATE (DD/ MM/YY)	DESCRIPTION/ TITLE OF COMPLETED ACTIVITIES	ORGANIZER/ PROVIDER	VALUE		
			CPD POINTS EARNED	CPD Points CLAIMED	CARRY OVER TO NEXT PERIOD
PERIOD SUBTOTAL					

CPDs/year that may be claimed, 10 max

Presentations – 1CPD point per 1 Hour

DATE (DD/MM/ YY)	DESCRIPTION/ TITLE OF COMPLETED ACTIVITIES	ORGANIZER/ PROVIDER	VALUE		
			PDU's EARNED	PDU's CLAIMED	CARRY OVER TO NEXT PERIOD
PERIOD SUBTOTAL					

CPDs/year that may be claimed, 15 max

Contributions to Knowledge – 10 CPD Points per year – limits apply

DATE (DD/MM/ YY)	DESCRIPTION/ TITLE OF COMPLETED ACTIVITIES	ORGANIZER/ PROVIDER	VALUE		
			CPD POINTS EARNED	CPD POINTS CLAIMED	CARRY OVER TO NEXT PERIOD
PERIOD SUBTOTAL					

CPD Points/year that may be claimed, 20 max

Informal Activity – 1 CPD point per 1 Hour

DATE (DD/MM/ YY)	DESCRIPTION/ TITLE OF COMPLETED ACTIVITIES	ORGANIZER/ PROVIDER	VALUE		
			CPD POINTS EARNED	CPD POINTS CLAIMED	CARRY OVER TO NEXT PERIOD
PERIOD SUBTOTAL					

CPD Points /year that may be claimed, 10 max

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
TOTAL HOURS CARRIED FORWARD FROM PREVIOUS YEARS			
TOTAL HOURS CLAIMED FOR THIS PERIOD			

APPENDIX 2 CPD PROVIDERS APPLICATION FORM



REPUBLIC OF KENYA



PHYSIOTHERAPY COUNCIL OF KENYA

APPLICATION FROM FOR ACCREDITATION AS A CPD PROVIDER r. 36 (2)

ACCREDITATION TO PROVIDE CONTINUING PROFESSIONAL DEVELOPMENT

PLEASE READ THIS

SECTION CAREFULLY BEFORE COMPLETING THE FORM

- The application form must be completed by a duly authorized person
- Every application must be accompanied by:
 - a) The application fee of Ksh 15,000 (non-refundable).
 - b) Calendar of activities / program, training schedule for institutions
 - c) Names of two referees.

All payments should be made at any Kenya commercial bank Branch countrywide to Council's account No. 1208584197, Account Name physiotherapy Council of Kenya Kencom Branch.

ADMINISTRATIVE INFORMATION

1. Particulars of Applicant	
(a) Name of Institution	
(b) Permanent Address	
(c) Physical Address	
(d) City/Town	(e) County
(f) Postal Address	(g) Postal code
(h) Plot No	(i) LR NO.
(j) Telephone No	(k) Mobile No
(l) Email	(m) Website
(n) Fax	
Any additional information	

2. Name of contact person

(a) Landline No.	(b) Mobile No
(c) Email	
Any additional information	

PART B: DECLARATION BY APPLICANT

The undersigned confirm that all the information in this form and accompanying documentation is correct and true to the best of my knowledge. I further agree to inform the PCK, about any changes or modifications made to the information given in the document submitted. Name of Head of

Institution/Department: _____

Signature: _____

Name of CPD coordinator: _____

Signature: _____ Date of Application: _____

Official Stamp:

PART C: FOR PCK OFFICIAL USE ONLY

PREPARED BY	APPROVED/NOT APPROVED
Name:	Name:
Designation:	Designation:
Signature:	Signature:
Date:	Date:
CHECKED BY:	
Name:	
Designation:	
Signature:	
Date:	



MINISTRY OF HEALTH

Afya House, Cathedral Road
PO Box 30016 00100, Nairobi, Kenya
Email: ps@health.go.ke
<http://www.health.go.ke>