
 HKAAD Hong Kong Academy of Accredited Dietitians 香港認可營養師學院	Education and Training Committee	Document No.:	C-EDT-2019-001-V4
	Continuing Professional Development Guideline	Effective Date:	22 06 2021
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Continuing Professional Development Guideline of the Hong Kong Academy of Accredited Dietitians

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Refer to HKAAD Website for current version.

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Summary of Changes

	Location	Changes in version 4
1.	Whole document	Updated document no, version, effective date and date of next review.
2.	Whole document	Changed “Registrants” to “Accredited Dietitians”
3.	Whole document	Change “Council” to “Professional Council” or “PC”
4.	Section 3.1.1	Added “subsequent year”
5.	Section 3.1.3	Corrected a typo.
6.	Section 3.1.4	Added “membership”
7.	Section 3.2.4	Deleted “each year”.
8.	Section 5.0.1	Added a list of pre-approved providers for 2021-2022. Deleted “can be found in the Member Zone of the HKAAD website”.
9.	Section 5.1.3	Updated the office address.
10.	Section 5.2.2	Updated the office address.
11.	Section 6.0	Revised
12.	Section 6.0.1	“10 business days” replaced by “2 weeks”
13.	Appendix I	Updated the office address. Corrected a typo.
14.	Appendix II	Updated the office address.
15.	Appendix III	Revised
16.	Appendix IV	Revised

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1.0 Definitions

1.1 Continuing Professional Development

Continuing professional development (CPD) refers to the post entry-level education or activities that Hong Kong Academy of Accredited Dietitians (HKAAD) members (Accredited Dietitians) are required to undertake to ensure that their knowledge and skills are up to date and that their competency to practice is maintained.

1.2 Areas of Dietetic Knowledge and Skills

CPD aims to ensure Accredited Dietitians maintain competency to practice dietetics. Accredited Dietitians are encouraged to gain CPD points from a variety of areas to enrich their dietetic knowledge and skills. Knowledge areas include medical nutrition therapy, food service, community dietetic practice, health related subjects, health care systems, business and entrepreneurial studies etc. Skills areas may include management, interpersonal and counseling skills, communication and research etc.

2.0 Eligibility Criteria


2.0.1 To maintain full membership and conferment of the HKAAD Accredited Dietitian (HKAAD AD) (香港認可營養師學院 認可營養師) status, all Accredited Dietitians must fulfil the annual CPD requirements.

3.0 Mechanism of the CPD

3.1 Cycle of CPD Program

- 3.1.1 CPD program cycle runs annually. The start and end dates are fixed on 1 April and 31 March of the subsequent year respectively.
- 3.1.2 CPD program commences immediately after the date of register as Accredited Dietitian of the HKAAD. Cessation of registry will terminate the CPD program simultaneously.
- 3.1.3 Cycle end date will be the same for all Accredited Dietitians including new applicants who joined after the start date of the CPD program cycle.
- 3.1.4 Extension of cycle is NOT allowed. Failing to gain at least 15 CPD points per membership year will result in the loss of the credential of the HKAAD AD status.
- 3.1.5 Commitment to CPD is mandatory, irrespective of employment status (part-time, full-time or unemployed, maternity leave, sabbatical leave etc.)

3.2. CPD Point System


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- 3.2.1 One CPD point is equivalent to 1 hour of participation in a CPD activity (refer to Section 4).
- 3.2.2 A minimum of 15 CPD points must be undertaken annually.
- 3.2.3 Each CPD activity can only be credited as one single category of activities (refer to Section 4).
- 3.2.4 A maximum of 10 CPD points can be gained from a single activity.
- 3.2.5 The minimum requirement of 15 points in each year should not deter individuals from undertaking CPD activities beyond this level and further hour are strongly encouraged.

4.0 Outline of CPD Activities

- 4.0.1. In each CPD annual program, Accredited Dietitians are encouraged to gain CPD points from core dietetic areas of knowledge and skills (refer to Section 1). HKAAD approves CPD providers and CPD applications (refer to Section 8.0 for CPD approval panel members).
- 4.0.2. Major categories of CPD recognised activities
 - (a) Conferences, workshops, lectures, seminars, short course, scientific meetings, panel discussion etc.
Activities under this category, either local or overseas, should be organised by professional bodies, i.e. approved CPD providers, organisations or equivalent, irrespective of active or passive participation by the Accredited Dietitians.
 - (b) Self-study / External self-study program
This includes self-study programs using reading, video, audio and computing packages, webinars etc. Examples are reviewed health and medical journals, professionally endorsed audio or video programs from approved CPD providers, organisations or equivalent
 - (c) Journal Clubs / Special interest groups
This includes regularly held journal meetings, case presentations, departmental sharing and special interest groups as recognised from approved CPD providers, organisations or equivalent.
 - (d) Research / Publication
This includes researching and writing of scientific/technical paper for peer-reviewed journals, publications of papers in professional journals and/or books of public health, clinical and/or academic interest as recognised from approved CPD providers, organisations or equivalent.

5.0 Gaining CPD points


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- 5.0.1 Accredited Dietitians gain CPD points by (1) attending the activities organised by pre-approved CPD providers, (2) attending the activities recognised by HKAAD (refer to section 5.1), and/or (3) making a CPD application after attending an activity that is not organised by a pre-approved provider or recognised by HKAAD (refer to section 5.2).
- 5.0.1 Pre-approved CPD providers in 2021-2022 are: (1) Hong Kong Dietitian Association, (2) Hong Kong Nutrition Association, and (3) Hospital Authority. Accredited Dietitians participate in activities organised by pre-approved providers do not need to make CPD applications from HKAAD. However, Accredited Dietitians must be able to provide proof of attendance, or record the activities on the websites of the providers.
- 5.0.2 Accredited Dietitians participate in activities that are recognised by HKAAD do not need to make CPD applications from HKAAD. However, Accredited Dietitians must be able to provide proof of attendance in order to gain CPD point(s).
- 5.0.3 Accredited Dietitians shall make CPD applications for approval if the CPD activities are organised by providers not listed in Section 5.0.1 and 5.0.2. (refer to Section 5.2).

5.1 CPD Activities Recognised by HKAAD

- 5.1.1 To recognised a CPD activity by HKAAD, organisers (both profit and non-profit organisations) shall apply for CPD point(s) before holding the activity.
- 5.1.2 Organisers shall provide proof of attendance to participants.
- 5.1.3 To make an application, a completed application form (Appendix I), along with supporting documents and a cheque should be sent to: Unit 2101, 21/F, Gala Place, 56 Dundas Street, Yaumatei, Kowloon.
- 5.1.4 Organisers must submit supporting documents of (1) description of the organisation; (2) details of the CPD activity, such as program rundown or outline of program; and (3) CV(s) of all speaker(s) or person(s) delivering the activity. HKAAD may request for additional information if deemed necessary.
- 5.1.5 A non-refundable application fee for each CPD approval is HK\$500. Cheque should be made payable to "The Hong Kong Academy of Accredited Dietitian Limited". HKAAD does not accept other payment methods.
- 5.1.6 Only activities fit in section 1.2 and 4.0.2, with sufficient supporting documents stated in section 5.1.4, will be considered for an approval.
- 5.1.7 Applications will not be processed if: (1) application form is incomplete; (2) no supporting document attached; and (3) not paying the application fee.
- 5.1.8 It takes at least 4 weeks to process an application. A notification email will be sent to inform the outcome of the application.
- 5.1.9 A flowchart of processing CPD application is attached in Appendix III.

5.2 CPD application by Accredited Dietitians

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- 5.2.1 Registrants shall apply for CPD if the CPD activity is not organised by the pre-approved providers, or recognised by HKAAD.
- 5.2.2 To make an application, a completed application form (Appendix II), along with supporting documents and a cheque should be sent to: Unit 2101, 21/F, Gala Place, 56 Dundas Street, Yaumatei, Kowloon.
- 5.2.3 Accredited Dietitians must submit supporting documents of (1) evidence of attendance, such as certificate of attendance, official transcript; and (2) details of the activities, such as program rundown, course outline. In case where supporting document is not available (e.g. reviewing a health and medical journal, or self-study CPD activities), Accredited Dietitians should submit a 200-word learning reflection writing.
- 5.2.4 A non-refundable application fee for each CPD approval is HK\$100. Cheque should be made payable to “The Hong Kong Academy of Accredited Dietitian Limited”. HKAAD does not accept other payment methods.
- 5.2.5 Only activities fit in section 1.2 and 4.0.2, with sufficient supporting documents stated in section 5.2.4, will be considered for an approval.
- 5.2.6 Applications will not be processed if: (1) application form is incomplete; (2) no supporting document attached; and (3) not paying the application fee.
- 5.2.7 It takes at least 4 weeks to process an application. A notification email will be sent to inform the outcome of the application.
- 5.2.8 A flowchart of processing CPD application is attached in Appendix III.

6.0 Appeal

- 6.0.1 Organisers and Accredited Dietitians are entitled to appeal the final decision of CPD applications. Appeal must be made within 2 weeks after receipt of outcome notification. Appellants must write to the Education and Training Committee (E&TC) Chair by email.
- 6.0.2 Actions will be taken as follows:
 - E&TC informs the Professional Council (PC) and the Board of Directors (BOD) on the receipt of an appeal.
 - BOD to conduct an examination and to advise on a course of actions (including setting up a special committee to make decision where necessary)
 - BOD to confirm the final decision.
 - E&TC notifies result to the appellant.
- 6.0.3 A flowchart of appeal procedure is attached in Appendix IV.

7.0 CPD Audit

HKAAD will carry out annual audit where at least 5% of Accredited Dietitians will be randomly select for the auditing exercise. The audit process will be implemented by E&TC. Selected Accredited Dietitians who fail to provide proof of CPD attendance will be automatically included

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in the audit in the subsequent membership year. Accredited Dietitians who fail to submit the required audit documents for two consecutive CPD cycles will not be granted with the title of “HKAAD AD”. After removal of AD title, he/she must fulfil the “Entry Qualification of HKAAD” for re-entry.

8.0 CPD Approval Panel Members


- 8.0.1 The CPD Approval Panel will consist of the E&TC Chair and its members.
- 8.0.2 In any case there is any concern or discrepancy within the Panel, the Panel will discuss with PC for comments or endorsement.
- 8.0.3 Members of the Panel and PC shall declare conflict of interest (if any). Member who made such declaration shall not be involved in the decision making of CPD approval. Examples of conflict of interest include, but not limited to: (1) the applicant is the supervisor of an E&TC member, or (2) the applicant is a Council member.
- 8.0.4 All decision made by the E&TC and/or PC regards the applications shall be recorded in Council meeting minutes.

9.0 References

- 9.0.1 Hong Kong Dietitians Association Limited ("the Company") Continuing Dietetic Education (CDE) Program Guidelines (July 2017)
- 9.0.2 Commission on Dietetic Registration, Academy of Nutrition and Dietetics, CPE provider accreditation program information. <https://www.cdrnet.org/accredited-provider-information>
- 9.0.3 Guidelines on the Safety of Dietetic Practice (Version 1) of the Hong Kong Academy of Accredited Dietitian.
- 9.0.4 Appeals Procedures for Members of the Academy of Nutrition and Dietetics, Credentialed Dietetics Practitioners of the Commission on Dietetic Registration, and Applicants for Academy Membership or CDR Registration (May 3, 2009).

10.0 Management Endorsement

This document has been endorsed by the Professional Council of HKAAD.

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Appendix I.



Continuing Professional Development (CPD) Application for Organisers

Note:


1. This form is for organisers to apply for CPD point(s) before holding a CPD activity.
2. Before making an application, applicants should read the Continuing Professional Development Guideline, which can be downloaded from the Member Zone.
3. A non-refundable application fee for each CPD approval is HK\$500. Cheque should be made payable to "The Hong Kong Academy of Accredited Dietitian Limited". HKAAD does not accept other payment methods.
4. Applicants must submit supporting documents, including (1) description of the organisation; (2) details of the CPD activity, such as program rundown or outline of program; and (3) CV(s) of all speaker(s) or person(s) delivering the activity.
5. HKAAD may request for additional information if deemed necessary after receiving an application
6. The application form, supporting documents and a cheque should be mailed to:
Unit 2101, 21/F, Gala Place, 56 Dundas Street, Yaumatei, Kowloon
7. It takes at least 4 weeks to process an application.
8. For enquiries, please contact HKAAD Education and Training Committee at education@hkaad.hk.

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CPD Application Form (for Organisers)

Contact Person	
Name (English)	
Name (Chinese)	
Email Address	<i>Acknowledgement email will be sent to this email address</i>
Daytime phone number	
Details of Organiser <i>(a description of the organisation should be attached)</i>	
Name of Organisation	
Web Address	
Company / charity registration number	
Details of Activity <i>(details of the CPD activity, such as program rundown or outline of program should be attached)</i>	
Activity Title	
Activity Start Date	
Activity End Date	
Activity Venue	<input type="checkbox"/> <i>It is a web-based activity</i>
Duration	_____ hours
Targeted Audiences	
Name(s) of speaker(s) / person(s) delivering the activity	<i>CV(s) of all speaker(s)/person(s) delivering the activity must be provided</i>

Checklist

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- ☐ A completed application form
- ☐ A cheque payable to “The Hong Kong Academy of Accredited Dietitians Limited”
- ☐ A description of the organisation
- ☐ Details of the CPD activities, such as program rundown or outline of program; and
- ☐ CV(s) of all speaker(s)/person(s) delivering the activity

Signature: _____

Name in Block Letters: _____

Date: _____

Organisation Chop: _____

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Appendix II.



Continuing Professional Development (CPD) Application for Individual Accredited Dietitians

Note:

1. This form is for HKAAD Accredited Dietitians to apply for CPD point(s) before/after participation of a CPD activity.
2. Before making an application, applicants should read the Continuing Professional Development Guideline, which can be downloaded from the Member Zone.
3. Accredited Dietitians shall not claim the same CPD activity more than once for HKAAD membership renewal.
4. A non-refundable application fee for each CPD approval is HK\$100. Cheque should be made payable to "The Hong Kong Academy of Accredited Dietitian Limited". HKAAD does not accept other payment methods.
5. Applicants must submit supporting documents, including (1) evidence of attendance, such as certificate of attendance, official transcript, etc.; and (2) details of the activities, such as program rundown, course outline, etc.
6. In case where supporting document is not available (e.g. reviewing a health and medical journal, or self-study CPD activities), applicant should submit a 200-word learning reflection writing.
7. HKAAD may request for additional information if deemed necessary after receiving an application
8. The application form, supporting documents and a cheque should be mailed to:
Unit 2101, 21/F, Gala Place, 56 Dundas Street, Yaumatei, Kowloon
9. It takes at least 4 weeks to process an application.
10. For enquiries, please contact HKAAD Education and Training Committee at education@hkaad.hk.

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CPD Application Form (for Individual Accredited Dietitians)

Details of the Applicant	
Name (English)	
Name (Chinese)	
HKAAD Membership Number	
Email Address	<i>Acknowledgement email will be sent to this email address</i>
Daytime phone number	
CPD Activity (details of the CPD activity, such as program rundown or course outline should be attached)	
Title of the Activity	
Name of the Organisation	
Activity Start Date	
Activity End Date	
Activity Venue	<input type="checkbox"/> <i>It is a web-based activity</i>
Duration	_____ hours
Evidence of attendance	<input type="checkbox"/> Yes (please attach evidence) <input type="checkbox"/> No (please explain: _____)

Checklist

- ☐ A completed application form
- ☐ A cheque payable to "The Hong Kong Academy of Accredited Dietitians Limited"
- ☐ Evidence of attendance
- ☐ Details of the CPD activity

Signature: _____

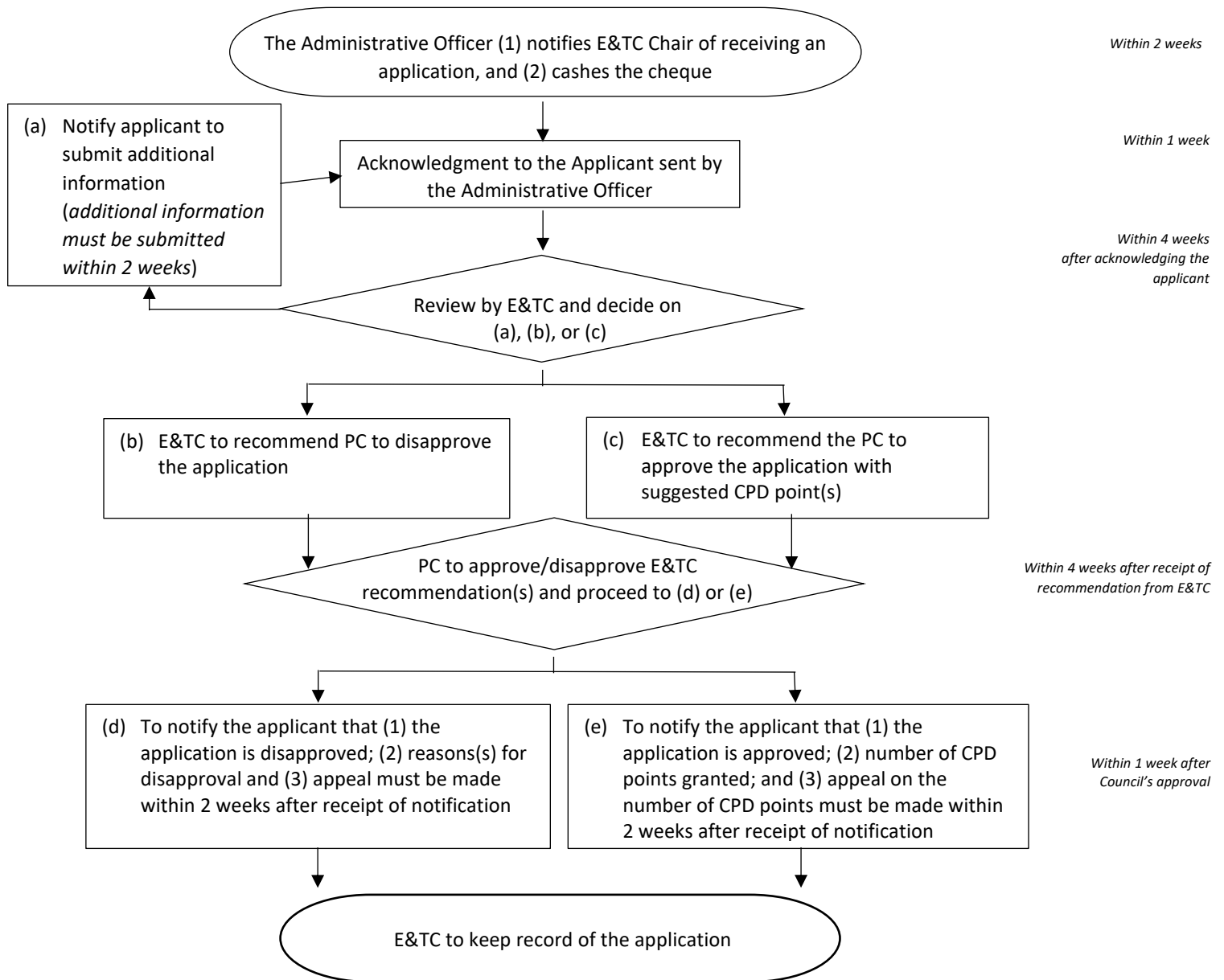
Name in Block Letters: _____


Date: _____

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Appendix III.

Handling CPD Application (Flow Chart), June 2021



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Appendix IV.

Handling CPD Appeal (Flow Chart), December 2019

