



## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES FOR LAY PRACTITIONERS, PARAPROFESSIONAL AND PROFESSIONAL PSYCHOLOGISTS

### Definition

Continuing Professional Development (CPD) is a well-thought-out approach to learning that ensures competence to practice through tested knowledge, skills and practical experience. Continuing Professional Development (CPD) is the process by which members of profession maintain and improve their knowledge and skills to remain competent in their chosen profession for the benefit of themselves, their clients or patients and the wider profession. It consists of any educational and professional activity which helps to maintain, develop or increase knowledge, gain problem-solving ability, technical skills or professional performance standards aimed at ensuring a high quality and reliable practice of the professions.

A CPD programme represents a commitment to continuous personal and professional development in order to provide quality care and promote professional integrity for the benefits of the individual, clients and the profession. CPD awarded by GPC may involve any pertinent learning activity: formal and structured or informal and self-directed with the goal of achieving significant professional competence of all registered and licensed allied health professionals within the country.

### Mandate

Section 55 (f) of Part III of the Health Profession Regulatory Bodies Act, 2013 (Act 857) mandates the council among others , "determine & implement post registration, continuing education & continuing professional development programmes for

practitioners". The council has therefore identified the professional activities in this document as its CPD programmes.

## **Aim**

The aim of introducing these CPD programmes is to ensure that Lay Practitioners, Paraprofessionals and Professional Psychologists remain up to date in knowledge in respect of changing patterns of behaviour, standards of professional education and practice, health sector reforms and technological advances.

## **Requirements**

It is mandatory to have evidence of required credits points to renew one's Licence every year. The CPD point should be obtained from at least three (3) different levels of activities.

All Lay Practitioners, Paraprofessional and Professionals registered with the GPC are required to obtain CPD credits points as follows.

<b>No.</b>	<b>Category</b>	<b>Registered CPD Points</b>
1	Lay Practitioners,	Ten (10)
2	Paraprofessional	Fifteen (15)
3	Professionals Psychologist	Twenty (20)

## **Scope**

It is the responsibility of the individual Lay Practitioner, Paraprofessional and Professional Psychologist to identify, select and attend relevant CPD activities that will

help them in their personal and professional learning goals. CPD Activities chosen should be relevant to current or future practice of the Lay, Paraprofessional and the professional psychologist.

**Documentation**

It is the responsibility of the Lay Practitioner, Paraprofessional and Professional Psychologist to maintain a continuous, up to date and accurate record of their CPD programmes. This will be verified by the Council before acceptance as basis for renewal of License.

The record of each CPD programme must be verified by the employer, manager or psychologist educator or designated person and include their name, designation signature. If there is no designated person who can verify the CPD, a means of verification must be produced.

**ACCREDITED ACTIVITIES FOR CPD POINTS**

1 POINT		
Participation in accredited in-service sessions or skill development programmes of a minimum of three – four (3-4) hours duration	Participation in a journal club meeting	Participation in commemoration or special events relevant to work role (1 point per event)
Participation in an accredited knowledge/skill development programmes of a minimum of three – four (3-4) hours duration	Professionally organized meetings, trainings and conferences (as accredited).	

Working with a mentor to improve practice	Active membership of profession[al body(ies) (e.g. attending and contributing at meetings and adding value as a member) NB Proof of active membership should be presented in the form of a letter of attestation	Participation in a ward conference, ward, tutorial staff of academic meetings
Reading professional journals and books and making a summary of lessons learnt and how it will be applied to practice which is verified by supervisor/evaluator (1 point per article)		
<b>2 POINTS</b>		
Keeping a mentioned practice journal or reflective diary	Participation in research/clinical research as a team member	Participation in project work as a team member (2 point per project).
Facilitating a journal club meeting (2 point per meeting)	Participation in professional or scientific conferences, lectures, seminars workshops or professional meetings outside work place (2 points per attendance)	Participating in disciplinary hearings (2 points per hearing)
	Fully participating in all Clinical/Workplace meetings throughout the year	Keeping an audit trail of activities.
Participation in an accredited full day training Programme (takes at least 8 hours).		
<b>3 Point</b>		
Presenting at conferences, clinical meetings or	Acting as a preceptor, mentor, coach or	Active participation in clinical audits, case reviews,

departmental meetings in-service sessions, including OPD, School, Church/Mosque others or professional meetings (3 points per Presentation).	supervising staff or students at Clinical Sites. (At least 1 month duration).	focus groups discussions, community disease surveillance, or critical incident monitoring and evaluation (3 points per meeting).
Active participation in workplace committees, for example accreditation, clinical audit, quality improvement/ assurance, infection prevention and control, or occupational health safety and wellness committees. (3 points per committee)	Participation in short courses, completion of a module-classroom based, distance or online with a minimum of 3 hours of active learning each week (3 points per week)	Providing counselling for colleagues/students
Participation in health screening/ health outreach programmes. (3 points per programmes)	Award for Monthly Best Dept. Psychologist/Counsellor/ Lay Practitioner/ Paraprofessional based on exceptional display of clinical knowledge, skills and attitude.	Participation in effective referral system in the health facilities with evidence of documentation ( a minimum of 3 referrals)
Providing psychological interventions e.g. psychometric tool therapy, recreational therapy, cognitive behavioural therapy using evidenced based approach		Using the care plan throughout client care
	Attending short courses classroom, distance or online with a minimum of 15 hours of active learning each week. ( 3 points per week)	Investigating disciplinary cases or being an expert witness. (3 points per case)

## ACCREDITED ACTIVITIES FOR CPD POINTS

<b>4 Points</b>		
External trainings, workshops and seminars (as accredited)		
Being an Internal/ External examiner or Assessor. (4 points per week)	Planning, running or facilitating a seminar, workshop in-service session or on-job training, lecture, or professional meeting. (4 points per event)	Organizing or coordinating commemorations or special events relevant to work role. (4 points per event)
Managing a project or a special assignment in addition to regular duties. (4 points per project)	Active membership of professional body as a member of the executive committees	Chairing clinical standards development or review meetings. (4 points per document)
Managing a project or a special assignment in addition to regular duties. (4 points per project)	Coordinator of preceptorship, mentorship, coaching or supervision program for staff or students in addition to regular duties. (4 points per program)	Participation in a commission of inquiry. (4 point per case)
<b>5 Points</b>		
Faculty-Clinical practice. (5 points per session)	Participation in research/ clinical research as a team member	Planning, running or facilitation an international conference. (5 points per conference)
Planning, running or facilitating a short course-classroom based, distance or online. (5 points per programme).	Participation in community based (e.g. community survey) services or voluntary work relevant to practice.	Assuming a leadership role in developing policies, protocols or guidelines. (5 points per session)
Supervision of Patients-family care study and project work. (5 points per examination session)	Serving as a resource person on Radio or Television discussion programme on health issues.	
<b>10 Points</b>		

Published educational matter, article. (10 points per material and article)	Reviewing Clinical Standards/Protocol practice for publication. (10 points per publication)	Award of Annual Best Practitioner based on exceptional display of clinical knowledge, skills and attitude.
Presenting at international conferences, ward conference. (10 points per conference).	Conduct of assessment for promotion at the University level.	Reviewing educational materials, journal articles, books. (10 points per article/book).
Conducting researching or project work as a principal investigator or supervisor	Being an internal or external examiner or Masters or Doctoral thesis	Identifying health issue in a specialized area of practice and strategizing to curb it.
Identifying a prevailing/potential health issue in a community and strategize to curb it.	Identifying prevailing/potential mental health related issue in the Community and strategize in curb it.	Organising a health screening/medical outreach programme. (10 points per programme)
<b>20 Points</b>		
Publish journal article, book chapter  Published book	Education programme leading to a qualification (e.g. diploma or degree)  Completed education programme with a qualification (e.g. diploma or degree)	Innovation in Psychology / Counselling

## WEIGHTS OF PRIORITY

Practice focused workshops irrespective of setting attracts higher credit points.

Professional and practice related training programs ought to be submitted to Council at least four weeks before start of program.

Personal Professional Development programs in leadership and management from selected credible local training programs and institutions to attract credit point to help fill in the leadership and management gaps.

Groups and institutions providing such programs are to be identified and listed in subsequent meetings. Therefore, such programs would be recognized but not on the basis of Council's accreditation as Non-Council accredited program (foreign and local).

The Council may recognize CPD points awarded to qualified and registered professionals by credible practice regulatory bodies (both local and abroad) on case by case basis.

### **INSTITUTIONAL COLLABORATIONS**

GPC may collaborate with other organizations both public and private to organize appropriate CPD programs for practitioners on cost and benefit sharing principles.

At least three CPD activities are organized by each professional body for its members.

The education and accreditation committee may validate the contents for training materials and activities as well as facilitators and suggest appropriate credit points or contact hours. This will hold for such training programs and activities as may be directed by this Committee

Organizations that seek to conduct activities or programmes that would require the award of CPD contact hours are required to submit their training materials for evaluation and accreditation at least four clear weeks ahead of the programme and pay the prescribed fees.



Practitioners who are not able to meet the minimum contact hours required are given a grace period of 3 months to attain the minimum contact hours.

Each practitioner seeking renewal shall submit all evidence of CPD credit points or contact hours and any other documentation together with the completed renewal form or as may be required by Council.

Practitioners who satisfy these conditions may have their license renewed.

- Each practitioner seeking to obtain Council CPD Credit Points would be required to provide evidence beyond all reasonable doubt of participation of the activity or program as accredited or otherwise.
- Evidence of participation in any CPD activity or programs shall include certificates awarded for and by such programs. Logbooks of professionals kept for such purposes, etc.
- While Education and Accreditation of the Board concerns itself with pre-professional education and accreditation, it may be called upon to help in the evaluation of training materials and program contents evaluation with Professional Committee.
- Council through its Professional Committee shall evaluate the merit of the evidence provided by the practitioner and award the appropriate points.
- For programs, trainings, seminars, etc where certificates are not issued, Council shall design a logbook for purchase by all practitioners. This logbook shall be used by the practitioners to collect relevant information that would be used by Council to award its CPD Points.
- All GPC organized CPD programs shall have appropriately designed certificates that will indicate the program and the points awarded.

## **Compliance**

Compliance will be enforced according to Part Five of the Act 2013 (Act 857)

## **Exemption**

Lay Practitioners, Paraprofessionals or Professional Psychologists who are on extended leave in excess of six months may apply in writing for exemption from CPD requirements.

## **Penalty**

It is illegal to practice without a valid License. Section 140 (d & e of the Act 2013 (Act 857) shall apply as penalty for Practicing without a valid license.

## **Appeals**

A Lay Practitioner, Paraprofessional or Professional Psychologist whose license has not been renewed for failure to attain the require CPD points may appeal the decision in accordance with the provision of the Council's Regulations.

For further information, Contact:  
The Registrar  
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PMB L61, Legon  
050 302 7254  
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