Continuous professional Development Scheme

Introduction

Following the amendments made in the Classification and Grading agreement and in accordance with DH Circular 276/06 – CPD Scheme for nurses and midwives, and DH Circular 511/08 CPD Scheme for paramedics and health inspectors, all eligible professionals listed hereunder are entitled to apply for Continuous Professional Development. This is in line to agreement reached with Nurses and Midwives Sector on 12th April, 2006 and all Paramedic/Health Inspector grades on 27th April, 2007.

Eligibility

Eligible professionals are:

- Audiologist
- Dental Technologist
- Dental Hygienist
- Medical Laboratory Technologists
- Neurophysiology Technologist
- Nurses and Midwives
- Occupational Therapists
- Orthoptists
- Podologist
- Physiotherapists
- Radiographers (Diagnostic)
- Radiographers (Radiotherapy)
- Speech therapist
- Health Inspectors

Entitlement and Credit System

For the purposes of Continuing Professional Development the above professionals will be entitled to request funding to the amount not exceeding Euros 698.81 per annum towards professional development activities. Continuing Education Credits can be carried forward from one year to another if they are not exchanged for funds for CPD activities.

Funds can only be carried forward every alternate year to a maximum credit value of Euros 1397.62 every two years. Such funds are allocated according to the credits accumulated as per Appendix 1 (nurses and midwives) and Appendix 2 (paramedics and health inspectors) attached to this document.

Applications for such subsidies would be made to the CPD Audit Committee that would determine the priority based on experience, individual record of accomplishments, relevance of training requested to the actual needs of the organisation.

All educational activity i.e. courses; seminars and conferences attended shall be calculated for the purpose of accreditation.

The utilisation of credits shall be made available only for educational activities and/or educational resources.

Items which can be reimbursed

The following items can be claimed to be reimbursed through CPD.
1. Fees for seminars, conferences, examination

These may include registration fees, travel, accommodation, etc. Fees for training will only be reimbursed if the training is directly related to the professional’s duties and approved by the respective head. A certificate of attendance and/or a copy of the examination result must be presented with the application form.

2. Membership of approved and relevant professional and academic bodies

3. IT and relevant accessories

These may include the following items;

**Section A**

Category 1: Accessories such as external hard drives, keyboards and other computer peripherals;

- e.g. PCI or PCMI Card types; CD/DVD drives

Category 2: Upgrades and repairs of IT systems and peripherals in section A and C

Category 3: Computer consumables

**Section B**

Provision of internet access.

**Section C**

Category 1: Desktop. Computer system

Category 2: Laptop

Category 3: Local wireless router access

Category 4: Monitors up to 24inch

Category 5: Tablet PC

Category 6: Personal Digital Assistant or Smart Phone

Category 7: Digital Camera

Items in Section A & B can be claimed on consecutive years.

Items in Section C can be claimed on consecutive years provided that they are not from the same category.

4. Books and journals

All books and journals must be directly related to the officer’s duties and a list of the titles, drawn up by the supplier, must be presented with the application.

5. IT Software peripherals

The following are eligible:

- Computer operating system such as windows, or mac
- Word processing programmes such as Microsoft office or equivalent
- Image and video edition software related to educational presentations
- Other educational software as approved by the head of department
- Database or data management software related to clinical research.
- Software related to statistical analysis, e.g. SPSS

**CPD Audit Committee**

This committee is to administer the process of the professional credit system including the assessment of credits, maintenance of databases, registration and endorsement of the new initiative, recommendations for reimbursements and classification of educational activities and resources. The Continuing Professional Development Audit Committee shall be composed of a Chairperson and two members all appointed by the Health Division in consultation with MUMN and UHM.

**Mode of Application**

Applications are to be submitted on dates, time and location notified through an annual circular issued by the Human Resources Directorate. It is recommended that officers working at any of the locations highlighted in the circular submit their application at the place of work. Officers who do not work at any of the locations are advised to submit their applications at any location of their convenience. Although it is recommended, there is no need for the application to be submitted by the applicant him/her. **No applications will be accepted than at the dates and locations issued on the annual circular.**

Any queries should be sent by e-mail to cpd.mhec@gov.mt. No applications will be accepted by e-mail.

**Registration of Continuous Professional Development Activities**

First time applicants must fill in Form A for the registration of continuous professional development activities and should attach the GP 47.

Each year an application form, (Form B), must be filled in with the details requested. Applicants that are already registered under the scheme should have their application endorsed by their superior. First time applicants should include the GP 47 with the application. It is the responsibility of the applicant to ensure that the GP 47 is complete and accurate.

Registered applicants must submit also a photocopy of the educational activities undertaken during the year for which the claim is being made. The original certificates are to be submitted when applying for verification purposes.

New applicants may submit certificates for the previous 5 years from the date of application.

Certificates of CPD activities that have already been registered in previous applications should not be resubmitted. Already registered applications are to submit their certificate for CPD purposes prior to elapse of 1 year from the date of their issue. CPD credits are also awarded to applicants who formally mentor students nurses/midwives or carers and submit the relevant official documentation.

**Applications for the Reimbursement of Continuous Professional Development (Form B)**

It is to be stated that **only original receipts are accepted** with the application. In the case that the original receipt is required as a guarantee for Computer and Computer parts, photocopy is to be presented with the original receipt which will be certified by the CPD Officer for verification.
Receipts issued after 1st January of each year may be submitted up to 24 calendar months from their issue. It is also to be noted that new applicants can present receipts from 1st January of the year that they will be submitting their claim and will be availed of from that same year funds.

Also receipts for goods purchased in Malta must include the VAT number and applicant’s name. No receipts without applicant’s name will be accepted. Fiscal receipts produced by cash registers and not having the applicant’s name printed on them, are not accepted unless they are attached to an itemised receipt, bearing the outlet logo and signed by its representative, which includes the buyer’s name.

Invoices are not accepted unless they are marked as ‘Paid’ by the outlet representative. In case of items purchased online receipt and proof of payment by debit/credit card, must be produced (Bank Statement). The account number and any evidence of purchases of unrelated items should be blotted out by the applicant prior to the submission of the application. All receipts need to be itemized and those related to the purchase of technological goods should include specifications and model number.

Receipts for books and/or journals should include the name of the books or journals purchased. Literature should be related to one’s own profession.

No refund will be issued for monitors which exceed 24” or for monitors with built-in TV tuners. Only one internet connection per applicant will be accepted. When Internet is part of a package, a maximum of 13.85 Euro per month will be refunded. When Internet connection is not part of package, the maximum amount refunded will be 25 Euro per month. When claiming for refund applicants have to present either a Statement of Account by the provider or the actual bills.

Expenses related to the issue of certificates from the University of Malta will be refunded as long as the relative receipts, in the name of the applicant and including the name of the course are produced. Only such receipts issued after 1st January of previous year will be considered.

Applicants residing in Gozo who attend for an educational activity related to their profession in Malta, and applicants residing in Malta who attend for an educational activity related to their profession in Gozo may apply for refund of their ferry ticket. The criteria for reimbursement are:

A: Tickets should be accompanied by a timetable of the lectures/sessions issued by the organiser of the course;

B: Only the passenger fee will be reimbursed, even when the vehicle ticket is presented

Illegible or tampered with receipts will not be considered

Complaints or clarifications regarding CPD reimbursements should be filed in writing to cpd.mhec@gov.mt within 6 months from the date of receipts of payment.