



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL OF
MEDICAL TECHNOLOGY
Resolution No. 02
Series of 2021**

**GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO
ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK
EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF
PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD
CREDIT UNITS**

WHEREAS, the Commission issued Resolution No.1208 (s.2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

WHEREAS, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

WHEREAS, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

NOW THEREFORE, the CPD Council of Medical Technology **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

Section 1. Informal Learning – Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of informal learning are as follows:

Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:

For the Local and Overseas Filipino Medical Technologists:

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS EARNED
		<i>By the end of the activity, the professional should be able to:</i>	<i>The professional can apply the information or experience gathered to:</i>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>

INFORMAL LEARNING ACTIVITIES RELATED TO THE PROFESSION				
1. Viewing video materials and other tutorials on use of ICT tools (e.g., You Tube, mobile applications) for new skills for daily life	Variable	Integrate new learning(s) in one's life	<ul style="list-style-type: none"> • Task or work enhancement • Time management 	<p style="text-align: center;">1</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words) • Screen shot of video • Website
2. Viewing video materials and other tutorials (e.g., You Tube) for self-enrichment	Variable	Integrate new/enhanced learning(s) in one's daily life	<ul style="list-style-type: none"> • Communication • Development and enhancement of interpersonal relationships 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words) • Screen shot of video • Website
3. Reading or viewing video materials and other tutorials (e.g., You Tube) on homemaking, arts, and/or entertainment for added/enhanced skills and talents	Variable	Integrate new/enhanced learning(s) in one's daily life	<ul style="list-style-type: none"> • Meal planning (including cooking and baking) • Housekeeping • Photography • Painting • Singing • Dancing 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words) • Screen shot of video • Website
4. Online searches	Variable	Discover, answer, and/or clarify facts and information on query or queries posted	<ul style="list-style-type: none"> • Trying new things • Searching for reference materials • 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words) • Screen shot • Website

5. Readings (books, journals, manuals or online materials)	Variable	Enhance one's knowledge on topics/subject matter that were read about	<ul style="list-style-type: none"> • Teaching • Communication and information dissemination • Work enhancement 	<p>4</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words) • Photos of materials read (1st 2 pages) • Website, if applicable
6. Recipient of knowledge-sharing (such as but not limited to Blogs)	Variable	Receive information from colleague(s) who actively, purposely, and happily shared their experiential learning(s)	<ul style="list-style-type: none"> • Knowledge update/enhancement • Work enhancement 	<p>3</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words), to include a brief description of the shared experiential learning(s)
7. Reflection	Variable	Assess one's work/interaction for the day and draw lessons from them	<ul style="list-style-type: none"> • Work/interrelationships improvement • Coaching • Mentoring 	<p>2</p> <ul style="list-style-type: none"> • Narrative report on learning(s) and the application(s) (minimum of 100 words, maximum of 200 words), to include a brief description of the reflection
8. Other activities not in the matrix but are deemed relevant				For assessment and evaluation of the CPD Council
INFORMAL LEARNING ACTIVITIES NOT RELATED TO THE PROFESSION				
1. Private study which includes reading (books, journal articles, technical manuals);	Variable	summarize and apply the ideas learned through private study in subjects that interest the professional. Examples:		<p>Maximum of 3 CPD credit units per activity.</p> <p>Photographs and self-declaration of 150 to 200 words on what has been</p>

2. Enrollment in online courses; attendance in webinars; viewing of videos on YouTube or other online sources; others		1. New ICT tools 2. Other interest	1. Explore and apply modern ICT tools in daily life	learned and applied.
3. Taking care of a person who may be sick or challenged or with special needs	One month or less	Take care of an individual who may be sick, physically challenged or with special needs.	Take care of an individual who may be sick, physically challenged or with special needs.	Maximum of 3 CPD credit units per activity. Photographs and self-declaration of 150 to 200 words on what has been learned and applied.
4. Applying management and leadership principles to a group working on a special project	One month or less	Use of management or leadership style that works for a given situation or group.	Apply a management or leadership style to a given situation or group.	Maximum of 3 CPD credit units per activity. Photographs and self-declaration of 150 to 200 words on what has been learned and applied.
5. Other activities that are not related to the professional as may be approved by the CPD Council				As may be approved by the CPD Council

Section 2. - Professional Work Experience. – Refers to any participation that the professional gains while working in a specific field and workplace.

The parameters for the evaluation and granting of credit units are as follows:

2.1. Diagnostic Assessment -- to establish a particular development need or competency of the professional from basic to advance or advance to expert.

2.1.1. Needed documentation--Work history Curriculum Vitae or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

2.2. Formative Assessment -- to know the progress of an individual's learning – Evidence that learning has occurred but still needs improvement.

GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS

2.2.1. Needed documentation – Photo documentation with brief write-up (captions) and Certification from supervisor or client if self-employed.

2.3 Summative Assessment -- to know if the professional has acquired the needed competency and can work independently, teach others and write manuals with confidence.

2.3.1 Report of at least 150-200 words as proof of learning/acquisition of the enabling and needed competencies and if possible accompanied by photos.

2.3.2. Certification of performance from direct supervisor or client or beneficiary or self-declaration for the self-employed. Annual performance appraisal report from the employer or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

The following description of a professional’s progress as he/she proceeds to gain experience in his/her profession will be part of the documentation to be submitted to the CPD Council. The professional should check the appropriate box to mark his/her progress. The competency cited is only an example.

RECOGNITION OF PRACTICE OUTCOMES		ASSESSMENT OF PERFORMANCE		
		<i>Refers to the professional’s progress in acquiring the desired competency</i>		
Needed Competency (Only one competence per Application)	Enabling Competencies/ Activities	Diagnostic	Formative	Summative
		<i>Has not done this or has done this but needs improvement</i>	<i>Has done this well but still needs improvement and confidence</i>	<i>Has done this with confidence, can teach others and can prepare manuals that other Medical Technologist can use</i>
The column may be filled up either by the Medical Technologist or his/her employer by providing a check (√) mark				
1. Doing on-the-job training (OJT)	Understands the deliverables expected from the job			
	Understands with whom the job interacts			

	Understands compliance to standards is necessary			
	Understands the nuances of the job			
2. Performing new procedures, such as but not limited to PCR and Flow Cytometry	A broad and coherent theoretical and technical knowledge on the focus of the testing procedure			
3. Performing procedures requiring high degree of skill in doing microscopic work for peripheral blood smears or other bacterial smears	A broad and coherent theoretical and technical knowledge of – <ul style="list-style-type: none"> • normal and abnormal blood cells and other cell inclusions; or • microbial morphological characteristics and staining reactions 			
4. Performing procedures requiring high degree of skill in doing microscopic work for identification of parasites	A broad and coherent theoretical and technical knowledge on parasites, including its morphological characteristics and life cycle			
5. Performing procedures requiring high degree of skill in doing special procedures such as but not limited to	A broad and coherent theoretical and technical knowledge on the analyte of interest, including the special equipment, instruments and supplies used and established protocols			

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drug testing and HIV testing				
6. For Seniors (≥60 years)	For assessment and evaluation of the CPD Council • Portfolio of practice, highlighting the latest compliance period • Photos			
7. Other activities not in the matrix but are deemed relevant	For assessment and evaluation of the CPD Council			
VALIDATION: Documents to be presented		Work history or Curriculum Vitae or Self-Declaration or Certification from employer/client for self-employed	Photo documentation with captions for the photos or Certification of performance from employer or client for self-employed	Write up of 150 to 200 words about the learning and acquisition of the competence with photographs and Certification of performance from employer or client for the self-employed.
CPD CREDIT UNITS EARNED				Maximum of 30% of the Required Credit units per renewal cycle

* **Awarding of CPD Credit units.** The respective CPD Councils shall:

1) Determine if the Informal Learning and Professional Work Experience applied for merits approval and 2) grant the appropriate number of CPD credit units. For purposes of earning CPD credit units, only Professional Work Experience for the last three (3) years from the date of application shall be accepted.

Section 3. Certificate of Credit units earned — Certificate of Credit units earned shall be issued upon approval of the CPD Council.


Section 4. Repealing Clause - Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.


Section 5. Effectivity — This Resolution shall take effect immediately, copy furnished the U.P Law Center.

Done, this 7th day of January 2021 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL OF MEDICAL TECHNOLOGY


MARILYN R. ATIENZA
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