



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL OF  
RESPIRATORY THERAPY  
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 Respiratory Therapy **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 Respiratory Therapists:**

<b>ACTIVITY</b>	<b>DURATION</b>	<b>LEARNING OUTCOMES</b>	<b>APPLICABILITY</b>	<b>CPD CREDIT UNITS EARNED</b>
		<i>By the end of the activity, the professional should be able to:</i>	<ul style="list-style-type: none"><li><i>The professional can apply the information or experience gathered to:</i></li></ul>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>

<p>Private study which includes (Reading books, journal articles, technical manuals, online materials, or and/or research works related to respiratory practice);</p> <p>Enrollment in online courses; attendance in webinars; viewing of videos on You tube or other online sources; others</p>	Variable	<p>Summarize and apply the ideas learned through private study in subjects that interest the professional.</p> <ul style="list-style-type: none"> <li>- Be able to acquire more knowledge or skill enhancement in respiratory care</li> </ul> <p>Examples:</p> <ol style="list-style-type: none"> <li>1. How to start an Online Business</li> <li>2. How to Overcome Stress and Anxiety in this Pandemic</li> <li>3. Home Schooling</li> <li>4. New ICT tools</li> <li>5. Other interests</li> </ol>	<ul style="list-style-type: none"> <li>1. Share or impart knowledge gained with fellow respiratory therapists.</li> <li>2. Application of new/creative ways to improve workflow system.</li> <li>1. Explore ways of doing online business.</li> <li>2. Awareness on Mental Health</li> <li>3. Explore another alternative of providing education to children</li> <li>4. Explore and apply modern ICT tools in daily life</li> </ul>	<p>Maximum of 3 CPD credit units per activity.</p> <p>Photographs and self-declaration of 150 to 200 words on what has been learned and applied.</p>
<p>Applying management and leadership principles to a group working on a special project</p>	One month or less	<p>Use of management or leadership style that works for a given situation or group.</p>	<p>Apply a management or leadership style to a given situation or group.</p>	<p>Maximum of 3 CPD credit units per activity.</p> <p>Photographs and self-declaration of 150 to 200 words on what has been learned and applied.</p>
<p>Participation in lectures, interactive discussions with experts/peers</p>	Variable	<ul style="list-style-type: none"> <li>- Communicate and work effectively with peers in raising issues and concerns affecting the practice.</li> <li>- Increase awareness on specific issues and concerns</li> </ul>	<ul style="list-style-type: none"> <li>- Cascade information regarding issues and concerns to respiratory therapy professionals.</li> <li>- Responsible dissemination of proper information from reliable sources in</li> </ul>	<p>3 cu</p> <p>Photographs and self-declaration of 150 to 200 words on what has been learned and applied, Certificate of Attendance/ Participation</p>

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		<p>about the discussions</p> <ul style="list-style-type: none"> <li>- Develop self-confidence through active participation in discussions</li> </ul>	<p>performing social responsibilities</p> <ul style="list-style-type: none"> <li>- Practice interactive communication with peers and patients</li> </ul>	
Other activities deemed relevant or could be given CPD credit units.				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:

<b>NEEDED COMPETENCY</b>	<b>ACTIVITIES OF PROFESSIONAL TO ACHIEVE NEEDED COMPETENCY</b>	<b>LEARNING OUTCOME/ RESULTING LEARNING</b>	<b>CREDIT UNITS EARNED AND DOCUMENTARY REQUIREMENTS</b>
			<i>Maximum of 30% of the Required Credit units per renewal cycle</i>
In-depth knowledge on Evidenced-Based Medicine, Emergency and Critical Care, Infection Control and Safety Protocols in the workplace	Developing modules to promote safety of patients and healthcare workers during the COVID-19 pandemic	Application of protocols on healthcare workers and patient safety.	<p>20 CPD Units</p> <p>Photographs and self-declaration of 150 to 200 words on what has been learned and applied, copy of modules/protocols developed and certified by the healthcare facility as applicable</p>
Adequate knowledge and skills on various applications of respiratory therapy in different settings and development of curriculum and instructional materials	Writing/developing instructional modules on respiratory therapy related topics for RT professionals and/or students (i.e. printed modules, self-instructional modules, laboratory manuals or workbooks etc.)	Use of modules on Respiratory Therapy by RT professionals and students.	<p>10 CPD units</p> <p>*Upon submission of the copy of the module.</p> <p>Photographs and self-declaration of 150 to 200 words on what has been learned and applied, copy of modules/protocols developed and certified by the healthcare facility or HEI as applicable</p>

Effective communication through the use of ICT or techno-intelligent care systems and processes in respiratory therapy.	Developing educational websites which RT professionals and/or students can access for announcements/information and updates on respiratory care.	Accessibility of information from website by students and RT professionals	10 CPD units *Accessibility of the website Photographs and self-declaration of 150 to 200 words on what has been learned and applied, shareable link of the website developed for validation
Must possess Leadership & Management skills	Demonstrate leadership skills such as management and supervisory tasks and activities relevant to RT scope of practice and education.	Mentors colleagues on the standards of respiratory care and effective administration of the Respiratory Unit / Department.	20 CPD units *certification or narrative declaration of work activity. Photographs and self-declaration of 150 to 200 words on what has been learned and applied
Knowledge and skills in curriculum development and instruction.	Participate in re-designing curriculum and any learning activities for the “new normal” and 21st century health professions education.	Re-designed curriculum for enhancement or RT education.	20 CPD units/teleconference Photographs and self-declaration of 150 to 200 words on what has been learned and applied, Certificate of Attendance/ Participation, Copy of the enhanced curriculum
Knowledge and skills on various software applications for health promotion and education.	Developing health promotion and /or education materials on respiratory therapy i.e. infographics, e-posters, electronic platforms, reading materials, etc.	Utilization of educational materials for professionals, students, families and community.	5 CPD units *Upon submission of the copy of the module. Photographs and self-declaration of 150 to 200 words on what has been learned and applied, copy of the educational materials developed
Knowledge on research methods, data analysis and reporting	Participate or produce quality researches for the advancement of RT practice and education.	Contribute to the advancement of respiratory care	10 CPD units Copy of the research paper
Other Respiratory Therapy related activities			For assessment and evaluation of CPD Council

**\* 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.

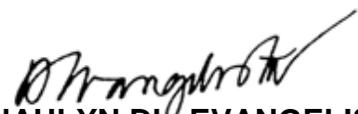
**Section 5. Effectivity** — This Resolution shall take effect immediately, copy furnished the U.P Law Center.

Done, this **11<sup>th</sup>** day of **February**, 2021 in Pasay City, Philippines.

**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF  
RESPIRATORY THERAPY**

  
**JULITA V. TOLEDO**  
Chairperson

  
**WILMER DG. VALERA**  
Member

  
**DANAHLYN DL. EVANGELISTA**  
Member

Approved by:

**PROFESSIONAL REGULATORY BOARD OF RESPIRATORY THERAPY**

  
**JULITA V. TOLEDO**  
Chairperson

  
**SENEN O. TEOPE**  
Member

  
**JESUS M. ESPINAS**  
Member