



De La Salle Health Sciences Institute



GUIDELINES FOR CONTINUING PROFESSIONAL EDUCATION

Program Name: Continuing Professional Education Program

Rationale:

Integral to ensuring that the Academic Division's aspiration of becoming a *premium health profession education provider* is achieved through quality program offerings, De La Salle Health Sciences Institute applied as an official *Local CPD Provider* to the Professional Regulation Commission of the Philippines under the classification of Firm/Partnership/Corporation. DLSHSI as a *Local CPD Provider* shall ensure compliance to the policies and standards released by the Professional Regulation Commission per **Resolution no. 2016-990** series of 2016 on ***Continuing Professional Development (CPD) for All Registered and Licensed Professionals*** signed in June 28, 2016. To ensure successful outcomes for the institution, there is a need to synergize efforts of all units of the DLSHSI interested in offering or attending training programs, seminars and the like in order to properly accord crediting of units by PRC and successful delivery of activities beneficial to stakeholders in renewing their registration or professional licenses.

Goal:

For DLSHSI as *Local CPD Provider* to provide opportunities for continuing professional development to internal and external customers of the institute compliant to **PRC Resolution no. 2016-990** series of 2016 on ***Continuing Professional Development (CPD) for All Registered and Licensed Professionals***

Objectives:

1. Offer CPD activities for DLSHSI internal (e.g. DLSHSI alumni, faculty and staff) and external customers (e.g. non-DLSHSI affiliated professionals) that will earn official CPD credits vital in the renewal of registration / professional licenses in PRC.
2. Advertise DLSHSI as a PRC-accredited *Local CPD Provider* in the regional, national or even international level offering quality CPD programs.
3. Offer CPD programs that can aid in the income generation efforts of the institution as a whole to support its advocacies.
4. Utilize a standardized system / protocol in the offering of CPD activities across all units of DLSHSI compliant to **PRC Resolution no. 2016-990** series of 2016 on ***Continuing Professional Development (CPD) for All Registered and Licensed Professionals***.
5. Optimize human resource and professional expertise as well as non-human resources available in DLSHSI towards successful delivery of the CPD activities and programs.

Key Units/Persons Involved:

1. Registrar
2. Registrar's Office Key Support Staff (Committee) Representative for ASCPEO
3. ASCPEO Director
4. ASCPEO Secretary
5. Information and Communication Technology Specialist
6. Multimedia Staff
7. Accounting Office (Cashier)
8. Director for Innovative Education
9. CPD Organizing Unit (*College/Department/Unit in DLSHSI; DLSHSI Alumni Association*)
 - a. Specific CPD Activity Concept Developer
 - b. College/Unit/Department Key Faculty/ASP (Committee) Representative for ASCPEO
 - c. College/Unit/Department Support Staff (Committee) Representative for ASCPEO
 - d. College/Unit/Department Head (e.g. Deans, Directors, Unit Administrators)
 - e. DLSHSI Alumni Association Chapter President

Roles and Responsibilities:

Registrar

Role: Official DLSHSI Liaison to the Philippine Professional Regulation Commission (PRC)

Responsibilities:

1. Submits the DLSHSI CPD activity documents and follow-up of credit units application to PRC
2. Follows-up the DLSHSI CPD credit units application and processing to PRC
3. Releases the PRC approved credit units per activity to ASCPEO
4. Secures CPE certifications with DLSHSI seal
5. Coordinates and communicates with concerned individuals given task requirements

Registrar's Office Key Staff (Committee) Representative for ASCPEO

Role: Operations Support and Follow-up (Registrar)

Responsibilities:

1. Supports the Registrar on operationalization and delivery of services
2. Coordinates and communicates with concerned individuals given task requirements

ASCPEO Director

Role: CPD Protocol and Quality Assurance Administrator

Responsibilities:

1. Promote CPD activities for internal and external customers of DLSHSI
2. Collects and consolidates documentary requirements from CPD Organizing Units compliant to **PRC Resolution no. 2016-990** series of 2016 on ***Continuing Professional Development (CPD) for All Registered and Licensed Professionals*** for submission to the Office of the Registrar
3. Provides assistance to DLSHSI CPD Organizing Units on the logistics of the CPD activity towards successful activity outcomes
4. Processes the issuance of honorarium for speaker, CPE certificates and related payments
5. Implements quality assurance measures for CPD activities offered
6. Coordinates and communicates with concerned individuals given task requirements

ASCPEO Secretary

Operations Support and Follow-up (ASCPEO)

Responsibilities:

1. Supports the ASCPEO Director on operationalization and delivery of services
2. Coordinates and communicates with concerned individuals given task requirements

Information and Communication Technology Specialist

Role: Technical Support Provider for CPD Activities

Responsibilities:

1. Provides for the necessary technical support needed in the successful delivery of the CPD Programs
2. Ensures smooth and glitch-free running of the CPD online platform (if warranted)
3. Coordinates and communicates with concerned individuals given task requirements

Multimedia Technician

Role: Technical Support Provider for CPD Activities

Responsibilities:

1. Provides for the necessary technical support and materials needed in the successful delivery of the CPD activities
2. Ensures smooth delivery of the CPD activities
3. Coordinates and communicates with concerned individuals given task requirements

Accounting Office (Cashier)

Role: Payment Processing and Validation

Responsibilities:

1. Receives payment and issues official receipt related to CPD activities
2. Validates deposit slips given bank-to-bank payments made (when warranted)
3. Ensures smooth and glitch-free running of the payment services platform
4. Coordinates and communicates with concerned individuals given task requirements

Director for Innovative Education

Role: Support and Coordination of Innovation In Onsite and Online Program Offerings

Responsibilities:

1. Incorporates innovative methods and programs offered using online and onsite platforms
2. Coordinates and communicates with concerned individuals given task requirements

CPD Organizing Unit

(College/Department/Unit in DLSHSI ; DLSHSI Alumni Association)

Role: Key Unit for Conceptualization and Delivery of specific CPD Activity

Responsibilities:

- a. Specific CPD Activity Concept Developer
 1. Submits comprehensive CPD activity proposal/concept paper and plan for logistics to College/Unit/Department Head or DLSHSIAA Chapter President (*for association-initiated activities*) for approval
 2. Completes the documentary requirements for the PRC credit units application of the CPD activity
 3. Submits to the Key Faculty/ASP (Committee) Representative for ASCPEO the documentary requirements for initial evaluation on compliance to standards
 4. Spearheads the organization and delivery of approved CPD activity following guidelines
 5. Coordinates and communicates with concerned individuals given task requirements
- b. College/Unit/Department Key Faculty/ASP (Committee) Representative for ASCPEO
 1. Performs the initial review/evaluation of the submitted documentary requirements of the CPD Activity Concept Developer in compliance to the DLSHSI guidelines
 2. Endorses the CPD activity and completed documents for final review to ASPCEO

3. Assists the CPD Activity Concept Developer in the delivery of the program towards successful outcomes
 4. Assists the ASCPEO in implementing quality assurance measures for CPD activities offered
 5. Coordinates and communicates with concerned individuals given task requirements
- c. College/Unit/Department Support Staff (Committee) Representative for ASCPEO
1. Supports the College/Unit/Department Key Faculty/ASP (Committee) Representative for ASCPEO on tasks and requirements
 2. Coordinates and communicates with concerned individuals given task requirements
- d. College/Unit/Department Head (e.g. Deans, Directors, Unit Administrators) / DLSHSI Alumni Association Chapter President (for association-initiated CPD activities)
1. Evaluates the CPD Activity Proposal/Concept Paper submitted by the CPD Activity Concept Developer
 2. Endorses the recognition and offering of the CPD Activity to ASCPEO

Strategies:

Objective 1: Offer CPD activities for DLSHSI internal (e.g. DLSHSI alumni, faculty and staff) and external customers (e.g. non-DLSHSI affiliated professionals) that will earn official CPD credits vital in the renewal of registration / professional licenses in PRC. / **Objective 2:** Advertise DLSHSI as a PRC-accredited *Local CPD Provider* in the regional, national or even international level offering quality CPD programs.

Strategies:

1. ASCPEO to consolidate all CPD Activities from all sectors of DLSHSI that can be offered annually per quarter to be published as DLSHSI CPD Program offering list using in different media for advertisement and sent to prospective internal/external customers for information.
2. Quality assurance measures embedded in the evaluation and delivery process of the DLSHSI CPD programs to ensure compliance to PRC standards
3. ASCPEO to assist the Organizing Unit in expanding the magnitude of DLSHSI CPD activity promotion covering local, regional, national or even international level (if warranted) advertisements and invitation.
4. DLSHSI IMCO to assist in the branding and advertisements of the DLSHSI CPD programs towards optimized customer participation.

Objective 3: Offer CPD programs that can aid in the income generation efforts of the institution as a whole to support its advocacies.

1. Detailed budget proposal incorporated in the CPD Activity Proposal / Concept Paper integrating the following allocations:
 - a. Expenses
 - i. Human Resources (e.g. honorarium, external support services payment etc.)
 - ii. Non-human Resources (e.g. advertisements, venue, training materials, multimedia, technology requirements, online subscriptions etc.)
 - b. Income and Proceeds
 - i. 50% of proceeds → Organizing Unit Advocacy / Purpose
 - ii. 20% of proceeds → Faculty Development Program

- iii. 30% of proceeds → ASCPEO Purpose / Advocacy
 - 1. Alumni Services Enrichment Programs (i.e. Alumni Licensure Exam Re-taker Scholarship etc.)
 - 2. CPE Service Enrichment Programs (i.e. FDP/ASP CPE Supplementary Subsidy etc.)

Objective 4: Utilize a standardized system / protocol in the offering of CPD activities across all units of DLSHSI compliant to **PRC Resolution no. 2016-990** series of 2016 on ***Continuing Professional Development (CPD) for All Registered and Licensed Professionals***. / **Objective 5:** Optimize human resource and professional expertise as well as non-human resources available in DLSHSI towards successful delivery of the CPD activities and programs.

Strategies:

1. Release of protocol guiding all DLSHSI units interested in offering CPD activities
2. Utilization of Standardized Forms / Templates uniformly used by all units in the:
 - a. Conceptualization of the CPD activity (*Activity Proposal/Concept Paper Template*)
 - b. Processing of the CPD activity (*Evaluation Checklists, Endorsement/Approval Notification Form*)
 - c. Evaluation of CPD Activity Delivery (*Activity Feedback Form, Overall Evaluation Report*)
3. Optimization of DLSHSI available technology (e.g. online platforms) in the offering and delivery of CPD activities (e.g. online registration system, portal-based communications, online-based CPD programs, webinars etc.)
4. Promotion of coordination among all concerned unit towards the successful implementation of the CPD activity **through:**
 - a. ASCPEO common communication portal
 - b. Prompt phone call updates and follow-ups (as needed)

Policies and Guidelines / Algorithm of Procedures:

General Policy:

The Office of the Registrar, ASCPEO, and CPD Organizing Unit shall integrate quality assurance measures from conceptualization, development and implementation of the CPD activity compliant to PRC standards and DLSHSI Guidelines for CPE

Guidelines / Algorithm of Procedures:

NOTE:
Forms/Templates 1 to 8 mentioned in the succeeding guidelines are downloadable at alumni.dlshsi.edu.ph under CPE Tab using desktop/laptop, and tablet/phones using standard theme in browsing the Alumni Moodle site.

Step 1

Concept Developer proposes a CPD activity following ¹***DLSHSI CPD Activity Proposal / Concept Paper Template***. The preliminary version of the ²***CPD Budget Template*** and ³***PRC CPD Instructional Design Template*** is also accomplished as part of the proposal / concept paper.



Step 2

Concept Developer submits the CPD Activity Proposal / Concept Paper to the respective College/Unit/Department Head or DLSHSIAA Chapter President (*for association-initiated CPD activities*) **at least 8 months to 1 year before** the prospective month of the CPD activity



Step 3

College/Unit/Department Head or
DLSHSIAA Chapter President (*for association-initiated CPD activities*)
evaluates the CPD activity proposal using the ⁴***DLSHSI CPD Evaluation Checklist***
and releases the result whether it will be endorsed or not
within a month after the date of receipt from the Concept Developer



Step 4

College/Unit/Department Head or
DLSHSIAA Chapter President (*for association-initiated CPD activities*)
accomplishes the ⁵***DLSHSI CPD Endorsement Form*** and submits it to ASCPEO
copy furnished the Key Faculty/ASP/Staff Committee Member for ASCPEO



Step 5

Key Faculty/ASP/Staff Committee Member for ASCPEO assists the
Concept Developer in complying with the DLSHSI documentary requirements and performs initial
review/evaluation of the documents
Assists the CPD Activity Concept Developer in the delivery of the program towards successful outcomes



Step 6

Key Faculty/ASP/Staff Committee Member for ASCPEO
endorses compliant CPD activities to ASCPEO for final review



Step 7

ASCPEO collects and consolidates documentary requirements from CPD Organizing Unit and conducts
final evaluation as to compliance to **PRC Resolution no. 2016-990** series of 2016 on ***Continuing
Professional Development (CPD) for All Registered and Licensed Professionals***



Step 8

ASCPEO submits to the Office of the Registrar the completed portfolio
of the DLSHSI CPD activity inclusive of the PRC application/request for credit units



Step 8

The Office of the Registrar submits the DLSHSI CPD activity documents to PRC for approval and conducts
the necessary follow-ups for the credit units application until results are given by PRC



Step 9

The Office of the Registrar communicates to ASCPEO
the official credit units from PRC for the DLSHSI CPD activity



Step 10

ASCPEO notifies the Organizing Unit of the CPD credit units and coordinates
with IMCO for the production of advertisement materials of the DLSHSI CPD activity



Step 11

Various media advertisement is released and promoted
by ASCPEO assisted by the Organizing Unit in local, regional, national or international levels



Step 12

All logistics are finalized by the Organizing Unit assisted by ASCPEO as needed



Step 13

ASCPEO prepares honorarium for speakers and DLSHSI CPE Certificates secured
with institutional seal released by the Office of the Registrar to ASCPEO



Step 14

Coordination and communication among all concerned units are done to ensure full preparation until the scheduled rendering of the CPD activity



Step 15

Quality assurance and validation measures is done by ASCPEO

Using the ⁶***PRC CPD Activity Evaluation Form accomplished by AQMS assigned evaluator*** and the ⁷***DLSHSI CPD Activity Feedback Form*** accomplished by the Participants at the end of the activity in exchange of their certificate/s.

⁸***PRC Official Activity Registration Sheet***/s is/are secured by ASCPEO after the activity signed by the participants based on their affiliated professional council.



Step 16

ASCPEO completes the CPD post activity requirements for PRC and forwards it to the Office of the Registrar for sending to PRC

Resources:

Human

1. Registrar
2. Registrar's Office Key Support Staff (Committee) Representative for ASCPEO
3. ASCPEO Director
4. ASCPEO Secretary
5. Information and Communication Technology Specialist
6. Multimedia Staff
7. Accounting Office (Cashier)
8. Director for Innovative Education
9. CPD Organizing Unit (*College/Department/Unit in DLSHSI; DLSHSI Alumni Association*)
 - a. Specific CPD Activity Concept Developer
 - b. College/Unit/Department Key Faculty/ASP (Committee) Representative for ASCPEO
 - c. College/Unit/Department Support Staff (Committee) Representative for ASCPEO
 - d. College/Unit/Department Head (e.g. Deans, Directors, Unit Administrators)
 - e. DLSHSI Alumni Association Chapter President
 - f. Resource Person/s (Internally/Externally-affiliated)

Non-human

1. Templates/Forms
2. Online platform (online Portal/Web-based, onsite AVSS)
3. ASCPEO Communication Portal
4. Computer Printer for SCRF and CRF
5. Communication systems (i.e. phone, computer-based, etc.)
6. Venue
7. CPD Activity Materials
8. Honorarium / Tokens
9. Certificates

Outcomes Desired:

1. Internal and external customer recognition of DLSHSI as Local CPD Provider
2. CPD programs with valid CPE credit units valid for Philippine registration / professional license renewal

Evaluation Measures:

1. DLSHSI CPD Activity Feedback Form
2. Annual performance rating report on CPE Programs
3. Feedback forms for quality assurance on delivery of services

Submitted by:



"Empowering Lasallians and Colleagues in the Health Profession and Education"

Committee on Continuing Professional Education

December 13, 2016

ENDORSED:

A handwritten signature in black ink, appearing to read 'Ma. Cecilia Licuan', is written over a light grey rectangular background.

DR. MA. CECILIA LICUAN

Director, Alumni Services and Continuing Professional Education Office

Approved:

DLSHSI Academic Operations Committee

Division of Academics

January 2017

APPROVED:

DR. JUANITO CABANIAS

Vice Chancellor for Academics

De La Salle Health Sciences Institute