



Hong Kong Physiotherapy Association
Guidelines for Specialty Groups
(2018.4)

1. Purpose of Specialty Groups

Specialty groups (SG) are formed and developed:

- 1.1 To promote and lead the professional development of the Hong Kong Physiotherapy Association (HKPA) through
 - Organization of professional development activities such as lectures, workshops and clinical sharing sessions;
 - Conducting of research studies;
 - Formation of position statement and clinical practice guidelines
- 1.2 To promote professional image to the public through
 - Organization of educational activities and development of educational materials;
 - Participation in press conference and release;
 - Collaboration with other professional or community organizations;
 - Provision of service to the community

2. Formation and Dissolution

- 2.1 The formation of a new SG will require a minimum number of 20 full members of the HKPA in identifying the specialty area for professional development, in accordance with the guidelines for SG. A proposal of the objectives and two-year plan should be submitted to the HKPA Executive Committee for approval. A template of the proposal of SG formation is attached in Appendix 1.
- 2.2 The dissolution of a SG will require a three quarters majority of those present in person in the Biennial General Meeting (BGM) or Extraordinary General Meeting (EGM) for passing the motion. The decision shall be endorsed by the HKPA Executive Committee.

3. Structure

- 3.1 Terms of Office
 - The terms of office of the Executive Committee of SG shall be two years.
- 3.2 Nomination and Election
 - Members of the HKPA and a particular SG are eligible to stand for nomination and election to be the Executive Committee members of that SG.
- 3.3 Biennial General Meeting
 - The BGM should be held every two years with the agenda sent to the SG members at least 28 days before the BGM. The nomination and election of the new SG Executive Committee members should be completed before the BGM. The result of the newly elected SG Executive Committee members will be announced in the BGM. The agenda, nomination form and voting form are attached in Appendix 2 for reference.

- Ten full members of the HKPA and SG plus two SG Executive Committee members personally shall constitute a quorum for the BGM and EGM.

3.4 Executive Committee

- The Executive Committee of SG consists of the Chairperson, Secretary, Treasurer and Executive Committee members. Other titles such as Professional Development Officer, Public Relations Officer etc. are allowed. A maximum of three members of the SG can be co-opted into the Executive Committee as co-opt members. The maximum number of the Executive Committee members should not exceed 15. The election result and any change in the membership of the Executive Committee of SG should be reported to the Executive Committee of the HKPA.
- The SG are welcome to invite the Executive Committee members of the HKPA to attend their meeting or vice versa to enhance communication and understanding between SG and Executive Committee of the HKPA.

3.5 Specialty Group Membership

- HKPA members have to subscribe to the SG to become members of SG.

4. Organization of Professional Development Activities

4.1 Number of Professional Development Activities

- A minimum of one professional development activity e.g. training courses, sharing session, seminar or workshop per year for each SG is required to sustain the benefits of the members.

4.2 Application of CPD Point

- The SG should apply for continuing professional development (CPD) point for their activities from the Professional Development Subcommittee. The “Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists” can be downloaded from the web site of the HKPA.

4.3 Programme Announcement and Mailing Arrangement

- The SG are encouraged to have their programme announcement through regular central mailing. Deadline reminder for central mailing will be sent to SG chairpersons regularly by the Honorary Secretary.

4.4 Selection of Successful Participants

- The selection of successful participants should not be based on “First Come First Serve” principle. The successful participants have to be selected by drawing lots if the activity is over-subscribed. The successful participants should be notified by email and the list of successful applicants (template in Appendix 3) will be uploaded to the web site of the HKPA two days before the commencement of the professional development activity.
- The membership status should be verified based on the membership list provided by the Membership Secretary. The membership list for verification of membership status should only be requested by the chairperson of each SG for security reason with copy mail sent to the officer-in-charge of the activity.

4.5 Registration Fees

- The course fee payable by the candidate should be based on his / her membership status before the application deadline of the professional development activity. No on-site membership or SG membership application is allowed.

4.6 Attendance Records

- The SG should keep all attendance records of professional development activities. The SG has to send a copy of the attendance record to the member of Professional Development Subcommittee of the HKPA Executive Committee.

4.7 Preparation of Income Statement

- The Treasurer of the SG has to prepare the income statement for each professional development activity and return the confirmed and signed income statement to the Honorary Treasurer of the HKPA, preferably within two months after the activity.

5. Financial Arrangement

5.1 Annual Budget Planning

- Each SG is encouraged to provide an annual budget plan to the Executive Committee of the HKPA for each financial year.
- Each SG should try to achieve 10% profit for professional development activities held in each financial year (expenses do not exceed 90% of the income).

5.2 Remuneration to Speakers/Instructors of Professional Development Activities

- The remuneration should take reference from the honorarium rate of The Hong Kong Polytechnic University.
- Certain flexibility can be allowed for inviting renowned or overseas speakers or purchase of training package.
- The Executive Committee members of the SG have to be aware of the risk of conflict of interest when receiving invitations to be the speaker/instructor of professional development activities if honorarium is provided. As a general rule, the Executive Committee members of the SG should not be invited as speaker/instructor with honorarium given for more than once per year or in excess of 4 hours per activity. The Executive Committee of the HKPA should be consulted and approval should be sought.

5.3 Public Talks and Other Activities

- It is encouraged to propose provision of honorarium with the invited organization for public talks. As a general rule, 30% of the honorarium will be credited to the HKPA and the members who deliver the talks will receive the remaining 70%.
- The presenter is encouraged to contribute the presentation materials to the HKPA as these materials will be available to the other members of HKPA for the purpose of professional development. The HKPA member who borrows the materials should acknowledge the HKPA for loan of the presentation materials. The materials can only be used in activities organized by the HKPA.
- Other activities which are aimed for professional development and public interest

can also be organized.

5.4 Handling of Financial Matters

- The handling of financial matters should refer to the “Guidelines on Arrangement of Financial Matters for HKPA Specialty Group”.

6. Communication

6.1 External Liaisons

- Collaboration with external organizations is supported for the development of the profession and the HKPA.
- Various forms of collaboration with external organizations are possible, e.g. co-organizer (such as participation in meetings and discussion of financial involvement and profit sharing), supporting organization (meetings and financial involvement are not required).
- The Executive Committee of the HKPA should be consulted for such collaboration.

6.2 Issue of Spokesman

- The President of the HKPA or his/her delegate will be the spokesman for the HKPA.

6.3 Specialty Group Coordinating Meeting

- The SG Coordinating Meeting will be held annually to discuss issues related to SG activities.

6.4 Communication Channels

- The HKPA News Bulletin is the formal and core channel for communication among members of HKPA and SG.
- Other electronic channels such as the web page and Facebook of HKPA will also serve for rapid communication among members of HKPA.

6.5 Annual Report

- Annual activities of SG should be submitted to the Honorary Secretary before 1st August for the compilation of the Annual Report of HKPA.

Appendix 2

Company No: 659042

HONG KONG PHYSIOTHERAPY ASSOCIATION LIMITED
XXX Specialty Group

Biennial General Meeting 2018

Date: Time:

Place:

Agenda

1. To receive and adopt the minutes of Biennial General Meeting (year)
2. To announce the results of the nomination and appoint the newly elected XX SG Executive Committee 2018 – 2020.
3. A.O.B.



HONG KONG PHYSIOTHERAPY ASSOCIATION LIMITED
香港物理治療學會有限公司

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NOMINATION FORM

THE XX SG EXECUTIVE COMMITTEE MEMBERS FOR THE YEAR 2018-2020

Executive Members:

- | | |
|----------------------|----------------------|
| a. | b. |
| Membership No. _____ | Membership No. _____ |
| c. | d. |
| Membership No. _____ | Membership No. _____ |
| e. | f. |
| Membership No. _____ | Membership No. _____ |
| g. | h. |
| Membership No. _____ | Membership No. _____ |
| i. | j. |
| Membership No. _____ | Membership No. _____ |
| k. | l. |
| Membership No. _____ | Membership No. _____ |

Proposer: _____
Name in Block Letter Signature Membership No.

Remarks to Proposer

- ◇ The nominee should have been approached by the proposer and **have consented to stand** for nomination.
- ◇ Please also note that the proposer and nominee **should be XXSG members**.

Please submit the Nomination Form to **“Mr. ABC, Address”** or by fax **(852)-xxxx xxxx**

ON OR BEFORE xxxx (by the date of post chop)

THANK YOU FOR YOUR SUPPORT

