



Persatuan Pertuturan-Bahasa & Pendengaran Malaysia

Malaysian Association of Speech-Language & Hearing (MASH)

Peti Surat 610, Pejabat Pos Jalan Sultan, 46770 Petaling Jaya, Selangor.

Email : mash1995@yahoo.com; Website : www.mash.org.my

FLOWCHART: 'GUIDELINES AND IMPLEMENTATION SYSTEM OF MASH'S CPD PROGRAM' (FORM MASH/PI/CPD/004/10)

STEP 1:

Notify all members of implementation of the CPD program via email and postal mail by **25th August 2010** (Form MASH/PI/CPD/001/10)

PIC: MASH EXCO & Professional Issues Portfolio team



STEP 2:

Members to Register their participation in the CPD program by completing the CPD Registration Form (Form MASH/PI/CPD/002/10) and submit forms to either postal address or via email: mash.prof.issues@gmail.com latest by **1st September 2010**

PIC: Individual Members

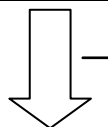


STEP 3:

Upon receiving the CPD Registration Forms, the Professional Issues Portfolio team will, **within 2 weeks (latest 14th September 2010)** send out the following to members:

- 3a) Acknowledgement letter of receipt of your registration form and participation in the CPD program (Form MASH/PI/CPD/003/10);
- 3b) Flowchart: 'Guidelines and Implementation System of MASH's CPD Program' (Form MASH/PI/CPD/004/10);
- 3c) MASH Continuing Professional Development Point System guidelines (Form MASH/PI/CPD/005/10);
- 3d) MASH Continuing Professional Development Log Form (Form MASH/PI/CPD/006/10)
- 3e) MASH Continuing Professional Development Reflection/Outcome of Activity Form (Form MASH/PI/CPD/007/10)

PIC: Professional Issues Portfolio team



If members did not receive the above forms within 2 weeks of submission of CPD Registration Forms, members are to notify Professional Issues portfolio team via email.

FORM MASH/PI/CPD/004/10

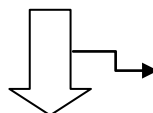
STEP 4:
Ongoing Activity: Members to keep track of the professional development activities undertaken in the stipulated duration
PIC: Individual Members



STEP 5:
At the end of the CPD Duration Date, participating members must submit all 3 forms as listed on 3c) to 3e) (under STEP 3) within **2 weeks** of end date. For e.g. as the duration period ends on 31st May 2011, all the 3 forms must be submitted to the Professional Issues portfolio team latest by **14th June 2011.**
All forms received after this date will NOT be considered for certification award.
Submission can be done via postal mail or electronic mail.
PIC: Individual Members

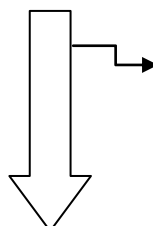


STEP 6:
Upon receiving all 3 Forms, the Professional Issues Portfolio team will, **within 2 weeks, (by 28th June 2011)** send out either:
6a) a Letter requesting for further documentation/re-submission due to incomplete details (Form MASH/PI/CPD/008/10)
or
6b) Acknowledgement letter of receipt of all 3 Forms (Form MASH/PI/CPD/009/10)
PIC: Professional Issues Portfolio team



If members do not receive Letter 6a) or 6b) within 2 weeks of submission of the 3 Forms, members are to notify the Professional Issues portfolio team via email.

STEP 7:
All Forms/Documents submitted by members will be reviewed by both Professional Issues Portfolio team and the MASH EXCO. Review to be completed latest by **30th June 2011**
PIC: Professional Issues Portfolio team and MASH EXCO



To enable the PI team to meet the stipulated time frame of work, all members are requested to correctly complete all required forms with full submission of all required documents.

STEP 8:

All Members who have successfully completed the CPD program (have met the required hours and submitted relevant forms/documents) will receive by the following:

8a) MASH CPD Program Award Certificate (Form MASH/PI/CPD/0010)
(on the day of MASH AGM in June 2011 by post latest by 10th July 2011)

8b) Letter from MASH President certifying use of the following credentials to their names:
"Certified Practicing Audiologist (CPA)" or "Certified Practicing Speech-Language Pathologist (CPSP)". ((Form MASH/PI/CPD/011)
(on the day of MASH AGM or by email or post latest by 10th July 2011)

PIC: Professional Issues Portfolio team and MASH EXCO



STEP 9:

Members notified of the next implementation of CPD program via email and postal mail, latest by **15th May 2010** (Form MASH/PI/CPD/001/10)

PIC: MASH EXCO & Professional Issues Portfolio team



REPEAT STEPS 1-9

Note:

1. All members who are participating in the CPD program will enjoy ongoing benefits as stipulated in the initial letter. This will include opportunities to receive considerations for rebates/sponsorships/incentives/rewards as determined by the MASH EXCO.
2. Audit process of the CPD program will be ongoing.
3. MASH postal address is:
MASH, PO Box 610, Pejabat Pos Jalan Sultan, 46770 Petaling Jaya, Selangor, Malaysia
4. MASH email pertaining to Professional Issues is: mash.prof.issues@gmail.com. Kindly also cc all emails to: mash1995@yahoo.com
5. All forms/documents received will be professionally documented by the PI Portfolio team and kept with utmost confidentiality.

THANK YOU

Yours sincerely,
Sharimila M. Ambrose
Head,
MASH Professional Issues Portfolio