

# Professional Development Hours (PDH) Entry Tool: 2022

**Entry deadline:** January 31<sup>st</sup> 2023

**Annual requirement:** 30 PDHs\*

\*Adjusted for members on Extended Leave who have submitted a PDH Reduction of Hours on the MSC.

Log into the MSC at

[ciphi.in1touch.org](https://ciphi.in1touch.org)

## Entry Categories

### Education

- ◆ Maximum 30 PDHs
- ◆ E.g. conference, webinar, course, self-directed study

### Publishing & Presenting

- ◆ Maximum 30 PDHs total from subcategories:

1. Publications
2. Presenting at a conference, course, webinar, or workshop
3. Reviewing/editing an article for publication

### Reflective Practice

- ◆ Maximum 5 PDHs total from subcategories:
1. Learning Plan (optional [template](#))
  2. Reflective Writing
    - ◆ E.g. Narrative of a rough environmental health situation

### Participation

1. Formal Mentoring
  - ◆ Maximum 10 PDHs
  - ◆ E.g. Practicum Coordinator
2. Job Shadowing
  - ◆ Maximum 5 PDHs
  - ◆ E.g. Medical Officer of Health shadowing an EPHP
3. Service on Committees and Boards
  - ◆ Maximum 20 PDHs
  - ◆ E.g. CIPHI branch committee, Health and Safety Committee
4. Contributions to the Community
  - ◆ Maximum 5 PDHs
  - ◆ E.g. Coaching child's sports team, religious organization board member

Refer to the [PD Model](#) for category and sub-category definitions.

## Entry Tips

### 1 hour = 1 PDH for all entries

- ◆ Ensure the description for each entry contains sufficient detail for an auditor to approve it and to link the activity to CIPHI's [Discipline Specific Competencies](#).
- ◆ Avoid using acronyms. Auditors from different provinces may not be familiar with them.
- ◆ Try to enter more than the minimum required number of PDHs.

## Additional Resources

[Professional Development Model](#)

[CIPHI YouTube](#)

[Resources & FAQs](#)

[Contact CoPE](#)