



المركز الوطني للعلاج الفيزيائي National Institute of Physiotherapy

Professional Development Activity Review Process

STEP 1:

The organizer of the professional development activity (PDA) should start by filling in the required information of the “PDA Proposal Form”, and send it to the PDA unit coordinator.

STEP 2:

The provider’s form is first reviewed by the PDU unit coordinator to check if all required information is provided, and if the proposed date of the activity does not conflict with other confirmed/under review proposals. Then the coordinator fills in the “PDA Review Form” and shares it with the LOPT President, Scientific Affair Secretary, NIP Director and the Subject Matter Expert [The Review Panel], with all the documents submitted by the provider.

STEP 3:

The review panel reviews the documents presented by the PDU coordinator, provides their objective evaluation, and then after discussion confirms or rejects the proposal.

STEP 4:

After approval or rejection of the proposal, an e-mail is sent by the PDU coordinator to the activity organizer to inform him/her about the final decision of the review panel.

STEP 5:

If approved, the organizer must settle a down payment (half the total amount of activity fees) as determined by the pricing list, within 3 business after receiving the approval email to the LOPT’s accountant to reserve the spot at the proposed date in the NIP. If the organizer fails to pay within the stated period, a follow-up e-mail is sent and the organizer is given another 3 business days. If the organizer fails again to settle the first payment after the follow-up email, the proposed activity is canceled and the proposed date is considered vacant on the calendar.

STEP 6:

If the activity organizer succeeds at settling the down payment, the organizer needs to provide the PDU coordinator within 5 business days “the activity’s announcement template” and is allowed to use the LOPT’s logo on the template. When the template is approved by the NIP, the LOPT starts broadcasting the announcement using its social media channels.

STEP 7:

The organizer must also collaborate with the PDU’s coordinator regarding catering and any necessary arrangements for the proposed activity in the NIP.

STEP 8:

The remaining amount of the professional development activity is provided on the day of the completion of the activity at the NIP. The amount is collected by the PDU’s coordinator and delivered to the LOPT’s accountant within 5 business days.

STEP 9:

The organizer should fill in an Excel sheet provided by the NIP to collect participants’ information and submit it to the PDU’s coordinator.

STEP 10:

At the end of the Professional development activity, the PDU’s coordinator checks the center for any damages. The organizer is the sole responsible for any defect or damage that occurs during activity.

STEP 11:

Finally, the activity organizer should send a template of the certificate to the NIP Director within 3 business days after the completion of the professional development activity, for approval and customization.

Required Attachments:

The provider (the speaker in the workshop) of the professional development activity should start by filling in the required information which includes:

- Professional development activity form
- CV, including personal information
- NIP space booking request form