

## Subscriber Guide for Uploading External CPD Activities

Effective: January 2023

### Introduction

doctorportal Learning Pty Ltd, trading as 'CPD Home' is a wholly owned subsidiary of the Australian Medical Association (WA) Inc.

CPD Home is available to non-exempt medical practitioners in Australia at [www.cpdhome.org.au](http://www.cpdhome.org.au). It is not limited to members of the AMA.

### Background

CPD Home is committed to supporting its subscribers:

- to undertake meaningful professional development;
- to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* (the Standard); and
- to easily demonstrate that they have done so should they be audited by the MBA.

CPD Home under the *Criteria for AMC Accreditation of CPD Homes* is required to regularly audit medical practitioners' CPD records to assess the completeness of evidence and educational quality of activities undertaken.

### Purpose

To guide subscribers in determining the value and relevance of any CPD activities undertaken outside of the CPD Home 'Catalogue'.

### Scope

This guide is relevant to all participating subscribers, who are Australian registered medical specialists, international medical graduates, PGY2+ trainees or non-vocationally registered medical practitioners.

### Considerations and Requirements

Subscribers when uploading a CPD activity that is not listed in the CPD Home 'Catalogue' must consider the:

1. relevance of the activity to their registered scope of practice;
2. alignment with the learning goals nominated in their CPD Plan; and
3. educational value of the activity.

To assist subscribers with this determination, a checklist of criteria for assessing and recognising CPD activities not accredited by CPD Home is provided. Refer to Appendix 1 for the *Criteria for External CPD Checklist*.

When recording a CPD activity that has not been accredited by CPD Home to the CPD Tracker, Subscribers must declare that the Criteria for External CPD has been met. Self-declaration by the Subscriber demonstrates they have given due consideration to the relevance and educational value of the activity BEFORE saving their record.

Subscribers can download the Criteria for External CPD Checklist from the CPD Home website.

## Related Documents / Legislation

The following documents are related to this policy.

1. CPD Home Audit Policy

## Appendices

1. Criteria for External CPD Checklist
2. Glossary

## Version Tracking

Version	Date	Comments
1.0	January 2023	

## Appendix 1

### Criteria for External CPD Checklist

Criteria for assessing and recognising CPD activities not accredited by CPD Home	Yes
Activity is relevant to registered scope of practice (Mandatory)	
Activity aligns with learning goals nominated in CPD Plan (Mandatory)	
Activity aligns with a Domain of Learning in the CPD Home Program Guide (Mandatory)	
Activity involves one or more aspects of: - Cultural Safety - Addressing Health Inequities - Professionalism - Ethical Practice	
Activity advances/supports an aspect of good medical practice as per <i>Good medical practice: a code of conduct for doctors in Australia</i>	
Activity is accredited by another CPD home	
Activity is provided by a reputable organisation – e.g. AMC recognised Medical School or Specialist College, an industry leader, professional organisation, university, peer-reviewed journal, Australian government entity/hospital	
Activity is informed by quality evidence	
Activity has clear learning outcomes relevant to the medical workforce	
Activity addresses a learning need identified as part of a review process	
Completion of activity has instigated a change in behaviour or practice that enhances patient care/safety	

If the activity meets all of the mandatory criteria and 2 or more of the other criteria, then the Subscriber can feel comfortable in uploading the activity. In uploading an activity not accredited by CPD Home the subscriber acknowledges that the value and relevance of the activity may be further assessed as part of a random audit conducted by either CPD Home or the Medical Board of Australia.

## Appendix 2

### Glossary

Term	Definition
Appeal	Of a decision, to be undertaken by an Appeals Committee, an ad-hoc committee of the AMA (WA) Board.
Applicant	Any Subscriber or Education Provider directly affected and unsatisfied with an CPD Home decision who applies to have the decision reviewed, reconsidered or appealed.
Aphra	Australian Health Practitioner Regulation Authority
Certified Learning Provider	A learning provider who is certified by CPD Home, and can apply for accreditation of a CPD activity for listing in the CPD Learning catalogue.
Conflict of Interest	<p>A conflict of interest occurs when a person's personal interests' conflict, or could be perceived to conflict, with their responsibility to act in the best interests of CPD Home.</p> <p>Conflict of interests may be:</p> <ul style="list-style-type: none"> <li>• Real – where a direct conflict exists between the decision maker and their duty to act in the best interests of CPD Home.</li> <li>• Apparent – where it appears or could be perceived that personal interests are influencing the decision maker to not act in the best interests of CPD Home.</li> <li>• Potential – where personal interests are not currently but could come into conflict with their duty to act in the best interests of CPD Home.</li> </ul>
CPD Advisory Panel	Panel of medical advisers which provides advice to the AMA (WA) CEO and senior leadership team regarding the CPD Home Program.
CPD Home 'Catalogue'	This is the catalogue of learning modules and readings available to CPD Home subscribers.
CPD services	Carrying out 'CPD Home' related functions or activities offered to subscribers.
CPD Tracker	Online tracking tool enabling subscribers to record courses, events and other completed CPD activities. Each CPD activity record includes the length of time, area for self-reflection and optional storage of learning evidence.
Learning Providers	Entities who deliver education or learning to doctors.
CPD Home Executive	Includes the AMA (WA) CEO, Chief Operating Officer and Chief Financial Officer
CPD Home Managers	Line managers responsible for a particular area of the CPD Home business.
CPD Home Program of Learning	The CPD Home Program of Learning (CPD Program) provides a pathway for Australian registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered doctors to engage in an accredited CPD program. From 1 January 2023, the CPD Program is a mandatory program for subscribers to the CPD Home service.
CPD Home Staff	Includes employees or contracted consultants, legal or financial professionals acting for CPD Home
CPD requirements	<p>Means CPD requirements against the Standard, as follows:</p> <ul style="list-style-type: none"> <li>• develop a written annual professional development plan;</li> <li>• complete a minimum of 50 hours per year of CPD activities that are relevant to your scope of practice and individual professional development needs;</li> <li>• allocate your minimum 50 hours per year between the following types of CPD activities: <ul style="list-style-type: none"> <li>○ at least 12.5 hours (25 percent of the minimum) in educational activities;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ at least 25 hours (50 per cent of the minimum) in activities focused on reviewing performance and measuring outcomes, with a minimum of five hours for each category; and</li> <li>○ the remaining 12.5 hours (25 percent of the minimum), and any CPD activities over the 50-hour minimum across any of these types of CPD activity, including any relevant specialty high-level requirements;</li> <li>● self-evaluate your CPD activity at the end of the year as you prepare your professional development plan for the next year; and</li> <li>● retain records of your annual CPD activity for audit by your CPD home and the Board for three years after the end of each one-year cycle.</li> </ul>
CPD Year	The CPD Year is 1 January to 31 December.
Complaint	Dissatisfaction or concern about the conduct or actions of CPD Home expressed in a written complaint submitted via the CPD Home Complaint Form by a: <ul style="list-style-type: none"> <li>● Subscriber to CPD Home services;</li> <li>● CPD Home Education or Service Provider; or</li> <li>● Member of an CPD Home decision making or advisory entity.</li> </ul>
Complaints Officer	A CPD Home staff member trained in complaints handling and delegated the responsibility for managing a complaint.
Cooling off period	A 14 day period in which the subscriber can change their mind about subscribing without penalty.
CSV File	Comma Separated Value - A electronic file in which the data in each data field is separated by a comma.
Decision maker	Any person or persons making decisions for or on behalf of CPD Home.
Deferral	An extension of time, up to three months from the end of the CPD Year, in which to complete the CPD requirements for that CPD Year. The deferred CPD activities to be undertaken concurrently with the current CPD Year requirements.
eDM	Electronic Direct Mail
Exemption	CPD requirements for the CPD Year are waived.
Exit Poll	A series of questions to ascertain reasons for subscription cancellation and identify areas for improvement.
Frivolous report or complaint	The matter giving rise to the report or complaint is minor or trivial, vague or poorly explained inhibiting its investigation, or unable to be substantiated?
Learning Management System (LMS)	Online system used to deploy, track and report completion of learning activities measured against the CPD Program.
Malicious report or complaint	A report or complaint that appears to be motivated by a purpose that is dishonest and intended to cause harm.
Parent Entity	doctorportal Learning Pty Ltd, trading as 'CPD Home' is a wholly-owned subsidiary of the Australian Medical Association (WA) Inc.
Participating Subscribers	Subscribers to CPD Home who do not have an exemption and who by default are participating in the 'CPD Program'
Personal information	Personal information includes a broad range of information such as name, gender, contact details, financial information and may also include other personal information (e.g. professional details) or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.
Personal interest	Personal interests include where the decision maker or a person or organisation affiliated with them would receive a benefit or incur a detriment because of the decision being made. That benefit or detriment could be financial or non-financial.

Point-in-Time Snapshot	A Point-in-Time snapshot is a copy of a storage volume, file or database as they appeared at a given point in time and is used as a method of data protection. In the event of a failure, data can be restored from the most recent snapshot before the failure.
Procedural matters	Refer to an application for a Review or Appeal of a CPD Home decision.
Sensitive information	Sensitive information is personal information that includes information or an opinion about an individual's: <ul style="list-style-type: none"> <li>• racial or ethnic origin</li> <li>• political opinions or associations</li> <li>• religious or philosophical beliefs</li> <li>• trade union membership or associations</li> <li>• sexual orientation or practices</li> <li>• criminal record</li> <li>• health or genetic information</li> <li>• some aspects of biometric information .</li> </ul>
Subscribers	Subscribers to CPD Home may be members of the AMA or non-member medical practitioners who have selected us as their CPD Home.
Professional details	Professional details include information such as qualifications, scope of practice, specialty or specialties, employment information (status, type, role), and educational/supervisory/research activities.
Outgoing Subscribers	Subscribers who are moving to a different CPD home provider.
Reconsideration	Of a decision, to be undertaken by the original decision maker
Review	Of a decision, to be undertaken by a Review Panel
Review Panel	A panel comprised of three people chosen at the discretion of the CEO or their delegate for purpose of reviewing a decision under the Review, Reconsideration and Appeals Policy. The Review Panel shall not include a member who participated in the original decision or its reconsideration, or who otherwise has, or is perceived to have, a conflict of interest.
Register of Interests	A record of declared or identified conflicts of interests listing to whom they apply, the nature and extent of the conflict and any steps taken to address it.
the Standard	<i>MBA Registration Standard: Continuing Professional Development</i>
Variation	The hours for each domain of CPD activity as per the Standard for the CPD Year are proportionally reduced to reflect the period where the subscriber did not practise medicine.
Vexatious report or complaint	A report or complaint that is falsely made, unwarranted or made repetitively, or made for some other collateral purpose such as to cause delay or disruption, gain leverage or cause disadvantage or to harass or annoy.