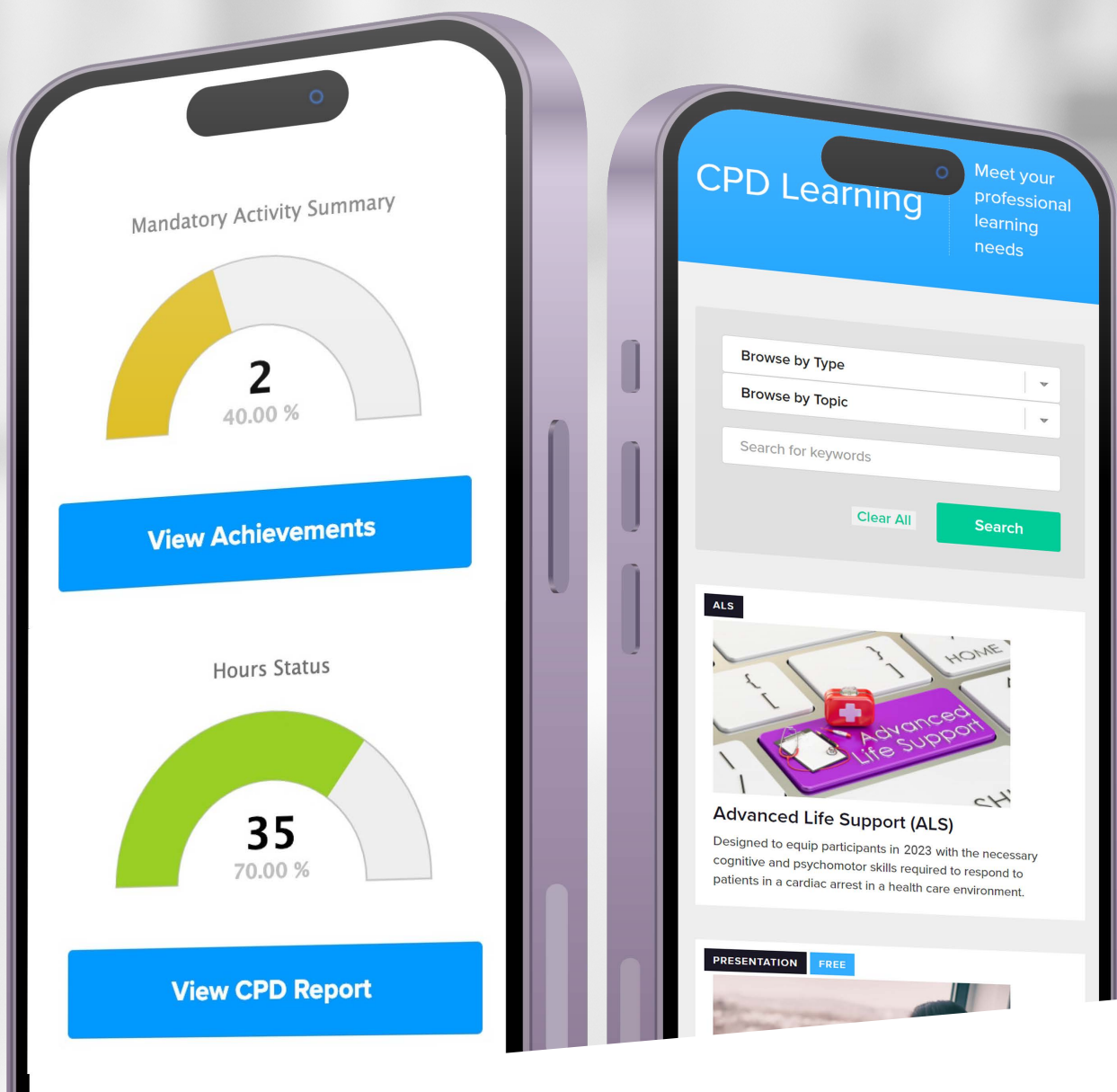


PROGRAM GUIDE 2023

CPD Made Simple



cpd home



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Disclaimer

The AMA (WA)'s doctorportal Learning Pty Ltd, trading as CPD Home has been approved for initial accreditation by the Australian Medical Council (AMC) as a CPD home.

The Continuing Professional Development Advisory Panel is responsible for ensuring the CPD Home Program Guide is compliant with the AMC requirements for CPD homes, and that the information contained in this guide is correct at the time of publication. However, as CPD home regulatory requirements change over time, CPD Home subscribers are advised to remain current with relevant changes to the program.

Contact

The CPD Home team can be contacted 10am - 6pm Monday to Friday (AEST).

CPD Home

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Phone: 1800 CPD HOME (1800 273 466)
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Website: www.cpdhome.org.au



Welcome to CPD Home

AMA is committed to lifelong learning for doctors and have been supporting doctors for over 100 years. We believe a commitment to learning and continuous professional development is core to being a doctor.

This is the first year the AMA has offered its very own CPD home service, and we hope you enjoy participating in this exciting new initiative during 2023. We thank you for choosing us as your CPD home and look forward to supporting you on your CPD journey.

Program Requirements

Purpose

The 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 medical subscribers to the CPD Home service.

The CPD Program aims to provide a high-quality CPD framework that addresses a wide range of learning needs within the mandatory two domains of learning – ‘Educational Activities’ and ‘Reviewing Performance and Measuring Outcomes.’

The CPD Program supports the vertical integration of education, training, and career-long professional development across all medical career stages, as required by the MBA.

Anywhere, anytime

Learning occurs anywhere, anytime. The CPD Program recognises that medical practitioners, regardless of career stage, may engage in formal and informal learning throughout their working day. Learning styles will vary, and the context where learning occurs will differ.

With the many challenges of practicing medicine, you may prefer to learn online, face-to-face or a blend of both depending upon your professional and personal circumstances at the time. You may prefer engaging in learning in the morning or you may learn better at the end of the day. While a vast range of approved learning opportunities have been included in the Program, sub-categories across both domains enable you to self-record learning relevant to your registered scope of practice beyond the suggestions provided.

Annual Requirements

To meet the requirements of the CPD Program, you must observe the following:

- The annual reporting period commences on 1 January and concludes 31 December. The minimal completion of 50 hours of CPD across two domains of learning during a reporting cycle, including mandatory learning is required. This includes completion of an annual written CPD plan and end of year reflection, and CPD activities that address the minimum number of hours for each domain of learning.

- Participation in the two domains of learning incorporates:

Domain 1:

Educational Activities
(minimum 12.5 hours - maximum 25 hours)

Domain 2:

Reviewing Performance
(minimum 5 hours) and
Measuring Outcomes (minimum 5 hours)
(Total time: minimum 25 hours - maximum 37.5 hours).

- Subscribers are required to engage in CPD activities that align to the Australian Medical Council Ltd Good Medical Practice: A code of conduct for doctors in Australia; 2009. Completed CPD activities must involve one or more of the following CAPE aspects:

- ♦ Culturally Safe Practice;
- ♦ Addressing Health Inequities;
- ♦ Professionalism; and
- ♦ Ethical Practice.

Completed CPD activities for the CPD Year must include a CPD activity that individually addresses each one of the above aspects. CPD activities listed in the CPD Home Catalogue will be assigned applicable CAPE aspects. When uploading other CPD activities to your record, you need to assign the applicable CAPE aspects to the activity.

- The minimum and maximum number of accumulated CPD hours for each domain must be observed. Additional hours will be recorded by the CPD Tracker but excluded in the annual CPD calculation where it exceeds the maximum number of hours by domain.
- You must save and retain your annual CPD activity records for three years after the end of each one-year cycle for auditing purposes by CPD Home and/or the MBA, even if you change to another CPD home service provider.
- Medical practitioners with a specialty registered scope of practice must also meet the high-level CPD requirements set by the relevant specialty college. These can be recorded under ‘Other’ activities for the relevant domain of learning set by the college.

CPD made simple

The CPD Tracker available on cpdhome.org.au offers a customised digital platform that enables you to take control of your learning to meet the MBA Registration Standard: Continuing Professional Development.

Irrespective of specialty, this unique offering helps you to simplify achievement of your CPD obligations. CPD Home provides ongoing high-quality, accredited medical education support. Housed on a secure platform, CPD Home can be used by non-exempt medical practitioners to monitor CPD completion anywhere, anytime.

Plan your development

Planning your professional learning needs to meet your scope of practice at the beginning of the year serves as a great starting point.

Use CPD Home's CPD Plan online form to write your plan and save it for later reference. Once you have written your learning goals and identified three focus areas for the year, you can save them in 'My Profile.'

Let CPD Home do the hard work for you and surface relevant learning addressing your identified learning focus areas. At the end of the year, revisit your written CPD Plan and reflect on the achievement of your learning goals. This assists you to identify relevant and timely CPD learning to meet your next cycle planning.



Determine your learning goals in areas of interests to support your continuous improvement.



Write your learning plan to achieve your goals that focus on three topics of interest for the year.



Reflect on what you have learned during the year to determine whether you met your learning goals.

Engage in relevant and timely CPD

Search the CPD Home Catalogue for a wide range of learning opportunities, accredited by CPD Home. CPD activities not accredited by CPD Home may still be counted towards your minimum requirements. To assist you in assessing the value of such an activity, please refer to the Subscriber Guide for uploading recognised external CPD activities.

Dependent on the activity type, engagement in an activity may best be conducted face-to-face, online or using a blended approach to ensure the learning remains focused on achievement of improved outcomes, and to meet the required hours for each learning domain.

Watch your learning grow

Track your progress on 'My Dashboard' with your learning record and evidence uploaded to your tracker by Certified Learning Providers, or manually upload your CPD activity record with accepted evidence.

Reflect over time

Want to remind yourself to engage in more learning from your favourite CPD learning providers? Add your impressions to your learning record, so they are easy to retrieve. Your reflections will assist you at the end of the year to determine if you have achieved your learning goals and where your CPD journey may take you next year.

Here to help

CPD Home is responsible for informing the MBA that you are up to date with your CPD compliance. Most importantly, CPD Home is here to assist.

If you are struggling to meet your CPD requirements during a cycle period, we are here to help. If you are ever audited by the MBA, producing Ahpra audit compliant CPD reports with retained evidence to support your ongoing medical registration requirements is only a click away. Remember to save your annual CPD report locally in case you need to reference it in the future.

At the end of the reporting period, your annual CPD Statement of Completion will be automatically generated by CPD Home and uploaded to your 'My CPD Report'. Your compliance record will also be provided on your behalf to the Medical Board of Australia (MBA) in alignment with the MBA Registration Standard: Continuing Professional Development. Please see the Annual CPD Process section for further details.

Domains of Learning

Participation in the two domains of learning encompasses the following.

Domain 1: Educational Activities
Minimum 12.5 hours – maximum 25 hours
General
Leadership and Management
Professional Practice
Research
Teaching and Assessment
Other

Domain 2: Reviewing Performance and Measuring Outcomes
Minimum 25 hours – maximum 37.5 hours
Reviewing Performance (minimum 5 hours – maximum 32.5 hours)
CPD Plan (Mandatory)
General
Management and Business Operations
Peer Review
Practice Review
Professional Performance
Other
Measuring Outcomes (minimum 5 hours – maximum 32.5 hours)
Improving Patient Outcomes
Publications
Safety and Quality
Other



Domain 1: Educational Activities

There are six activity types that address this domain. CPD activities undertaken may address one or more of the CAPE aspects:

- Cultural Safety
- Addressing Health Inequities
- Professionalism
- Ethical Practice

Domain 1: Educational Activities

Type	Activity	Examples	Max hrs/yr	Mandatory
General Learning	Conference / forum / scientific meeting	Clinical forum discussion	25	N
	Formal qualification	Working towards post-graduate study	25	N
	Grand rounds		20	N
	Module / course / lecture	Distance education Hospital lecture	25	N
	Professional reading		20	N
	Seminar / presentation / podcast		25	N
	Workshop / masterclass / webinar		25	N
Leadership and Management	Committee / Board membership	Committee Sub-committee Advisory panel Project group Member of AMA Board or Council (federal, state, territory)	25	N
	Health service / facility / department / practice management	Accreditation Business services Contracts Financial management Governance Ownership Recruitment Training	20	N
	Meeting attendance	General business meetings AMA (federal, state, territory) Annual General Meeting Reviews and meetings involving external agencies	20	N
	Policy / advocacy / governance	AMA advocacy / policy work (federal, state, territory) Regional, government or national policy advisory bodies National quality activities International governance activities Financial management and governance skills, for example Australian Institute of Company Directors	20	N
	Report writing	International development activity report	12	N
Professional Practice	Communication skills		10	N
	Educational visit		12	N
	Medical indemnity		4	N
Research	Clinical research project / PhD / sabbatical		25	N
	Laboratory visit		6	N
	Research grant application		20	N

Domain 1: Educational Activities

Type	Activity	Examples	Max hrs/yr	Mandatory
Research	Supervisor / investigator / co-investigator		25	N
	Surveys / questionnaires / guidelines		20	N
	Targeted information search		20	N
Teaching and Assessment	Academic		25	N
	Chair / panellist / convenor / scientific presenter	Session Chair Panel Member Principal Scientific Convenor Oral presentation Poster presentation	20	N
	Educational materials	Resources Presentation materials Course materials	10	N
	Examiner	Clinical examiner Undergraduate / postgraduate examiner Training audit Workplace-based assessment Assessor / interviewer	20	N
	Small group leader / mentor		20	N
	Supervisor	Director of Training Supervise registrars Coach junior doctors	20	N
	Teaching	Tutorial Facilitation Presentation Instruction Moderator Podcast	20	N
Other	High-level requirements: <ul style="list-style-type: none"> • Anaesthesia (ANZCA) – Annual completion of Emergency Response course • Emergency Medicine (ACEM) – Annual completion of three core procedural skills Airway (I), Breathing (I), Circulation (I) • General Practice (RACGP) – Completion of Cardiopulmonary Resuscitation (CPR) Course every 3 years • Radiology (RANZCR) – Completion of Anaphylaxis training as part of BLS or ALS every 3 years • Sport and Exercise Medicine (ACSEP) – Completion every 3 years of <ul style="list-style-type: none"> ◊ WADA / Sport Integrity Australia education ◊ 1 Management of Sports Trauma course (MOST), Basic Cardiac Life Support course (BCLS), Advanced Cardiac Life Support course (ACLS), AFL Emergency Care Course, or Immediate Care in Rugby course (level 2 or 3 course) 	High-level CPD requirements set by the specialty college for registered scope of practice		By specialty registered scope of practice ONLY
	Other Educational Activities		12	N

Domain 2: Reviewing Performance and Measuring Outcomes

There are two activity types, each with sub-types that address this domain. CPD activities undertaken may address one or more of the CAPE aspects:

- Cultural Safety
- Addressing Health Inequities
- Professionalism
- Ethical Practice

Domain 2: Reviewing Performance and Measuring Outcomes

Type	Activity	Examples	Max hrs/yr	Mandatory
<i>Reviewing Performance (minimum 5 hours)</i>				
CPD Plan	Written CPD Plan and reflection (Mandatory)	Written CPD Plan including learning goals. Nominated focused learning areas added to 'My Learning Profile' CPD Plan reflection completed at end of CPD Year	5	Y
General Learning	Clinical attachment		12	N
	Journal club		12	N
	Skills simulator	Simulator tasks	20	N
	Small group learning (SGL)	Reflection on own performance and how the SGL led to improvement	20	N
Management and Business Operations	Business management	Develop policies and procedures to improve business management Business finance	12	N
	Business operations	Review standard operating procedures and business policies	12	N
Peer Review	Audit and review assessments of junior medical officers		12	N
	Case-based discussion / case conferencing of a medical colleague's patient		12	N
	Clinical case review / presentation of cases with feedback		12	N
	Clinical practice review		12	N
	Coach junior doctors	Reflect on coaching techniques	20	N
	Data analysis	Root cause analysis Compare individual / team data with local, institutional, regional data sets Review individual / team and comparative data from de-identified large datasets Compare individual / team data with local, institutional, regional data sets	12	N
	Director of Training		20	N
	Educational activities review		12	N
	Formal second opinion supervision		20	N
	Formal workplace performance appraisal		12	N
	Hospital / clinic QA activities review		12	N
	Medical records review		12	N
	Multi-source feedback		12	N
	Observation of teaching methods		6	N

Domain 2: Reviewing Performance and Measuring Outcomes

Type	Activity	Examples	Max hrs/yr	Mandatory
<i>Reviewing Performance (minimum 5 hours)</i>				
Peer Review	Organisational review	Review processes that are required to occur within employing organisation Review organisational activities against accepted standards / policies / guidelines Review use of clinical indicators Review how the organisation utilises external benchmark data	12	N
	Peer discussions of cases, critical incidents, safety and quality reviews		12	N
	Performance review		12	N
	Practice visit	Accreditation of a training post	12	N
	Procedural case observation		12	N
	Workplace-based assessment		12	N
Practice Review	Audit	Clinical audit of own practice Implement clinical audit recommendations Significant input into a group audit of practice	12	N
	Collegial practice visit / clinical teaching visit		8	N
	Data comparison	Individual / team data with local, institutional, regional data sets	12	N
	Department performance review	Annual review	12	N
	Morbidity and mortality meetings		8	N
	Patient privacy compliance		6	N
	Practice analytics		8	N
	Practice review / office record review (ORR)		6	N
	Professional practice management		6	N
	Significant event analysis		8	N
Professional Performance	360° assessment		12	N
	Collegial relationship meetings		6	N
	Critical incident review	Related to own practice	10	N
	Health and welfare focused community service		6	N
	Individual performance appraisal		12	N
	Multi-source feedback		12	N
	Peer review of own professional performance		4	N
	Procedural logbook	Maintenance and reflection	6	N
	Professional achievements	Self-evaluation and reflection	6	N
	Structured mentoring program		10	N
	Structured practice visit by a peer	Includes evaluation and action plan	8	N
	Supervision reflection	Reflection on supervision techniques	6	N
Other	Other Reviewing Performance activities		12	N

Domain 2: Reviewing Performance and Measuring Outcomes

Type	Activity	Examples	Max hrs/yr	Mandatory
<i>Measuring Outcomes (minimum 5 hours)</i>				
Improving Patient Outcomes	Analysis of patient outcomes		6	N
	Clinical audit		12	N
	Internal random or targeted case review		12	N
	Multidisciplinary team meetings		20	N
	Patient care pathways		12	N
	Patient care practice meetings		12	N
	Patient experience survey		6	N
	Patient feedback / experience study		6	N
	Patient information	Review and development of materials	20	N
	Patient safety activities		12	N
	Patient satisfaction questionnaire		6	N
Publications	Editor or sub-editor		20	N
	Literature review		20	N
	Manuscript publication		20	N
	Member of Editorial Board		20	N
	Peer-review manuscript		20	N
Safety and Quality	Audits	Medico-legal reports Medical records audit Compliance audit Focused audit Group audit Service audit Hospital clinical audit	20	N
	Critical incident monitoring / reporting		6	N
	Hospital / clinic and simulation centre inspections / accreditation		12	N
	Hospital / clinic QA procedural skills		12	N
	Medical expert witness		12	N
	Patient data outcomes collection and review		12	N
	Practice accreditation	Assess practice accreditation Participate in practice accreditation	18	N
	Processes or health outcomes best practice comparison		6	N
	Quality improvement programs		6	N
	Random case analysis		6	N
	Risk and compliance management		6	N
	Report preparation	Medico-legal reports	6	N
	Reviews	Clinical indicators and guidelines / standards adherence Legal and technical reports, expert certificates or opinions Critical conclusion check or other cross check with peers as an internal activity	12	N
Other	Other Measuring Outcomes activities		12	N

Accreditation of CPD Learning Activities

For learning activities to be promoted in the CPD Home Catalogue, CPD Home will firstly certify a learning provider then accredit their submitted CPD activities against the annual CPD Program requirements. CPD activities will include those offered by the AMA family, government and other learning providers and sponsors.

CPD activities previously accredited by any AMC accredited specialist medical college CPD home for the current cycle will be automatically accredited by CPD Home where it reflects the CPD Home Program. All CPD Home Certified Learning Providers must follow the CPD Home Accreditation of Learning Guideline when submitting CPD activity applications for accreditation. This is available on the CPD Home website.

As a CPD Home subscriber, this 'stamp of approval' gives you assurance that the CPD activity meets the CPD Program requirements for approved CPD.

If the CPD activity aligns with your registered scope of practice and you complete the learning, the completion hour(s) will count towards your annual CPD obligations.

CPD Home subscribers have access to a wide range of accredited CPD activities. Accredited CPD activities within the cycle period are listed in the CPD Home Catalogue. Many accredited activities will be offered at no charge, while paid learning may attract a discounted rate for AMA members. A range of delivery options supporting synchronous learning, asynchronous learning, or blended learning are available.

Accredited CPD activities are linked to the relevant domain activity type and will track to your CPD Tracker. Certified Learning Providers will upload your completed learning record and evidence to your 'My CPD Tracker' on your behalf within four weeks of completion of the activity.

If you complete non-accredited learning through other providers that supports your registered scope of practice and aligns with the CPD Program, you can independently upload your learning record and accepted evidence (please see Appendix 1) to your CPD Tracker and reflect upon the activity.

CPD Home Certified Learning Providers may display this logo for the approved period.



Figure 1: CPD Home Certified Learning Provider until 31 December 2024 logo

Accredited CPD activities will display the CPD Home Accredited Activity logo stating the year the learning is accredited for.



Figure 2: CPD Home Accredited CPD Activity 2023 logo



Annual CPD Process

CPD Home is committed to providing Australian doctors with an outstanding, concurrent, accredited CPD Home service that supports the ongoing learning needs of every doctor in alignment with the MBA Registration Standard: Continuing Professional Development.

With the ability to tailor your written CPD plan specific to your career stage and scope of practice, a wide range of contemporary learning opportunities ensure you can masterfully achieve your annual learning goals across a range of contexts. As a CPD Home subscriber, regardless of your registered scope of practice, you are required to meet the annual CPD Program requirements.

Using your CPD Home Tracker, this includes:

- logging in to cpdhome.org.au and:
 - ◊ completing your 'My Learning Profile'
 - ◊ writing your online CPD Plan and saving it for later reference
 - ◊ entering three learning focus areas in 'My Learning Profile' that reflect your learning goals;
- completing the minimum hours of CPD as per the Standard;
- meeting the CPD Home Program requirements;
- meeting any applicable high-level requirements for your registered scope of practice;
- recording the CPD hours for completed CPD activities;
- uploading accepted documentary evidence for completed CPD activities;
- reflecting on your learning goals set in your CPD Plan at the end of the CPD Year; and
- seeking CPD Home guidance, if needed, including where applicable special consideration for exceptional circumstance such as variations or exemptions.

Upon logging in to CPD Home, you will periodically view a system alert reminding you of key achievement milestones and due dates for your annual CPD Program completion. At a point in time following the end of the CPD Year, CPD Home will report subscriber CPD compliance to the MBA to meet the Registration Standard: Continuing Professional Development.

Evidence of CPD

Accepted CPD evidence must align with the CPD Program evidence options by learning activity content type. Please view Appendix 1 for details.

If you complete learning registered via the CPD Home Catalogue, the AMA Certified Learning Provider will upload your learning record and evidence on your behalf. Please allow up to 4 weeks for your record and evidence to display. If you complete external CPD, you must self-record your activity completion records, and upload accepted evidence to the CPD Tracker. Accepted evidence by content type is listed in Appendix 1.

Higher-level CPD Requirements

For some specialty registered scopes of practice, completion of higher-level requirements set by a medical college may be mandatory. When using our CPD Tracker, each activity type within a domain of learning has the provision to self-document 'Other activities'. This record option should be used to record completion of higher-level requirements set by a medical college where relevant to your registered scope of practice.

Scenario – a Specialist General Practitioner is required by a medical college to complete a college recognised CPR course every three years. To record completion of this mandatory activity, the Specialist General Practitioner would match the Domain of Learning to that of the college, self-record the activity including the minimum number of hours and upload accepted evidence.

Once the record is saved, the mandatory activity will be reflected in the CPD Tracker odometer. The same evidence can be replicated in the second and third year that the learning is required. However, with the commencement of the next three-year cycle for this mandatory high-level requirement, new learning will need to be completed and recorded.

Career stage

From January 2024, non-exempt doctors are required to subscribe to a CPD home and meet:

- the requirements of the Registration Standard: Continuing Professional Development;
- the program-level requirements; and
- any relevant specialist high-level requirements for a registered scope of practice.

New doctors

When it becomes a requirement of your career stage to meet the CPD requirements set by the MBA, you are required to complete the annual requirement of the current cycle period.

Overseas doctors

To maintain your ongoing medical registration in Australia you are required to meet the annual CPD requirements set by the MBA, including subscribing to an Australian approved CPD home.

Part-time doctors

Even though you may be working part-time, at the time of publication, it is a requirement for you to complete 50 hours of CPD annually as required for non-exempt doctors.

Senior active doctors and retired doctors

To continue your ongoing medical registration into retirement, you are required to meet the annual CPD Standard, including subscribing to a CPD home.

More details are available on [CPD Home FAQs](#).

Exemptions

Exemptions to the annual CPD Program may be approved by the AMA (WA) CEO upon application. For example, if you are on extended leave and not engaged in clinical practice, an exemption may be granted following submission of an Application for Recognition of Exceptional Circumstance form available from the [CPD Home](#) website.

All applications will be reviewed on a case-by-case basis and may take up to four weeks to review. Please read the CPD Home Exceptional Circumstances and Special Consideration Policy available from the [CPD Home](#) website before applying for an exemption.

CPD Statement of Completion

Your annual CPD Statement of Completion will be available to view, print or download as a PDF and save from CPD Reports by 31 January the following cycle period. If your CPD records are incomplete at the end of the cycle, your statement will be available by 30 April, with 31 March being the end of the extended reporting period.

If you do not complete your annual CPD obligations by 31 March the following year and do not have an approved exemption, you will not receive your CPD Statement of Completion and will be deemed to have not participated in the CPD Program during that cycle period.

Where your CPD compliance has not been met, the CPD Home Participation and Compliance Policy available from the [CPD Home](#) website will be followed. Please ensure you check the implications for non-participation with this policy and the MBA.



CPD Audits

To maintain your medical registration in Australia, Ahpra requires you to complete your nominated CPD home Program of Learning minimum requirements, while ensuring any learning activities you choose to engage in are relevant to your scope of practice competency standards.

CPD Home will regularly monitor your progress towards meeting your CPD requirements and enable the provision of support, if required. Completing timely, evidence-based, and relevant learning demonstrates your commitment as a professional to the optimal care of your patients and their families.

At the conclusion of the CPD Year, CPD Home will audit at least 5% of all non-exempt subscribers to verify the educational quality of completed activities and their alignment to the CPD requirements, and the completeness of supporting documentation.

If you are selected for audit and assessed as not having met your CPD compliance requirements, appropriate steps will be put in place by CPD Home to support you to become compliant.

Subscribers to CPD Home may also be randomly audited by the MBA. When a CPD audit is conducted by the MBA, you must demonstrate compliance against your CPD Home Program for the reporting periods determined by the auditing body. The MBA, in conducting an audit of CPD compliance, provides the Australian community with assurance that as a medical practitioner operating within your scope of practice and in accordance with your medical indemnity insurance, you are committed to grow professionally, while ensuring best practice outcomes in medicine.

Audit Ready

Your completion records, along with substantiating evidence determined by the learning activity type will be required during the auditing process. If you state an activity has been completed and do not have accepted evidence readily available, you will need to have this information available at the time of auditing.

To ensure you are audit ready, remember to keep your learning records up-to-date.

Learning completed within the CPD Learning portal will be automatically tracked to the relevant CPD Program activity type and your evidence attached to the automatically generated record.

For externally completed records, please ensure you add your learning activities to the correct activity type and upload your accepted evidence as soon as possible, so it is electronically available should you ever be audited.

For externally completed activities, please ensure that you record the activity against the correct activity type, review the activity against the Criteria for External CPD Checklist (see Appendix 1 of Subscriber Guide to Uploading External CPD Activities available on our website) and complete the declaration before saving the record. Please note, the declaration must be agreed to for the record to save. We recommend you upload your accepted learning evidence as soon as possible, so it is electronically available should you ever be audited.

To be audit ready you must have proof that you have complied with the following registration standards.

1. Recency of practice requirements;
2. CPD requirements as per your nominated CPD home program, and if applicable, high-level requirements for your specialty;
3. Practice in accordance with medical indemnity insurance;
4. Police check displaying no change in criminal history within the registration period; and
5. Any additional requirements determined by the MBA.

Maintaining proof of your compliance to your registration standard is managed using the CPD Tracker. Your annual CPD Statement of Completion will further support your evidence of satisfactory compliance.

If you are audited by the MBA, your CPD Home is here to help. Visit our FAQs to learn more. If your question is still unanswered, email enquiries@cpdhome.org.au for further assistance.

CPD Reports

Should you be audited by the MBA, your annual CPD report is available online anytime to view, save or download from your CPD Tracker. This makes the process easy, providing you have met the minimum CPD obligations for the reporting period and uploaded accepted evidence of each activity claimed.

For auditing purposes, please ensure you retain local copies of your annual CPD Report and CPD Statement of Completion in case you change your nominated CPD home and join CPD Home.

Timeframe

Ensure you retain records of your annual CPD activity for audit by your CPD home and the MBA for three years after the end of each one-year cycle.



CPD Advisory Panel

A jurisdictional CPD Advisory Panel comprising medical advisers engaging in the CPD Home Program (CPD Program) and representing Australian jurisdictions provides advice to the AMA (WA) CEO and senior leadership team.

This Advisory Panel is pivotal to the success of the CPD Home service. Where deemed desirable, the CPD Advisory Panel Chair may invite subject matter experts to provide evidence-based insights on a matter of discussion before the CPD Advisory Panel.

The purpose of the CPD Advisory Panel is to provide advice in the:

1. development of the CPD Home Program of Learning (CPD Program);
2. implementation of policies and procedures supporting participation in the CPD Home service;
3. remediation of CPD Home subscribers; and
4. review of applications for special consideration of exceptional circumstance.

The role of each CPD Advisory Panel medical adviser is to provide jurisdictional advice:

- in the establishment of the CPD Program supporting all doctors; and
- for the ongoing accreditation of CPD Home with the Australian Medical Council (AMC).

Under the AMA (WA) CEO with guidance from the CPD Advisory Panel, CPD Home will undertake an annual review of its approved CPD Program and service offering to ensure the best possible services for its subscribers, in keeping with the MBA Registration Standard: Continuing Professional Development and requirements for CPD homes.

Regular feedback from subscribers is invited by emailing enquiries@cpdhome.org.au

Through engagement in the CPD Program, the AMA continues to support the ongoing needs of the medical profession, regardless of AMA membership.

CPD Home aims to:

- provide a high-quality, accredited learning program that supports the vertical integration of education, training, and career-long professional development of all medical practitioners;
- direct subscribers to a vast pool of accredited CPD activities delivered by Certified Learning Providers that meets a repertoire of learning needs;
- measure subscriber CPD completion, tracking and compliance; and
- audit and report subscriber CPD compliance to the MBA to meet the new CPD standards framework.

We welcome your feedback on our systems, policies, and guidelines, so we can continually improve our service to all doctors using our CPD Home.



Additional Resources and Support

Your CPD Home provides a vast array of resources and support.

CPD Learning

For online accredited CPD activities available directly from CPD Home, or external learning provider activity listings, visit our CPD Home Catalogue to learn more.

Remember, when you complete your 'My Learning Profile' and add your three focus topic areas identified from your annual written CPD Plan learning goals, 'More CPD Learning' on 'My Dashboard' surfaces activities that may be of interest to your career stage, scope of practice or area of interest.

To understand the CPD Program requirements for accepted evidence against each CPD activity content type, please refer to [Appendix 1](#).

CPD Tracking

Our CPD Tracker enables easy management of your CPD activity registrations and completions.

Know exactly where you are up to in the current reporting period by viewing 'My CPD Summary' on 'My Dashboard.' From here you can view your 'CPD Achievements' overview to easily identify types of learning that meets your CPD registration standard that you are yet to explore.

Your online 'CPD Report' with supporting evidence uploaded to each associated activity can be easily downloaded or saved should you ever be audited.

Policies and Procedures

As an accredited CPD home, we have thought about how we can help you. Visit our website to view our CPD Home policies, procedures and forms that best support your journey.

Got a Question?

Visit our FAQs or email enquiries@cpdhome.org.au to get in touch. We are here to help.



Appendix 1:

CPD evidence options by CPD activity content type

Content Type	Evidence Options Determined by Activity	Unaccepted Evidence
Academic	Correspondence from employer certifying role	
Advanced Life Support (ALS)	Certificate of Completion / Certificate of Competency / Statement of Attainment	
Advocacy	Media transcripts, OR, activity log and outcomes statement	
AGM	Correspondence from AMA (federal, state, territory) confirming AGM registration	
Analysis	Activity log and outcomes statement	
Appraisal	Diarised discussion, duration, date	
Assessing	Correspondence from organiser / administrator / employer certifying role as a supervisor; OR Correspondence from organiser / employer confirming participation, activity log and outcome statement	
Audit	Audit certificate confirming completion, and correspondence from organiser / administrator / employer certifying role; OR Audit outline including review against best practice standards, recommendations, and implementation; OR Activity log detailing process undertaken, outcomes statement and reflection of learnings; OR Short summary of recommendations and implemented changes	
Basic Life Support (BLS)	Certificate of Completion / Certificate of Competency / Statement of Attainment	
Board Membership	Correspondence from Board Chair confirming participation, meeting log, redacted agenda showing meeting duration providing Board membership is relevant to medicine; OR AMA (federal, state, territory) Board membership	
Business Management	Correspondence from employer confirming participation, activity log and outcome statement	
Business Operations	Correspondence from employer confirming participation, activity log and outcome statement	
Cardiopulmonary Resuscitation (CPR)	Certificate of Completion / Certificate of Competency / Statement of Attainment	
Case-Based Discussion / Case Conferencing	Deidentified meeting notes	
Chair	Correspondence from organiser / administrator / employer certifying role	
Clinical Attachment	Deidentified meeting notes	
Coaching	Correspondence from organiser / administrator / employer certifying role	
Collegial Relationship	Signed and dated meeting record with summary notes	
Committee Participation	Correspondence from employer or Committee Chair (or Secretariat) confirming participation, activity log and outcome statement	
Conference	Program + Certificate of Attendance indicating number of hours attended	Sessions and hours completed can't be self-documented
Convenor	Correspondence from organiser / administrator / employer certifying role	
Course	Certificate of Completion	
CPD Plan (written)	CPD Plan and entered three 'Learning Focus' topic selections	
Data Collection / Review	Activity log and outcomes statement	
Director	Correspondence from organiser / administrator / employer certifying role	
Discussion	Correspondence from organiser / employer confirming participation, activity log and outcome statement	

Content Type	Evidence Options Determined by Activity	Unaccepted Evidence
Editing	Title / copy of publication / papers edited, activity log and outcome statement	
Educational Material	Correspondence from organiser / administrator / employer certifying role	
Examiner	Correspondence from organiser / administrator / employer certifying role	
Expert Witness	Correspondence from organisation confirming participation	
Formal Qualification	Course statement of attainment; OR PhD statement of participation / attainment	
Forum	Program + Certificate of Attendance indicating number of hours attended (delivered online or face-to-face)	Sessions and hours completed can't be self-documented
Governance	Correspondence from AMA (federal, state, territory) confirming participation, meeting log	
Grand Rounds	Deidentified meeting notes	
Group Learning	Deidentified meeting notes	
Guideline	Title / copy of guideline, activity log and outcome statement	
Information Search	Diarised information search including title / topic, web links, duration, and date period	Web-surfing
Inspection / Accreditation	Activity log and outcomes statement	
Journal Club	Activity log and outcomes statement	
Learning Material	Correspondence from organiser / administrator / employer certifying role	
Lecture	Course statement of attainment / participation / attendance	
Logbook	Activity log and outcomes statement	
Management	Activity log and outcomes statement	
Masterclass	Program + Certificate of Attendance / Certificate of Completion	
Medico-legal	Activity log and outcomes statement	
Meeting	Agenda, activity log and outcomes statement; OR Correspondence from organiser / employer confirming participation, activity log and outcome statement; OR Correspondence from employer confirming participation, meeting log	
Mentoring	Correspondence from organisation confirming mentorship, activity log and outcome statement	
Module	Certificate of Completion	
Multi-source Feedback	Program + Certificate of Attendance / Certificate of Completion; OR outline of activity and reflection of learnings	
Observation	Correspondence from organiser / employer confirming participation, activity log and outcome statement	
Online Education	Program + Certificate of Attendance / Certificate of Completion	
Panellist	Correspondence from organiser / administrator / employer certifying role	
Patient Care Pathway / Information	Activity log and outcomes statement	
Patient Feedback	Activity log and de-identified findings statement	
Peer Review	Correspondence from organiser / employer confirming participation; OR Logbook entry, description of review, outcomes statement and reflection of learnings	
Performance Review	Activity log and outcomes statement	
Podcast	Certificate of Completion	
Practice Management	Correspondence from organiser / employer confirming participation, activity log and outcome statement	

Content Type	Evidence Options Determined by Activity	Unaccepted Evidence
Policy work	Correspondence from AMA (federal, state, territory) of Government entity seeking feedback or input, activity log and outcomes statement; OR letter of appointment to advisory group, meeting agendas and statement of outcome	
Presenter	Correspondence from organiser / administrator / employer certifying role	
Professional Reading	Certificate of Completion, diarised literature perusal listing articles, journals, books, or textbooks read including the title of the article / journal / book, duration and date read	Non planned, non-measured reading, and / or Statutory declaration stating # hours reading undertaken without full documentation list that is relevant to practitioner's scope of practice
Publication	Title / copy of publication, activity log and outcome statement	
Quality Assurance	Activity log and outcomes statement	
Quality Improvement	Activity log and outcomes statement	
RaEr case	Activity log and outcomes statement	
Records	Activity log and outcomes statement	
Reflection	Activity log and outcomes statement	
Report	Correspondence from organisation confirming participation, activity log and outcome statement	
Research	Title / copy of research project, activity log and outcome statement	
Review	Summary of findings with references, duration, and date period; OR Title / copy of publication / papers reviewed, activity log and outcome statement; OR Title of grant application, activity log and outcome statement; OR Correspondence from organiser / employer confirming participation; OR logbook entry, description of review, outcomes statement and reflection of learnings	
Sabbatical	Correspondence from organisation / employer certifying role	
Scientific Meeting	Program + Certificate of Attendance	
Seminar	Program + Certificate of Attendance / Certificate of Completion	Sessions and hours completed can't be self-documented
Skills Simulator Training	Certificate of Completion	
Small Group Learning	Deidentified meeting notes	
Supervision	Correspondence from organiser / administrator / employer certifying role as supervisor; OR Activity log detailing process undertaken, outcomes statement and review of supervisor support	
Survey / Questionnaire	Title / copy of survey / questionnaire, activity log and outcome statement	
Survey	Title / copy of survey, activity log and outcome statement	
Teaching	Correspondence from organiser / administrator / employer certifying role	
Visit	Activity log and outcome statement; OR Correspondence on details of visit and outcome statement; OR Statement of Attendance	
Volunteering	Correspondence from organisation confirming participation, activity log and outcome statement	
Webinar	Program + Certificate of Attendance / Certificate of Completion	
Wellbeing	Activity log and outcomes statement, Certificate of Completion	
Workshop	Program + Certificate of Attendance / Certificate of Completion	
"Other"	Evidence relevant to the activity type. This may be set by a specialty college in the case of specialty higher-level CPD requirement activities.	



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