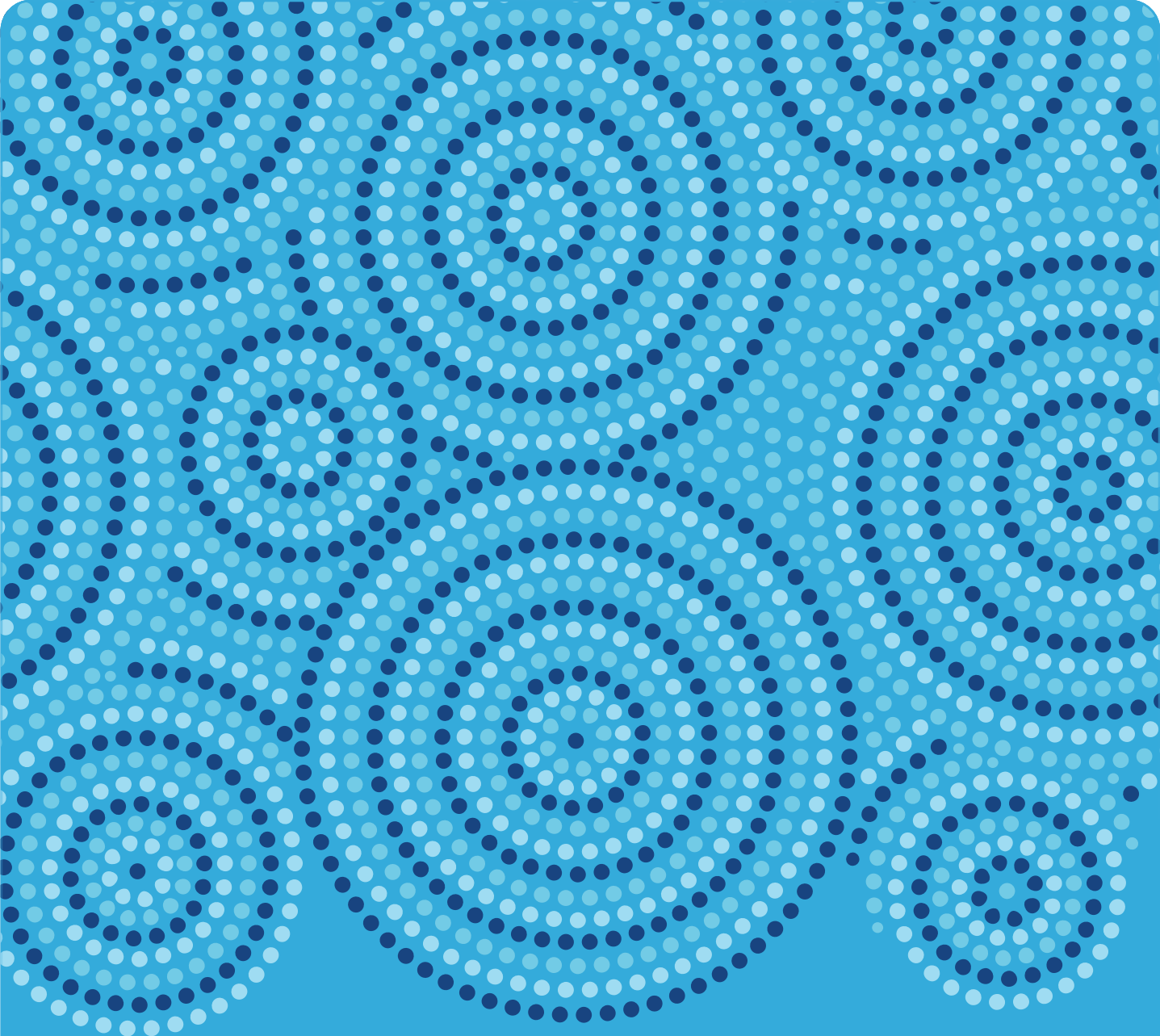# CPD Home Program Guide 2024

CPD MADE SIMPLE

In the spirit of reconciliation CPD Home acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Contents

Welcome Home

AMA is committed to lifelong learning for doctors and have been supporting doctors for over 125 years. We believe a commitment to learning and continuous professional development is core to being a doctor.

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

Thank you for choosing the AMA's CPD Home

Accredited by the Australian Medical Council (AMC), the AMA's CPD Home provides a CPD home service to all doctors, regardless of specialty or career stage. Australian doctors are required to comply with the Medical Board of Australia's (MBA)'s revised Registration Standard: Continuing professional development (the Standard).

Our CPD Home Program of Learning supports all doctors, including Australian registered:

- medical specialists
- international medical graduates (IMGs) not on a specialist pathway, with limited or provisional registration
- PGY3+ doctors not in a specialty training program
- all other general registration doctors including non-vocationally registered medical practitioners.

Our platform offers a template for writing your annual CPD Plan, an extensive catalogue to support your registered scope(s) of practice, the ability to upload externally completed CPD activities that align with our Program of Learning, and a responsive CPD Tracker to monitor your progress against the Standard.

CPD Home accredited activities completed through our Certified Learning Providers will be auto generated to your CPD Tracker. You can also self-record CPD activities and supporting evidence of learning you completed independently.

Your annual CPD Statement of Completion and CPD reports are easily generated at the end of the CPD Year, ensuring you are audit ready.

Remember, you only need one CPD home.

cpdhome.org.au   1800 273 466   enquiries@cpdhome.org.au

CPD Home Support at a Glance

Here is a summary of our CPD Home service offering.

Who We Support

All doctors requiring a CPD home under the Standard.

What's Included

CPD Program delivering two domains of learning:

- Domain 1: Educational Activities
  (minimum 12.5 hours)
- Domain 2: Reviewing Performance and Measuring Outcomes
  (minimum 25 hours)
- Support throughout your annual CPD journey.

What's Mandatory

- 50 hours of CPD including mandatory activities under the Standard
- Written CPD plan and end of year reflection
- Educational Activities - minimum 12.5 hours
- Reviewing Performance (minimum 5 hours) and Measuring Outcomes (minimum 5 hours) – combined minimum 25 hours
- Good Medical Practice: a code of conduct for doctors in Australia; 2020 CPD (CAPE) aspect activities:

   Culturally Safe Practice

   Addressing Health Inequities

   Professionalism

   Ethical Practice

- Specialty high-level CPD requirements approved by the MBA.

What We Ensure

CPD compliance support for your registered scope of practice.

- Online platform to plan, track and complete the mandatory 50 hours of CPD aligned to CPD Home Program.
- Annual CPD Statement of Completion.
- Ahpra compliant CPD reports if you are audited.
- Report your annual CPD compliance to Ahpra.

What the Key Benefits Include

- ✔ AMC accredited CPD home service provider
- ✔ Access to the CPD Tracker via the website and CPD Home app
- ✔ Secure log in
- ✔ AMC approved CPD Program
- ✔ CPD Plan and selection of focused topics functionality
- ✔ Catalogue of high-quality free and paid accredited CPD activities
- ✔ Automated generation to the CPD Tracker and CPD Activity
- ✔ Summary of completed activities from the Catalogue
- ✔ Automated generation to the CPD Tracker and CPD Activity
- ✔ Summary of CPD activities completed through approved Certified Learning Providers
- ✔ Record externally completed CPD activities and upload supporting evidence functionality
- ✔ Bulk transfer of CPD activities from other AMC accredited CPD home
- ✔ Download of supporting evidence uploaded for audit purposes
- ✔ CPD Progress Reports
- ✔ CPD completion status auto display on the Dashboard
- ✔ Annual CPD Statement of Completion
- ✔ Automated notification to Ahpra of CPD compliance status
- ✔ Annual CPD Report including supporting evidence download functionality for audit purposes
- ✔ CPD Home support services
- ✔ CPD Home policies and forms support

Program Requirements

Purpose

The CPD Program provides a pathway for Australian registered medical specialists, international medical graduates, PGY3+ trainees and non-vocationally registered doctors to engage in an accredited CPD program. From 1 January 2024, the CPD Program is a mandatory program for subscribers.

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.

- Domain 1: Educational Activities
- Domain 2: 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 Standard.

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 CPD Program, sub-categories across both Domains of Learning enable you to self-record CPD activities 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 CPD Year commences on 1 January and concludes 31 December. The minimal completion of 50 hours of CPD across the two Domains of Learning during a CPD Year, including mandatory CPD activities is required. This includes the 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)

Domain 2:
Reviewing Performance (minimum 5 hours)
Measuring Outcomes (minimum 5 hours)

- Subscribers are required to engage in CPD activities that align to the Medical Board of Australia's (MBA) Good Medical Practice: a code of conduct for doctors in Australia; 2020. Completed CPD activities must involve one or more of the following CAPE aspects:

◊ **Culturally Safe Practice**

Is defined by the MBA (2020, pp. 10) as "the ongoing critical reflection of health practitioner knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism".

◊ **Addressing Health Inequities**

Ensures that every person is entitled to high-quality healthcare regardless of their gender, ethnicity, geographic location and socioeconomic status.

◊ **Professionalism**

Duties, qualities and values embedded in medical practitioners to address the health care needs of individuals and communities with a commitment to maintaining clinical skills, knowledge and judgement to deliver best practice models of care.

◊ **Ethical Practice**

Underpinning of the principles of care.

CAPE activities ensure medical practitioners are participating in CPD activities with the view of improving the health of a wider population, whilst observing and practising the principles of ethical conduct.

When uploading other CPD activities to your record, remember to assign the applicable CAPE aspect(s) to the activity, where relevant.

- The minimum and maximum number of accumulated CPD hours for each Domain of Learning 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 CPD Year 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 approved by the MBA where relevant to your registered scope of practice.

CPD made simple

The CPD Tracker available on cpdhome.org.au and the CPD Home app offers a customised digital platform that enables you to take control of your learning to meet the Standard.

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 all doctors 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 to write your plan, identify your focus topics and save it for later reference. Your submitted plan can be viewed or updated anytime throughout the CPD Year.

Let CPD Home do the hard work for you by identifying relevant CPD activities addressing your selected focussed topic areas. At the end of the year, revisit your CPD Plan and reflect on your learning goals. This assists you to identify your achievements for the year and areas of improvement, which can be addressed in the following CPD Year.

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

Write your CPD Plan to achieve your goals and focus on three topic areas 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 Catalogue for a wide range of CPD activities, accredited by CPD Home. CPD activities not accredited by CPD Home may still be counted towards your minimum requirements.

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

Want to remind yourself to engage in more CPD activities from your favourite Certified Learning Provider? You can find your favourite provider on the Contributor page and enrol in their CPD activities, which can be completed at a later date.

Watch your CPD hours grow

Track your progress on the CPD Tracker, which can be accessed from your Dashboard. Certified Learning Providers will auto generate accredited CPD activities you have completed to your CPD Tracker. Alternatively, you can self-record externally completed CPD activities and upload supporting evidence to your CPD Tracker.

Reflect over time

Reflecting on your completed CPD activities is optional. CPD Home encourages its subscribers to reflect on completed activities, as it reinforces key messages learned from the CPD activity and provides opportunities to self-reflect and identify areas to further improve.

Here to help

CPD Home is responsible for informing Ahpra 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 the CPD Year, we are here to help. If you are subject to an audit 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.

Upon meeting your CPD hours and mandatory CPD activities, your annual CPD Statement of Completion will be automatically generated by CPD Home and be available for download on your Dashboard.

Your compliance record will also be provided on your behalf to Ahpra in alignment with the Standard.

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 Learning
Leadership and Management
Professional Practice
Research
Structured Education
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 Learning
Management and Business Operations
Peer Review
Practice Review
Professional Performance
Quality Teaching and Learning
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 of Learning. Educational Activities (mandatory minimum 12.5 hours).

Activity	Example	Upload Evidence	Supporting Evidence	Max hrs/yr
GENERAL LEARNING				
Conference / forum / scientific meeting	Medical conference Clinical forum discussion	Activity Logbook and Outcome Statement-General	Certificate of attendance	25
Course / module	Distance education Self-paced online learning	Activity Logbook and Outcome Statement-General	Certificate of completion	25
Lecture	Hospital lecture	Activity Logbook and Outcome Statement-General	Certificate of completion screen shot displaying content, duration and presenter	25
Podcast	Virtual podcast	Activity Logbook and Outcome Statement-General	Certificate of completion screen shot displaying content, duration and provider	25
Professional reading	Journal article News report	Activity Logbook and Outcome Statement-Professional Reading	Summary of findings	25
Seminar / presentation	Virtual / face-to-face seminar / presentation	Activity Logbook and Outcome Statement-General	Certificate of attendance	25
Small group learning (SGL)	Virtual / face-to-face learning in a small group setting Small group clinical case-based activity / learning	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	25
Study tour	Domestic or international medical study tour	Activity Logbook and Outcome Statement-General	Correspondence, program and itinerary	25
Webinar	Live and / or on-demand webinar	Activity Logbook and Outcome Statement-General	Certificate of completion screen shot displaying content, duration and presenter	25
Workshop / masterclass	Virtual / face-to-face workshop / masterclass	Activity Logbook and Outcome Statement-General	Certificate of completion	25
LEADERSHIP AND MANAGEMENT				
Accreditation Surveyor Training	Formal training program to become a general practice accreditor	Activity Logbook and Outcome Statement-General	Certificate of completion	25

Committee / Board activities	Committee Sub-committee Advisory panel Project group Member of AMA Board or Council (federal, state, territory)	De-identified Meeting Notes	De-identified meeting notes	25
Health service / facility / department / practice management activities	Accreditation Business services Contracts Financial management Governance Ownership Recruitment Training	De-identified Meeting Notes	De-identified Meeting Notes	25
Meeting attendance	General business meetings AMA meetings (federal, state, territory) Annual General Meeting Reviews and meetings involving external agencies	Meeting Log	Meeting log	25
Policy / advocacy / governance activities	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	De-identified Meeting Notes	De-identified meeting notes	25
Report writing	Domestic and / or international development activity report	Activity Logbook and Outcome Statement-General	Logbook	25
PROFESSIONAL PRACTICE				
Communication skills	Virtual / face-to-face communications course	Activity Logbook and Outcome Statement-General	Certificate of completion	25
Cultural safety, diversity and inclusion	Cultural Safety training Diversity and inclusion in the workplace	Activity Logbook and Outcome Statement-General	Certificate of completion	25
Data management, patient confidentiality and privacy	Virtual / face-to-face session / module	Activity Logbook and Outcome Statement-General	Certificate of completion	25
Educational visit	Clinical practice Hospital Facility	Activity Logbook and Outcome Statement-General	Logbook	25
Medical indemnity activities	Medico-legal Adverse event Patient privacy and confidentiality	Activity Logbook and Outcome Statement-General	Certificate of completion	25

Social media management	Social media posts Social media best-practice	Activity Logbook and Outcome Statement-General	Certificate of completion	25
Well-being and self-care planning	Drs4Drs online learning Drs4Drs Stay Well program	Activity Logbook and Outcome Statement-General	Logbook (de-identified)	25
RESEARCH				
Clinical guidelines	Guideline development / review	Meeting Log	Meeting log	25
Clinical research project	Clinical trial Clinical investigation	Activity Logbook and Outcome Statement-General	Logbook	25
Literature search	Online Book Journal	Literature Search / Review	Literature search	25
Research grant application	Application for submission	Activity Logbook and Outcome Statement-General	Logbook	25
Scientific presentation	Scientific paper presentation	Activity Logbook and Outcome Statement-General	Logbook	25
STRUCTURED EDUCATION				
Chair / panellist / convenor / presenter	Session Chair Panel member Principal Scientific Convenor Oral / poster presentation	Activity Logbook and Outcome Statement-General	Logbook	25
Coaching program	Virtual / face-to-face session	Meeting Log	Meeting log	25
Educational activity / material development	Resources Presentation materials Course materials	Activity Logbook and Outcome Statement-General	Logbook, screen shot of example resources, course materials	25
Examinations	Exam preparation Exam participation	Activity Logbook and Outcome Statement-General	Logbook	25
Grand rounds	Virtual / face-to-face session	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	25
Mentoring program	Virtual / face-to-face session	Meeting Log	Meeting log	25
Post-graduate qualification	PhD Masters	Activity Logbook and Outcome Statement-General	Course or subject statement(s) of attainment	25
OTHER				
Other Educational Activities	Activities not listed	Activity Logbook and Outcome Statement-General	Relevant to activity type	15

Domain 2: Reviewing Performance and Measuring Outcome

There are twelve activity types allotted to the two sub-domains that address this Domain of Learning.

Reviewing Performance and Measuring Outcomes
(mandatory minimum 25 hours)

Activity	Example	Upload Evidence	Supporting Evidence	Max hrs/yr
Reviewing Performance (minimum 5 hours)				
CPD PLAN				
CPD Plan	Written CPD Plan Reflection	Write My CPD Plan Reflect on My CPD Plan	CPD plan and reflection	5
GENERAL LEARNING				
Clinical attachment	Induction Education / lectures Shadowing a consultant Supervised patient assessment Formal meeting e.g.: MDT, ward round, surgery, case history discussion	Deidentified Meeting Notes-Clinical Attachment	De-identified meeting notes	20
Journal club	Small group discussion	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	20
Skills simulator	Simulator tasks	De-identified Meeting Notes-Small Group Learning	Certificate of completion	25
Small group learning (SGL)	Reflection on own performance and how the SGL led to improvement	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	25
MANAGEMENT AND BUSINESS OPERATIONS				
Business management	Develop policies and procedures to improve business management Business finance Digital health security	Activity Log and Outcome Statement-Business and Operational Management	Logbook	25
Business operations	Review standard operating procedures and business policies	Activity Log and Outcome Statement-Business and Operational Management	Logbook	25
PEER REVIEW				
Audit	Review assessments of junior medical officers	Audit-General	Audit	25
Case-based discussion	Quality improvement	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	20

Clinical practice review of a peer	Clinical setting	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	20
Coaching	Formal coaching techniques	Meeting Log	Meeting Log	25
Data analysis	Individual / team data with local, institutional, regional data sets Individual / team and comparative data from de-identified large datasets	Audit-General	Audit	25
Demonstrating achievement towards qualification	Assessments of junior doctors	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	25
Educational activities review	Educational material by specialty	Activity Logbook and Outcome Statement-General	Logbook	20
Formal second opinion supervision	Discussion / feedback note	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	20
Formal workplace performance appraisal	Establishing yearly goals Monitoring progress	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	20
Mentor of Accreditation Surveyor in Training	Induction Shadowing Supervision One-on-one discussion / support	Meeting Log	Meeting Log	25
Observation of teaching method	Operating theatre CPD activity delivery Skill simulation	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	15
Performance review	Annual performance review	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	25
Procedural case observation	Supervisor Peer	De-identified Meeting Notes-Small Group Learning	De-identified meeting notes	25
Quality review of Accreditation Surveyor	Annual review	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	25
Surgical assistance review	Case-load log Infection review	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	20
PRACTICE REVIEW				
Audit	Clinical audit of own practice Clinical audit recommendations Significant input into a group audit of practice	Audit-General	Audit	25
Data comparison	Individual / team data with local, institutional, regional data sets	Audit-General	Audit	25
Department performance review	Annual review	Summary of Findings	Summary of findings	25

Hospital / practice QA activities review	Policy & procedures review Administrative forms Supplies maintenance ACSQHC standards	Audit-General	Audit	25
Laboratory visit	Periodic visit Equipment review	Activity Logbook and Outcome Statement-General	Logbook	15
Medical records review	Policy and procedures review Administrative forms Medication chart Patient privacy procedures	Summary of Findings	Summary of Findings	20
Morbidity and mortality meeting	Formal meeting	Meeting Log	Meeting Log	20
Office record review	Policy and procedures review Patient privacy procedures	Summary of Findings	Summary of Findings	20
Organisational review	Hospital department Clinic Community health setting	Summary of Findings	Summary of Findings	20
Patient privacy compliance	Adherence of policies and procedures to Privacy Act	Summary of Findings	Summary of Findings	20
Practice accreditation	Formal accreditation of practice by Accreditation Surveyor	Activity Logbook and Outcome Statement-General	Logbook	25
Practice visit	Accreditation of a training post Practice evaluation and action plan	Activity Logbook and Outcome Statement-General	Logbook	20
Quality assurance and improvement	Preparation for accreditation survey visit	Activity Logbook and Outcome Statement-General	Logbook	20
Root cause analysis	Action plan	Audit-Root Cause Analysis	Audit (de-identified)	20
PROFESSIONAL PERFORMANCE				
360° assessment	Feedback form	Reflection	Reflection	15
Individual performance appraisal	Self-evaluation and reflection	Diarised Discussion-Reviews and Appraisals	Diarised discussion (de-identified)	20
Mentoring program	Schedule / timetable	Meeting Log	Meeting Log	25
Multi-source feedback	Feedback form Action plan	Reflection	Reflection	15
Peer review program	Peer review of own professional performance Review of a peer's professional performance	Activity Logbook and Outcome Statement-General	Logbook	20
Procedural logbook	Maintenance and reflection	Activity Logbook and Outcome Statement-General	Logbook	25

Professional achievements	Self-evaluation and reflection	Reflection	Reflection	10
Supervision reflection	Reflection on supervision techniques	Reflection	Reflection	10
Well-being program	Visit to the family GP to manage self well-being Reflection on changes to self well-being	Reflection	Reflection	10
QUALITY TEACHING AND LEARNING				
Academic	Lesson plan Subject planner	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Clinical teaching visit	Assessment form Feedback form	Activity Logbook and Outcome Statement-General	Correspondence certifying role	20
Coach	Meeting schedule Agenda items	Activity Logbook and Outcome Statement-General	Correspondence certifying role	20
Director of Medical Education / Training	Job description Junior doctor educational program	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Editor / sub-editor	Research paper Manuscript Journal article	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Examiner	Examination question creation Examination marking	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Facilitator	Timetable Subject / course outline	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Mentor	Session timetable Agenda items	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Peer support leader	Session timetable Learning program	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Research supervisor / investigator / co-investigator	Research institution	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Small group leader	Session timetable Learning program	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Supervisor	Clinical supervisor	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Teacher	Medical teaching program	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
Volunteer	International or domestic volunteer organisation in medical support capacity	Activity Logbook and Outcome Statement-General	Correspondence certifying role	25
OTHER				
Other Reviewing Performance activities	Activities not listed	Activity Logbook and Outcome Statement-General	Relevant to activity type	15

Measuring Outcomes (minimum 5 hours)				
IMPROVING PATIENT OUTCOMES				
Analysis of patient outcomes	Patient data analysis leading to improved outcomes	Activity Logbook and Outcome Statement-General	Logbook	30
Clinical audit	Audit of own clinical practice Group clinical audit	Audit-General	Audit	30
Multi-disciplinary team meetings	MDT meetings	Meeting Log	Meeting Log	30
Patient care pathways	Patient care pathways addressing targeted clinical treatment protocols	Meeting Log	Logbook	20
Patient care practice meetings	Inter-disciplinary meetings	Meeting Log	Meeting Log	20
Patient experience survey	Survey question bank development Response analysis Findings report	Activity Log and Outcome Statement-Patient Feedback and Patient Experience Surveys	Logbook	20
Patient feedback study	Feedback question bank development Response analysis Findings report	Activity Log and Outcome Statement-Patient Feedback and Patient Experience Surveys	Logbook	20
Patient information	Diagnosis Prognosis Treatment side-effects	Activity Logbook and Outcome Statement-General	Logbook	20
Patient safety review	Procedures review	Activity Logbook and Outcome Statement-General	Log book	20
Patient satisfaction questionnaire	Questionnaire development Response analysis Findings report	Activity Log and Outcome Statement-Patient Feedback and Patient Experience Surveys	Logbook	15
Practice improvement plan	Practice improvement plan with key milestones and deliverables	Summary of Findings	Summary of Findings	30
PUBLICATIONS				
Article	Journal Medical news	Activity Logbook and Outcome Statement-General	Logbook	30
Clinical Protocols	Oncology protocols Cardiac protocols	Activity Logbook and Outcome Statement-General	Logbook	30
Data analysis	Data checks Data quality reporting Feedback mapping Qualitative research	Activity Logbook and Outcome Statement-General	Logbook	30
Health promotion	Health promotion materials and campaigns	Activity Logbook and Outcome Statement-General	Logbook	20
Guideline / framework	Clinical guideline Procedural framework	Activity Logbook and Outcome Statement-General	Logbook	30

Literature review	Literature review following literature search	Literature Search/Review	Literature search/review summary	20
Manuscript	Paper Chapter Book	Activity Logbook and Outcome Statement-General	Logbook	30
Patient resources	Patient information brochure review and development Patient education materials and resources	Activity Logbook and Outcome Statement-General	Logbook	20

SAFETY AND QUALITY

Audits	Medical records audit Compliance audit Focused audit Group audit Hospital clinical audit Service audit	Audit-General	Audit	30
Hospital and simulation centre inspections / accreditation	Formal hospital / simulation centre accreditation Formal hospital / simulation centre inspection	Activity Logbook and Outcome Statement-General	Logbook	30
Hospital QA procedural skills	Clinical procedural skills QA review	Summary of Findings	Summary of Findings	30
Medical expert witness	Report writing Court appearance as medical expert	Activity Logbook and Outcome Statement-General	Logbook	25
Patient data outcomes collection and review	Data analysis of patient outcomes Best practice changes	Activity Logbook and Outcome Statement-General	Logbook	25
Practice accreditation	Formal practice accreditation	Activity Logbook and Outcome Statement-General	Logbook	20
Quality improvement incentives	Practice Incentives Program - Quality Improvement (PIP QI)	Activity Logbook and Outcome Statement-General	Logbook	20
Random case analysis	GP patient case analysis	Activity Logbook and Outcome Statement-General	Logbook	15
Risk and compliance management	Policy and procedures review	Summary of Findings	Summary of Findings	20
Report preparation	Medico-legal reports Research reports Internal-facing reports	Activity Logbook and Outcome Statement-General	Logbook	20
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	Summary of Findings	Summary of Findings	20

OTHER

Other Measuring Outcomes activities	Activities not listed	Activity Logbook and Outcome Statement-General	Relevant to activity type	15

Accreditation of CPD Activities

The Catalogue consists of CPD activities offered by our partners, Certified Learning Providers (CLPs) and sponsors. For CPD activities to be promoted in the Catalogue, CPD Home will firstly certify the learning provider. CPD Home collaboratively works with partners, CLPs and sponsors to accredit their CPD activities.

Accredited CPD activities are linked to the relevant Domain of Learning, and upon completion will be auto generated to your CPD Tracker. CLPs will upload your completed CPD activity record to your Subscriber account on your behalf within four weeks of completion of the activity. This will be auto generated to your CPD Tracker with the relevant hours for the appropriate domain and will create your Certificate of Completion. Where an API has been established with a CLP, the reporting of your learning records will occur within a few days.

Many accredited activities will be offered at no charge, while paid CPD activities may attract a discounted rate for AMA and ASA members. A range of delivery options supporting synchronous learning, asynchronous learning or blended learning are available.

As a CPD Home Subscriber, this 'stamp of approval' gives you assurance that the CPD activity is a high-quality educationally robust learning that is aligned to the CPD Home Domains of Learning and meets the CPD Home accreditation criteria.

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 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 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 Activitiy 2024 logo

Yearly CPD requirements made simple

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 Standard.

With the ability to tailor your written CPD Plan 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 and will guide you to complete your mandatory 50 hours of CPD activities.

Using CPD Home as a Subscriber includes:

- completing your Professional Profile indicating your medical registration category and specialty registration (if applicable)
- writing your CPD Plan, which can be updated anytime throughout the CPD Year
- engaging in accredited CPD activities found in the Catalogue to meet the minimum CPD hours of the Domains of Learning as per the Standard
  - ◇ accredited activities are auto generated in your CPD Activity Summary and CPD Tracker with a Certificate of Completion as supporting evidence
- participating in high-level CPD requirements approved by the MBA, if applicable to your registered scope of practice
- recording externally completed CPD activities
- reflecting on your learning goals set in your CPD Plan at the end of the CPD Year
- seeking guidance from CPD Home, if needed.

Following the end of the CPD Year, CPD Home will report your CPD compliance to Ahpra in line with the Standard.

Yearly CPD requirements made simple – Supporting evidence

Acceptable supporting evidence must align with the supporting evidence listed in the Domains of Learning table.

Completing accredited CPD activities found in the Catalogue will auto generate the CPD hours along with your Certificate of Completion to your CPD Tracker.

CLPs will upload your completed CPD activity to your Subscriber account on your behalf within four weeks of completion of the activity. This will be auto generated to your CPD Tracker with the relevant hours for the appropriate domain and will create your Certificate of Completion. Where an API has been established with a CLP, the reporting of your learning records will occur within a few days.

Externally completed CPD activities must include acceptable supporting evidence when uploading to your CPD Activity Summary.

Specialty high-level CPD requirements

For some specialists, completion of high-level CPD requirements are mandatory. These high-level requirements are approved by the MBA.

Scenario

A Specialist General Practitioner is required to complete a CPR course every three years. To record completion of this mandatory activity, the Specialist General Practitioner would match the Domain of Learning to the CPD activity type including the minimum number of hours and upload supporting evidence.

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

Yearly CPD requirements made simple – Guidance

Guidance can be sought from CPD Home relating to appropriate CPD activities to undertake based on your career stage and scope of practice.

CPD Home is committed to supporting its subscribers in meeting their CPD requirements and recognise that there may be times where due to exceptional circumstances an unreasonable burden may be placed on subscribers in meeting their CPD requirements. Please refer to the Exceptional Circumstances and Special Consideration Policy on our website for more information.

Career stage

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

- the requirements of the Standard
- 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 approved 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 as outlined in the Standard, including subscribing to an Australian approved AMC 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 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 download from your Dashboard by 31 January the following CPD Year. If your CPD records are incomplete at the end of the CPD Year, your statement will be available by 30 April, with 31 March being the end of the *extended CPD Year.

If you do not complete your annual CPD obligations by 31 March the following CPD Year and do not have an approved exemption, your CPD Statement of Completion will not be generated and you will be deemed as yet to meet the CPD requirements of that CPD Year.

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.

*Extensions will be assessed on a case-by-case basis and approved where applicable.

CPD Audits

To maintain your medical registration in Australia, the Standard requires you to complete your nominated CPD home Program of Learning minimum requirements, while ensuring any CPD activities you choose to engage in are relevant to your registered 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 CPD activities 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 5% of all 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 CPD 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 CPD Activity Summary records up-to-date.

Maintaining proof of your compliance to your registration standard is easy with CPD Home. The CPD Report provides an overview of the CPD hours required for the CPD Year, mandatory activities including high-level requirements and is further supported by your CPD Statement of Completion as 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 during the CPD Year, your CPD Progress Report is available to view, save or download. The audit process is made easy, providing you have met the minimum CPD requirements for the Domains of Learning and have uploaded supporting evidence for each activity recorded.

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 completion for audit by your CPD home and the MBA for up to three years after the end of each CPD Year.

CPD Advisory Panel

A jurisdictional CPD Advisory Panel comprising of medical advisers engaging in the CPD Home Program of Learning 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 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

2. implementation of policies and procedures supporting participation in the CPD Home service

3. enable subscribers to upload externally completed CPD activities as self-directed learning where content aligns with the subscriber's registered scope of practice, the CPD Home Program of Learning and written learning goals

4. review of applications for exemptions, variations or deferrals if called upon for input by the CPD Home senior leadership team (SLT).

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

- in the establishment of the CPD Program of Learning 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 of Learning and service offering to ensure the best possible services for its subscribers, in keeping with the Standard.

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

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 and to the Standard.

Through engagement in the CPD Home Program of Learning, 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 Standard.

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

Additional Resources and Support

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

Policies and forms

As an accredited CPD home, we are transparent and have thought about how best we can help you. Visit our **website** to view our CPD Home Policies and Forms and learn how we can best assist and support you throughout your CPD journey.

Support & Contact

If you have any questions or need further assistance,
the CPD Home team can be contacted
Monday to Friday between 9 am and 5 pm (AEST)

14 Stirling Highway, Nedlands WA 6009

PO Box 133, Nedlands WA 6909

1800 CPD HOME (1800 273 466)

enquiries@cpdhome.org.au

cpdhome.org.au

Thank you.

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We Understand