

cpd home |  AMA

# CPD Home Program Guide 2024

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CPD MADE SIMPLE



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# Welcome home

The AMA is committed to lifelong learning for doctors and have been supporting doctors for over 125 years. We believe a commitment to 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 Program 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 CPD Program, 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 upload supporting evidence 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](https://cpdhome.org.au)

 1800 273 466

 [enquiries@cpdhome.org.au](mailto: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 delivers:

- 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:

**C**ulturally Safe Practice

**A**ddressing Health Inequities

**P**rofessionalism

**E**thical 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 the CPD 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 mobile app
- ✓ Secure login
- ✓ 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 CPD activities completed through approved Certified Learning Providers
- ✓ Access to a range of CPD Home templates
- ✓ Record externally completed CPD activities and upload supporting evidence
- ✓ Bulk transfer of CPD activities from other AMC accredited CPD homes
- ✓ 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) for audit purposes
- ✓ CPD Home support services

# 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. As of 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 CPD activities to meet your CPD needs across the mandatory domains.

- **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.

## CPD occurs anytime, anywhere

The CPD Program recognises that medical practitioners, regardless of career stage, may engage in formal and informal CPD throughout their working day.

Learning styles will vary, and the context where CPD 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 CPD activities in the morning or at the end of the day.

While a vast range of approved CPD activities have been included in the CPD Program, and sub-categories across both domains 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 two domains 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.
- Participation in the two domains 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 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 specialty high-level CPD requirements approved by the MBA.

## CPD made simple

The CPD Tracker available on [cpdhome.org.au](https://cpdhome.org.au) offers a customised digital platform that enables you to take control of your CPD requirements 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.

## CPD Plan

To set you up for success, at the beginning of each CPD year, the best starting point is to create a CPD Plan. Your CPD Plan needs to be aligned with your scope of practice.

Use CPD Home's CPD Plan Template to identify your focus topics and save it for later reference. Your saved 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 CPD goals. This will help you to identify your achievements for the year, and areas for improvement which can be addressed in the following CPD year.



**Determine** your 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 have met your goals.

## Engage in relevant CPD activities

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.

Want to engage in CPD activities from your favourite Certified Learning Provider but don't have time to complete the activity now? That's easy. Simply find your favourite Learning Provider on the Contributor Page and you can enrol in their CPD activities now, and complete them 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 the 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 uploaded activities.

## 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.

## We're 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 help you stay on track.

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.

# CPD Program

Participation in the two domains consists of the following annual requirements.

## Domain 1: Educational Activities

*Minimum 12.5 hours – maximum 25 hours*

General Learning	Research
Leadership and Management	Structured Education
Professional Practice	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)	Practice Review
General Learning	Professional Performance
Management and Business Operations	Quality Teaching and Learning
Peer Review	Other

### Measuring Outcomes (minimum 5 hours – maximum 32.5 hours)

Improving Patient Outcomes	Safety and Quality
Publications	Other

## Specialty high-level CPD requirements

*Specialty*

Anaesthesia	Psychiatry
Emergency medicine	Radiology
General practice	Sports and exercise medicine
Pain medicine	Surgery

# Domain 1: Educational activities

Educational Activities consists of six activity types. CPD Activities are not limited to those listed within each of the activity types.

## Educational Activities (mandatory minimum 12.5 hours).

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>GENERAL LEARNING</b>			
Conference / Forum / Scientific meeting	<ul style="list-style-type: none"> <li>- Medical conference</li> <li>- Clinical forum discussion</li> </ul>	Certificate of attendance	25
Course / Module	<ul style="list-style-type: none"> <li>- Distance education</li> <li>- Self-paced online learning</li> </ul>	Certificate of completion	25
Lecture	<ul style="list-style-type: none"> <li>- Hospital lecture</li> </ul>	Certificate of completion; Screen shot displaying content, duration and presenter	25
Podcast	<ul style="list-style-type: none"> <li>- Virtual podcast</li> </ul>	Certificate of completion; Screen shot displaying content, duration and provider	25
Professional reading	<ul style="list-style-type: none"> <li>- Journal article</li> <li>- News report</li> </ul>	Summary of findings	25
Seminar / Presentation	<ul style="list-style-type: none"> <li>- Virtual / face-to-face seminar / presentation</li> </ul>	Certificate of attendance	25
Small group learning (SGL)	<ul style="list-style-type: none"> <li>- Virtual / face-to-face learning in a small group setting</li> <li>- Small group clinical / case-based activity / learning</li> </ul>	De-identified meeting notes	25
Study tour	<ul style="list-style-type: none"> <li>- Domestic or international medical study tour</li> </ul>	Correspondence, program and itinerary	25
Webinar	<ul style="list-style-type: none"> <li>- Live and / or on-demand webinar</li> </ul>	Certificate of completion; Screen shot displaying content, duration and presenter	25
Workshop / Masterclass	<ul style="list-style-type: none"> <li>- Virtual / face-to-face workshop / masterclass</li> </ul>	Certificate of completion	25
<b>LEADERSHIP AND MANAGEMENT</b>			
Accreditation Surveyor Training	<ul style="list-style-type: none"> <li>- Formal training program to become a general practice accreditor</li> </ul>	Certificate of completion	25
Committee / Board activities	<ul style="list-style-type: none"> <li>- Committee</li> <li>- Sub-committee</li> <li>- Advisory panel</li> <li>- Project group</li> <li>- Member of AMA Board or Council (federal, state, territory)</li> </ul>	De-identified meeting notes	25

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
Health service / facility / department / practice management activities	<ul style="list-style-type: none"> <li>- Accreditation</li> <li>- Business services</li> <li>- Contracts</li> <li>- Financial management</li> <li>- Governance</li> <li>- Ownership</li> <li>- Recruitment</li> <li>- Training</li> </ul>	De-identified meeting Notes	25
Meeting attendance	<ul style="list-style-type: none"> <li>- General business meetings</li> <li>- AMA meetings (federal, state, territory)</li> <li>- Annual General Meeting</li> <li>- Reviews and meetings involving external agencies</li> </ul>	Meeting log	25
Policy / advocacy / governance activities	<ul style="list-style-type: none"> <li>- AMA advocacy / policy work (federal, state, territory)</li> <li>- Regional, government or national policy advisory bodies</li> <li>- National quality activities</li> <li>- International governance activities</li> <li>- Financial management and governance skills, for example Australian Institute of Company Directors</li> </ul>	De-identified meeting notes	25
Report writing	<ul style="list-style-type: none"> <li>- Domestic and / or international development activity report</li> </ul>	Logbook	25
<b>PROFESSIONAL PRACTICE</b>			
Communication skills	<ul style="list-style-type: none"> <li>- Virtual / face-to-face communications course</li> </ul>	Certificate of completion	25
Cultural safety, diversity and inclusion	<ul style="list-style-type: none"> <li>- Cultural Safety training Diversity and inclusion in the workplace</li> </ul>	Certificate of completion	25
Data management, patient confidentiality and privacy	<ul style="list-style-type: none"> <li>- Virtual / face-to-face session / module</li> </ul>	Certificate of completion	25
Educational visit	<ul style="list-style-type: none"> <li>- Clinical practice</li> <li>- Hospital</li> <li>- Facility</li> </ul>	Logbook	25
Medical indemnity activities	<ul style="list-style-type: none"> <li>- Medico-legal</li> <li>- Adverse event</li> <li>- Patient privacy and confidentiality</li> </ul>	Certificate of completion	25
Social media management	<ul style="list-style-type: none"> <li>- Social media posts</li> <li>- Social media best-practice</li> </ul>	Certificate of completion	25
Well-being and self-care planning	<ul style="list-style-type: none"> <li>- Drs4Drs online learning</li> <li>- Drs4Drs Stay Well program</li> </ul>	Meeting Log (de-identified)	25

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>RESEARCH</b>			
Clinical guidelines	- Guideline development / review	Meeting log	25
Clinical research project	- Clinical trial - Clinical investigation	Logbook	25
Literature search	- Online - Book - Journal	Literature search	25
Research grant application	- Application for submission	Logbook	25
Scientific presentation	- Scientific paper presentation	Logbook	25
<b>STRUCTURED EDUCATION</b>			
Chair / panellist / convenor / presenter	- Session Chair - Panel member - Principal Scientific Convenor - Oral / poster presentation	Logbook	25
Coaching program	- Virtual / face-to-face session	Meeting log	25
Educational activity / material development	- Resources - Presentation materials - Course materials	Logbook Screen shot of example resources, course materials	25
Examinations	- Exam preparation - Exam participation	Logbook	25
Grand rounds	- Virtual / face-to-face session	De-identified meeting notes	25
Mentoring program	- Virtual / face-to-face session	Meeting log	25
Post-graduate qualification	- PhD - Masters	Course or subject statement(s) of attainment	25
<b>OTHER</b>			
Other Educational Activities	- Activities not listed	Relevant to activity type	15

## Domain 2: Reviewing Performance and Measuring Outcomes

Reviewing Performance and Measuring Outcomes consists of twelve activity types allotted to the two sub-domains. CPD Activities are not limited to those listed within each of the activity types.

**Reviewing Performance and Measuring Outcomes (mandatory minimum 25 hours).**

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>Reviewing Performance (minimum 5 hours)</b>			
<b>CPD PLAN</b>			
CPD Plan	- Written CPD Plan Reflection	CPD Plan and reflection	5
<b>GENERAL LEARNING</b>			
Clinical attachment	- Induction - Education / lectures - Shadowing a consultant - Supervised patient assessment - Formal meeting e.g.: MDT, ward round, surgery, case history discussion	De-identified meeting notes	20
Journal club	- Small group discussion	De-identified meeting notes	20
Skills simulator	- Simulator tasks	Certificate of completion	25
Small group learning (SGL)	- Reflection on own performance and how the SGL led to improvement	De-identified meeting notes	25
<b>MANAGEMENT AND BUSINESS OPERATIONS</b>			
Business management	- Develop policies and procedures to improve business management - Business finance - Digital health security	Logbook	25
Business operations	- Review standard operating procedures and business policies	Logbook	25



CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>PEER REVIEW</b>			
Audit	- Review assessments of junior medical officers	Audit	25
Case-based discussion	- Quality improvement	De-identified meeting notes	20
Clinical practice review of a peer	- Clinical setting	Diarised discussion (de-identified)	20
Coaching	- Formal coaching techniques	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	25
Demonstrating achievement towards qualification	- Assessments of junior doctors	Diarised discussion (de-identified)	25
Educational activities review	- Educational material by specialty	Logbook	20
Formal second opinion supervision	- Discussion / feedback note	Diarised discussion (de-identified)	20
Formal workplace performance appraisal	- Establishing yearly goals - Monitoring progress	Diarised discussion (de-identified)	20
Mentor of Accreditation Surveyor in Training	- Induction - Shadowing - Supervision - One-on-one discussion / support	Meeting Log	25
Observation of teaching method	- Operating theatre - CPD activity delivery - Skill simulation	Diarised discussion (de-identified)	15
Performance review	- Annual performance review	Diarised discussion (de-identified)	25
Procedural case observation	- Supervisor - Peer	De-identified meeting notes	25
Quality review of Accreditation Surveyor	- Annual review	Diarised discussion (de-identified)	25
Surgical assistance review	- Case-load log - Infection review	Diarised discussion (de-identified)	20

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>PRACTICE REVIEW</b>			
Audit	<ul style="list-style-type: none"> <li>- Clinical audit of own practice</li> <li>- Clinical audit recommendations</li> <li>- Significant input into a group audit of practice</li> </ul>	Audit	25
Data comparison	<ul style="list-style-type: none"> <li>- Individual / team data with local, institutional, regional data sets</li> </ul>	Audit	25
Department performance review	<ul style="list-style-type: none"> <li>- Annual review</li> </ul>	Summary of findings	25
Hospital / practice QA activities review	<ul style="list-style-type: none"> <li>- Policy &amp; procedures review</li> <li>- Administrative forms</li> <li>- Supplies maintenance</li> <li>- ACSQHC standards</li> </ul>	Audit	25
Laboratory visit	<ul style="list-style-type: none"> <li>- Periodic visit</li> <li>- Equipment review</li> </ul>	Logbook	15
Medical records review	<ul style="list-style-type: none"> <li>- Policy and procedures review</li> <li>- Administrative forms</li> <li>- Medication chart</li> <li>- Patient privacy procedures</li> </ul>	Summary of Findings	20
Morbidity and mortality meeting	<ul style="list-style-type: none"> <li>- Formal meeting</li> </ul>	Meeting Log	20
Office record review	<ul style="list-style-type: none"> <li>- Policy and procedures review</li> <li>- Patient privacy procedures</li> </ul>	Summary of Findings	20
Organisational review	<ul style="list-style-type: none"> <li>- Hospital department</li> <li>- Clinic</li> <li>- Community health setting</li> </ul>	Summary of Findings	20
Patient privacy compliance	<ul style="list-style-type: none"> <li>- Adherence of policies and procedures to Privacy Act</li> </ul>	Summary of Findings	20
Practice accreditation	<ul style="list-style-type: none"> <li>- Formal accreditation of practice by Accreditation Surveyor</li> </ul>	Logbook	25
Practice visit	<ul style="list-style-type: none"> <li>- Accreditation of a training post</li> <li>- Practice evaluation and action plan</li> </ul>	Logbook	20
Quality assurance and improvement	<ul style="list-style-type: none"> <li>- Preparation for accreditation survey visit</li> </ul>	Logbook	20
Root cause analysis	<ul style="list-style-type: none"> <li>- Action plan</li> </ul>	Audit (de-identified)	20

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>PROFESSIONAL PERFORMANCE</b>			
360° assessment	- Feedback form	Reflection	15
Individual performance appraisal	- Self-evaluation and reflection	Diarised discussion (de-identified)	20
Mentoring program	- Schedule / timetable	Meeting Log	25
Multi-source feedback	- Feedback form - Action plan	Reflection	15
Peer review program	- Peer review of own professional performance - Review of a peer's professional performance	Logbook	20
Procedural logbook	- Maintenance and reflection	Logbook	25
Professional achievements	- Self-evaluation and reflection	Reflection	10
Supervision reflection	- Reflection on supervision techniques	Reflection	10
Well-being program	- Visit to the family GP to manage self well-being - Reflection on changes to self well-being	Reflection	10
<b>QUALITY TEACHING AND LEARNING</b>			
Academic	- Lesson plan - Subject planner	Correspondence certifying role	25
Clinical teaching visit	- Assessment form - Feedback form	Correspondence certifying role	25
Coach	- Meeting schedule - Agenda items	Correspondence certifying role	25
Director of Medical Education / Training	- Job description - Junior doctor educational program	Correspondence certifying role	25
Editor / sub-editor	- Research paper - Manuscript - Journal article	Correspondence certifying role	25
Examiner	- Examination question creation - Examination marking	Correspondence certifying role	25

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
Facilitator	- Timetable - Subject / course outline	Correspondence certifying role	25
Mentor	- Session timetable - Agenda items	Correspondence certifying role	25
Peer support leader	- Session timetable - Learning program	Correspondence certifying role	25
Research supervisor / investigator / co-investigator	- Research institution	Correspondence certifying role	25
Small group leader	- Session timetable - Learning program	Correspondence certifying role	25
Supervisor	- Clinical supervisor	Correspondence certifying role	25
Teacher	- Medical teaching program	Correspondence certifying role	25
Volunteer	- International or domestic volunteer organisation in medical support capacity	Correspondence certifying role	25
<b>OTHER</b>			
Other Reviewing Performance activities	- Activities not listed	Relevant to activity type	15
<b>Measuring Outcomes (minimum 5 hours)</b>			
<b>IMPROVING PATIENT OUTCOMES</b>			
Analysis of patient outcomes	- Patient data analysis leading to improved outcomes	Logbook	30
Clinical audit	- Audit of own clinical practice - Group clinical audit	Audit	30
Multi-disciplinary team meetings	- MDT meetings	Meeting Log	30
Patient care pathways	- Patient care pathways addressing targeted clinical treatment protocols	Logbook	20
Patient care practice meetings	- Inter-disciplinary meetings	Meeting Log	20
Patient experience survey	- Survey question bank development - Response analysis - Findings report	Logbook	20

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
Patient feedback study	<ul style="list-style-type: none"> <li>- Feedback question bank development</li> <li>- Response analysis</li> <li>- Findings report</li> </ul>	Logbook	20
Patient information	<ul style="list-style-type: none"> <li>- Diagnosis</li> <li>- Prognosis</li> <li>- Treatment side-effects</li> </ul>	Logbook	20
Patient safety review	<ul style="list-style-type: none"> <li>- Procedures review</li> </ul>	Log book	20
Patient satisfaction questionnaire	<ul style="list-style-type: none"> <li>- Questionnaire development</li> <li>- Response analysis</li> <li>- Findings report</li> </ul>	Logbook	15
Practice improvement plan	<ul style="list-style-type: none"> <li>- Practice improvement plan with key milestones and deliverables</li> </ul>	Summary of Findings	30
<b>PUBLICATIONS</b>			
Article	<ul style="list-style-type: none"> <li>- Journal</li> <li>- Medical news</li> </ul>	Logbook	30
Clinical Protocols	<ul style="list-style-type: none"> <li>- Oncology protocols</li> <li>- Cardiac protocols</li> </ul>	Logbook	30
Data analysis	<ul style="list-style-type: none"> <li>- Data checks</li> <li>- Data quality reporting</li> <li>- Feedback mapping</li> <li>- Qualitative research</li> </ul>	Logbook	30
Guideline / framework	<ul style="list-style-type: none"> <li>- Clinical guideline</li> <li>- Procedural framework</li> </ul>	Logbook	20
Health promotion	<ul style="list-style-type: none"> <li>- Health promotion materials and campaigns</li> </ul>	Logbook	30
Literature review	<ul style="list-style-type: none"> <li>- Literature review following literature search</li> </ul>	Literature search / review summary	20
Manuscript	<ul style="list-style-type: none"> <li>- Paper</li> <li>- Chapter</li> <li>- Book</li> </ul>	Logbook	30
Patient resources	<ul style="list-style-type: none"> <li>- Patient information brochure review and development</li> <li>- Patient education materials and resources</li> </ul>	Logbook	20

CPD Activity	Examples	Supporting Evidence	Max hrs/yr
<b>SAFETY AND QUALITY</b>			
Audits	<ul style="list-style-type: none"> <li>- Medical records audit</li> <li>- Compliance audit</li> <li>- Focused audit</li> <li>- Group audit</li> <li>- Hospital clinical audit</li> <li>- Service audit</li> </ul>	Audit	30
Hospital and simulation centre inspections / accreditation	<ul style="list-style-type: none"> <li>- Formal hospital / simulation centre accreditation</li> <li>- Formal hospital / simulation centre inspection</li> </ul>	Logbook	30
Hospital QA procedural skills	<ul style="list-style-type: none"> <li>- Clinical procedural skills QA review</li> </ul>	Summary of Findings	30
Medical expert witness	<ul style="list-style-type: none"> <li>- Report writing</li> <li>- Court appearance as medical expert</li> </ul>	Logbook	25
Morbidity and mortality meeting	<ul style="list-style-type: none"> <li>- Formal meeting</li> </ul>	Meeting Log	25
Patient data outcomes collection and review	<ul style="list-style-type: none"> <li>- Data analysis of patient outcomes</li> <li>- Best practice changes</li> </ul>	Logbook	25
Practice accreditation	<ul style="list-style-type: none"> <li>- Formal practice accreditation</li> </ul>	Logbook	20
Quality improvement incentives	<ul style="list-style-type: none"> <li>- Practice Incentives Program - Quality Improvement (PIP QI)</li> </ul>	Logbook	20
Random case analysis	<ul style="list-style-type: none"> <li>- GP patient case analysis</li> </ul>	Logbook	15
Risk and compliance management	<ul style="list-style-type: none"> <li>- Policy and procedures review</li> </ul>	Summary of Findings	20
Report preparation	<ul style="list-style-type: none"> <li>- Medico-legal reports</li> <li>- Research reports</li> <li>- Internal-facing reports</li> </ul>	Logbook	20
Reviews	<ul style="list-style-type: none"> <li>- Clinical indicators and guidelines / standards adherence</li> <li>- Legal and technical reports, expert certificates or opinions</li> <li>- Critical conclusion check or other cross check with peers as an internal activity</li> </ul>	Summary of Findings	20
<b>OTHER</b>			
Other Measuring Outcomes activities	<ul style="list-style-type: none"> <li>- Activities not listed</li> </ul>	Relevant activity type	15

## Specialty high-level requirement

Specialist high-level requirements describe any education, performance review or measuring outcomes activities that must be included in a specialist's CPD program.

Specialty	High-level requirement	CPD type
Anaesthesia	A specialist anaesthetist must: <ul style="list-style-type: none"> <li>complete at least one emergency response activity per year</li> <li>complete at least one of the following activities per year to directly evaluate and reflect on their own clinical practice:               <ul style="list-style-type: none"> <li>structured patient survey</li> <li>multi-source feedback</li> <li>peer review</li> <li>clinical audit</li> </ul> </li> </ul>	Education activity  Reviewing performance and/or measuring outcomes activity
Emergency medicine	A specialist emergency medicine physician (including all fields of specialty practice) must: <ul style="list-style-type: none"> <li>complete three core procedural skills per year:               <ul style="list-style-type: none"> <li>1 x core airway procedural skill</li> <li>1 x core breathing procedural skill</li> <li>1 x core circulation procedural skill</li> </ul> </li> </ul>	Education activity
General practice	A specialist general practitioner must: <ul style="list-style-type: none"> <li>complete a CPR (cardiopulmonary resuscitation) course every three years</li> </ul>	Education activity
Pain medicine	A specialist pain medicine physician must: <ul style="list-style-type: none"> <li>complete at least one emergency response activity per year</li> <li>complete AT LEAST ONE of the following activities per year to directly evaluate and reflect on their own clinical practice:               <ul style="list-style-type: none"> <li>structured patient survey</li> <li>multi-source feedback</li> <li>peer review</li> <li>clinical audit</li> </ul> </li> </ul>	Education activity  Reviewing performance and/or measuring outcomes activity
Psychiatry	A specialist psychiatrist must: <ul style="list-style-type: none"> <li>complete a minimum of 10 hours of formal peer review per year</li> </ul>	Reviewing performance
Radiology	A specialist radiologist must: <ul style="list-style-type: none"> <li>complete anaphylaxis training as part of basic or advanced life support training once every three years</li> </ul>	Education activity
Sport and exercise medicine	A specialist sport and exercise physician must: <ul style="list-style-type: none"> <li>complete WADA/Sport Integrity Australia anti-doping education every three years and</li> <li>complete ANY ONE of the following courses in every three-year period:               <ul style="list-style-type: none"> <li>management of Sports Trauma course (MOST)</li> <li>basic cardiac life support course (BCLS)</li> <li>advanced cardiac life support course (ACLS)</li> <li>AFL Emergency Care Course</li> <li>immediate care in rugby course (level 2 or 3 course)</li> </ul> </li> </ul>	Education activity
Surgery	A specialist surgeon (including all fields of specialty practice) must: <ul style="list-style-type: none"> <li>participate in the Australia and New Zealand Audit of Surgical Mortality (ANZASM) by completing all surgical case forms sent to the surgeon by ANZASM</li> </ul>	Reviewing performance and/or measuring outcomes activity

# Accreditation of CPD activities

The CPD Home 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, and upon completion are 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 CPD activity 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 CPD activity that is aligned to the CPD Program and meets the CPD Home accreditation criteria.

If you complete non-accredited CPD activities through other providers that supports your registered scope of practice and aligns with the CPD Program, you can upload your CPD activity and accepted evidence to the Uploaded Activities section 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 2023 - 2024 logo

# Accredited CPD activities

Will display the CPD Home Accredited Activity logo stating the year the CPD activity is accredited for.



Figure 2: CPD Home Accredited CPD Activity 2023 - 2024 logo

# Yearly CPD requirements made simple

CPD Home is committed to providing Australian doctors with an outstanding CPD home service that supports the continuous professional development 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 CPD activities ensure you can masterfully achieve your annual CPD goals across a range of contexts and will guide you to complete your mandatory 50 hours.

## **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 CPD Program 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 specialty high-level CPD requirements approved by the MBA, if applicable to your registered scope of practice
- recording externally completed CPD activities
- reflecting on your CPD 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.

## Supporting evidence

Acceptable supporting evidence must align with the supporting evidence listed across both domains of the CPD Program (pp.13-23).

Completing accredited CPD activities found in the Catalogue will auto generate the CPD hours to your CPD Tracker, and your Certificate of Completion to the CPD Activity Summary.

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 CPD activity will occur within a few days.

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

## Uploaded evidence

CPD Home have created a series of templates which can be utilised for CPD activities where supporting evidence such as a Certificate of Completion is not applicable. The CPD Home templates cater to a wide of CPD activities across both domains.

## Specialty high-level CPD requirements

For some specialists, completion of specialty high-level CPD requirements are mandatory. These specialty 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 the completion of this specialty high-level requirement, the Specialist General Practitioner would upload the activity against the appropriate domain, record total number of CPD hours and upload the accepted evidence.

## 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 specialty 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 requirements of that CPD year.

## 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 and you had applied for an extension prior to 30 November, your Statement of Completion will be made available once the CPD Program requirements have been met. Extensions can be granted for a maximum of three months, 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 made available and 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, Ahpra requires you to complete the minimum requirements of your nominated CPD home Program, while ensuring any CPD 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 CPD activities demonstrates your commitment as a professional to the optimal care of your patients and their families.

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.

At the conclusion of the CPD year, CPD Home will audit at least 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.

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 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 specialty 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](mailto: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 or download. The audit process is made easy, providing you have met the minimum requirements for the CPD Program 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 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 practitioners engaging in the CPD Home 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 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
2. implementation of policies and procedures supporting participation in the CPD Home service
3. enable subscribers to upload externally completed CPD activities where the content aligns with the subscriber's registered scope of practice, CPD Home Program and CPD Plan
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 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 the approved CPD Program 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](mailto:enquiries@cpdhome.org.au)

# CPD Home and The AMA

Through engagement in the CPD Home 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 CPD 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 wide range of CPD 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.

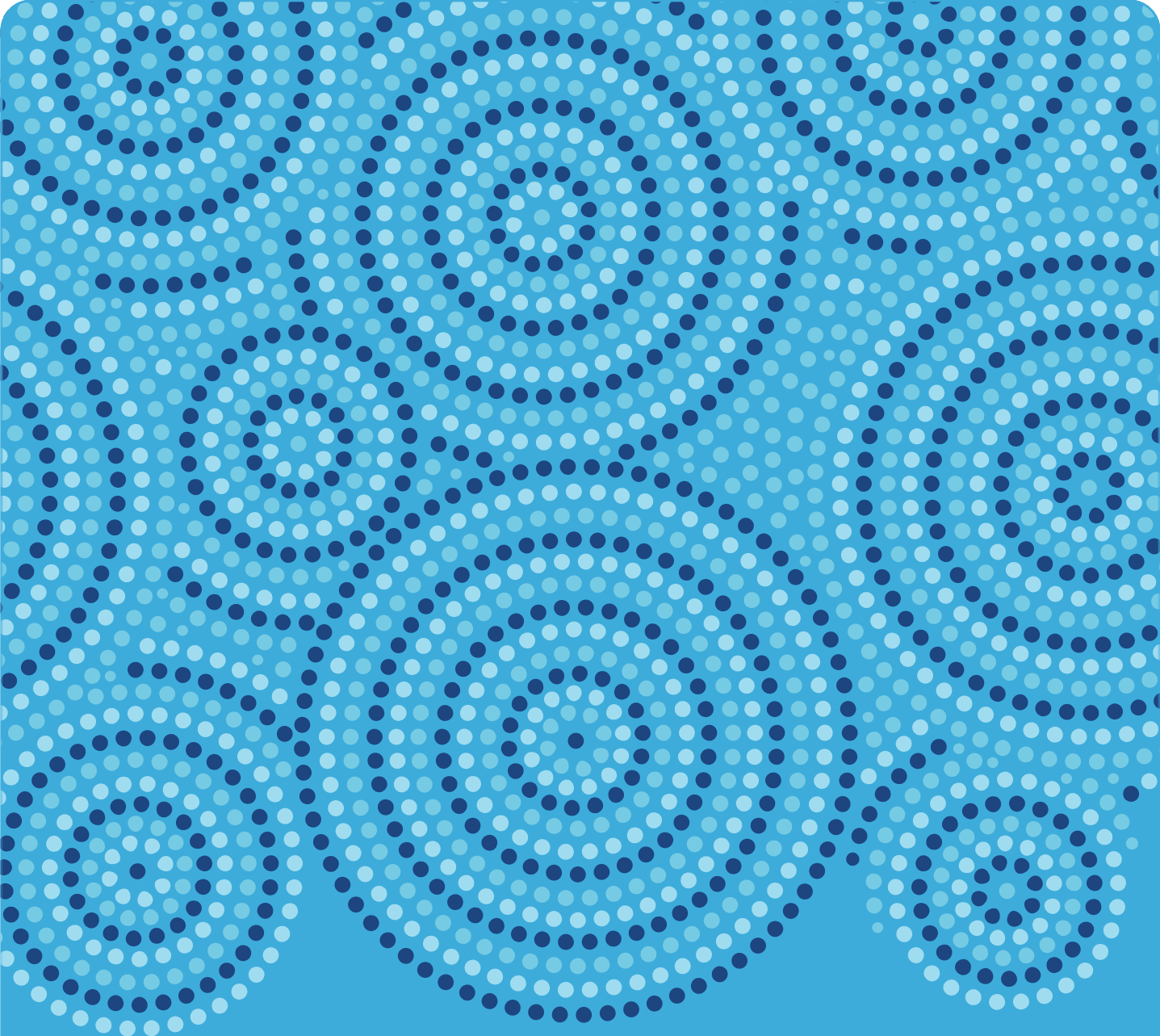
Regular feedback from subscribers is invited by emailing [enquiries@cpdhome.org.au](mailto:enquiries@cpdhome.org.au)

## 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 we can best help you. Visit our [website](#) to view CPD Home Policies and Forms and learn about the ways we can assist and support you throughout your CPD journey.



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.

# 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](mailto:enquiries@cpdhome.org.au)**

**[cpdhome.org.au](http://cpdhome.org.au)**

Thank you.



*We Understand*

doctorportal Learning Pty Ltd trading as 'CPD Home' is jointly owned subsidiary of the Australian Medical Association (WA) Inc and the Australian Society of Anaesthetists.

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