ANZCA
FPM

CPD activity guide

AUSTRALIAN AND NEW ZEALAND
COLLEGE OF ANAESTHETISTS
& FACULTY OF PAIN MEDICINE

Category 1 Practice evaluation	Category 2 Knowledge & skills	Category 3 Emergency response
Reviewing performance	Education development	**Acute severe behavioural disturbance**
CPD plan & evaluation	Education/research committee work	**Anaphylaxis**
Cultural safety	Examining, including marking and writing questions	**Can't intubate, can't oxygenate**
Multi-source feedback (MsF)	Formal courses	**Cardiac arrest**
Patient experience survey	Global development	**Cardiac arrest – specialist pain medicine physicians**
Peer review	Hospital or practice attachments	**Cardiovascular Perfusion Crisis**
Annual structured conversation/ performance appraisal	Journal reading	**Central nervous system oxygen toxicity**
Accreditation inspection/review	Leadership and management skills	**Major haemorrhage**
Case conference	Learning sessions	**Malignant hyperthermia**
Critical reflection	Presenting	**Opioid-induced ventilatory impairment**
Examiner – ANZCA primary and final exams/FPM fellowship	Publication	
Medico-legal reports	Research	
Mentoring	Review of ANZCA/FPM fellows	
Peer review of educational practice	Reviewer, grant applications	
Peer support groups	Reviewer/editor of journal	
SIMG PA assessor	Short format learning	
Team scenario	Teaching	
Measuring outcomes	Trainee assessment - reviews	
Clinical audit	WBA of trainees	
Analysing healthcare outcomes	Wellbeing education sessions	
Clinical governance		
Clinical governance/quality assurance committee work		
Incident reporting		
M&M meetings		
Practice audit		
Quality improvement project		
Report of audit findings		
Review patient pathways		
Root cause analysis (RCA)		

Key

Mandatory annual activities

All fellows and other CPD participants:

- Complete a **CPD plan** at the beginning of the year and a **CPD evaluation** at the end of the year.
- Complete 1 **cultural safety** activity annually

Mandatory practice evaluation activity

Clinical practice:

- Complete 1 of the 4 activities (**Multi-source feedback, Peer review, Patient experience survey, Clinical audit**) each year

Practice without direct patient care:

- Not required

Mandatory emergency response activity

Clinical practice:

- Complete 1 **emergency response** activity each year

Practice without direct patient care:

- Not required

Annual structured conversation	**New Zealand fellow/CPD participant:** ▪ Complete an **annual structured conversation** with a peer, colleague, or employer each year.

This document was last updated in March 2026

CATEGORY 1 | Practice evaluation

Practice type	Minimum annual hours	Mandatory annual activities
Clinical practice	**25** hours across practice evaluation, with minimum **5** hours reviewing performance and minimum **5** hours measuring outcomes	▪ **1** cultural safety activity, with hours allocated under *Category 1 – Practice evaluation reviewing performance.* ▪ **1** of the 4 mandatory practice evaluation with hours allocated under *Category 1 – Practice evaluation reviewing performance/ measuring outcomes.*
Practice without direct patient care	**25** hours across practice evaluation, with minimum **5** hours reviewing performance and minimum **5** hours measuring outcomes	▪ **1** cultural safety, with hours allocated under *Category 1 – Practice evaluation reviewing performance.*

Reviewing performance

Activity	**CPD plan and evaluation**
Description	Complete your CPD plan at the beginning of your annual cycle to ensure your CPD activities are meaningful and relevant to your needs. Complete your CPD evaluation at the end of your annual cycle to assess whether your learning needs were met.
Further information	Your annual statement of participation will be available once you complete your CPD plan.
Guidelines and forms	▪ CPD plan ▪ CPD evaluation
Evidence required	Completed portfolio section, automatically reflected on your dashboard.

Activity	**Cultural safety**
Description	Participate in a cultural safety activity with a view to better understand cultural safety and its implications for your practice.
Further information	May be face-to-face or virtual. At least one activity must be completed each year, but there is no minimum time requirement.
Guidelines and forms	Cultural safety activity guidance
Evidence required	▪ Certificate of attendance/ ▪ participation/completion OR ▪ Written confirmation of course registration OR ▪ Screen shot of online resource.

Activity	**Multi-source feedback (MsF)**	
Description	Obtain feedback on your performance from a minimum of six colleagues/ co-workers with whom you regularly work. A trusted colleague collates the feedback and discusses it with you to identify your strengths and areas to work on.	
Further information	You can use a specialty-specific college tool (linked below) to complete this activity. If you use a different tool, it must be relevant to the ANZCA and FPM roles in practice.	
Guidelines and forms	Guidelines Anaesthesia Clinical support DHM PM PPM	Forms Anaesthesia Clinical support DHM PM PPM
Evidence required	▪ Completed MsF confidentiality and CPD verification form ▪ Copy of blank survey form (if different tool used).	

Activity	**Patient experience survey**	
Description	Obtain feedback on the care you provide from at least 15 patients/parents (a cross section of your usual practice) and reflect on collated feedback to improve your practice.	
Further information	You can use a specialty-specific college tool (linked below) for this activity. If you use a different tool, it must measure patient experiences relevant to your scope of practice.	
Guidelines and forms	Guidelines Anaesthesia Anaes (paeds) DHM PM PPM	Forms Anaesthesia Anaes (paeds) DHM PM PPM
Evidence required	▪ Completed patient experience survey confidentiality and CPD verification form ▪ Copy of blank survey form (if different tool used).	

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Activity	**Peer review of practice**	
Description	A trusted colleague observes your practice, records their observations, and leads a feedback discussion regarding approaches to practice.	
Further information	You can use a specialty-specific college tool (linked below) for this activity. If you use a different tool, it must be developed for peer review of a specialist and relevant to your scope of practice. Both participants can claim CPD hours for this activity.	
Guidelines and forms	Guidelines Anaesthesia Non-clinical practice DHM PM PPM	Forms Anaesthesia Non-clinical practice DHM PM PPM
Evidence required	▪ Completed peer review of practice agreement and CPD verification form ▪ Copy of blank peer review form used (if different tool used).	

Activity	**Annual structured conversation/ performance appraisal**
Description	Formal structured meeting with your head of department/practice, manager, or a trusted colleague to review your professional activities, development needs, learning goals and plans for the following year.
Further information	Mandatory requirement for those with medical registration in New Zealand. The appraiser can claim time spent on this activity under *Review of ANZCA/FPM fellow.*
Guidelines and forms	Annual structured conversation guide Annual structured conversation template
Evidence required	▪ Completed Annual structured conversation CPD verification form OR ▪ Confirmation from appraiser.

Activity	**Accreditation inspection/review**
Description	Appointment to an ANZCA accreditation team, FPM review panel or as an inspector/ visitor for another accrediting body, to undertake an accreditation inspection/ review.
Further information	Note that accreditation decision-making committee work is recorded under *Clinical governance/quality assurance committee work.*
Examples	▪ ANZCA accreditation inspection ▪ FPM accreditation review ▪ ACHS and other health service accreditation visits ▪ Australian Medical Council and Medical Council of New Zealand accreditation visits.
Evidence required	▪ Letter of invitation/thanks OR ▪ Confirmation of meeting schedule OR ▪ First page of report which includes date(s) and team member names.

Activity	**Case conference** *Case discussion/conferencing*
Description	Case presentation and discussion involving at least three participants (may be multidisciplinary) to review and determine best management options.
Further information	May be face-to-face or virtual. Each participant must contribute a case and actively participate in the discussion.
Guidelines and forms	Case discussion/conferencing guideline
Evidence required	Log of discussion time and colleagues present.

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Activity	**Critical reflection**
Description	Use a series of questions to review: ▪ your practice (Practice reflection) or ▪ your current health and wellbeing (Own health and wellbeing reflection) to develop an Action plan or Personal Wellbeing plan.
Further information	Choose a relevant topic for reflection. Examples include: ▪ A work event such as a near miss or conflict situation ▪ A workshop or other learning experience ▪ An aspect of your work role such as a career transition ▪ Your own health and wellbeing. Several wellbeing reflection models, including two developed by and for Māori, are in the guideline.
Guidelines and forms	Critical reflection guideline Practice reflection template
Evidence required	Completed critical reflection CPD verification form.

Activity	**Examiner for the ANZCA anaesthesia primary and final and FPM fellowship exams**
Description	Group viva discussion and examiner assessor activities during the primary examination viva voce and the final fellowship examination of ANZCA trainees, including medical, clinical and anaesthesia vivas. Participation as an examiner in the process of group viva and observed structured clinical examination (OSCE) discussion and assessor activities during the FPM fellowship exam.
Further information	Requires appointment as an ANZCA or FPM examiner.
Evidence required	Written correspondence confirming participation (e.g., examining roster, invitation to a specific exam).

Activity	**Medico-legal reports** *Medico-legal reports/ expert witness*
Description	Time spent preparing medico-legal reports and/or acting as an expert witness.
Further information	Requests for medico-legal reports originate from a variety of sources e.g., police, lawyers, government tribunals, insurance companies or patients.
Evidence required	Letter of invitation to provide a report or to act as an expert witness.

Activity	**Mentoring**
Description	A series of meetings between two colleagues (mentor and mentee) working collaboratively towards achieving mutually defined goals to develop or strengthen the mentee's professional skills, abilities, knowledge and thinking.
Further information	Skills may be clinical and/or clinical support related, and sessions may be face-to-face or virtual. Although mentor and mentee may not both be CPD participants, where they are each can claim this activity towards CPD.
Guidelines and forms	Mentoring guideline
Evidence required	Completed mentoring CPD verification form

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Activity	**Peer review of educational practice**
Description	Review your educational performance with a trusted colleague (involved in similar educational practice) through observation and constructive feedback.
Further information	Use the structured form based on the ANZCA educator competency framework to complete this activity. If you use a different tool, it must be relevant to your scope of practice. Both participants can claim CPD hours for this activity.
Examples	Examples of activities that could be reviewed include facilitating a tutorial, developing a course, presenting, providing constructive feedback to a trainee or student, assessing a trainee/student. The guideline has other examples.
Guidelines and forms	Peer review of educational practice guideline. Peer review of educational practice observation form
Evidence required	Completed Peer review of educational practice agreement and CPD verification form. Copy of blank observation form (if different tool used).

Activity	**Peer support groups**
Description	A group of three or more self-selected peers meet regularly to discuss and reflect upon professional matters related to their practice in a supportive setting.
Further information	Peer support groups may address direct patient care issues or clinical support roles (e.g., complaints, own health and wellbeing, career transitions, ethics, leadership, professionalism).
Guidelines and forms	Peer support groups guideline
Evidence required	Completed Peer support groups CPD verification form

Activity	**SIMG Performance Assessment assessor**
Description	Time spent as an assessor conducting a Performance Assessment (PA) of a Specialist International Medical Graduate (SIMG) for their suitability to practice in Australia or New Zealand.
Further information	Requires appointment as a SIMG PA Assessor. See *Handbook for specialist international medical graduates*.
Evidence required	Letter of request or correspondence confirming participation in a SIMG PA.

Activity	**Team scenario** *Team training scenario within own work environment, with usual work team*
Description	Training scenario with usual team including education, practice, and feedback on team performance, often in a simulated environment to facilitate practice improvement.
Examples	Examples of situations suitable for a team scenario include orientation to a new procedure or a revised algorithm, or team practice of a safety protocol.
Evidence required	▪ Short summary of scenario and names of team members OR ▪ Document confirming participation.

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Measuring outcomes

Activity	**Clinical audit** *Clinical audit of own practice or significant input into a group audit of practice*
Description	The objective is collecting data on practice, reflecting on the results and considering practice changes if areas for improvement are identified.
Further information	Can involve one CPD participant or a group of practitioners in one or more disciplines (e.g., an anaesthetist and surgeon could jointly audit their patient outcomes).
Guidelines and forms	Clinical audit guideline Clinical audit templates
Evidence required	Completed Clinical audit CPD verification form

Activity	**Analysing healthcare outcomes**
Description	A group of at least three colleagues analyse and critically reflect on published reports of outcome data and evidence-based care, including discussion of the implications for participants' practice.
Further information	May occur face-to-face or virtually. May be a one-off event or a short series of meetings.
Guidelines and forms	Analysing healthcare outcomes guideline
Evidence required	Completed Analysing healthcare outcomes CPD verification form.

Activity	**Clinical governance**
Description	Active contribution of time to an institutional professional governance or an international society or organisation (either healthcare institutions or professional bodies) relevant to scope of practice.
Further information	It can be a series of meetings and/or work completed, either virtually or face-to-face, with the objective of supporting the governance decisions relating to the healthcare institution or professional body.
Examples	See guideline.
Guidelines and forms	Clinical governance guideline
Evidence required	Completed Clinical governance CPD verification form OR Attendance record (meeting minutes) and/or written confirmation of involvement from the organisation.

Activity	**Clinical governance/quality assurance committee work**
Description	Participation in committee work relevant to your scope of practice which contributes to broader safety and quality of patient care by: ▪ reviewing clinical care outcomes or activities which support clinical care outcomes ▪ reviewing guidelines, standards, performance data, incident data or monitors implementation of recommendations/actions taken to support relevant safety and quality outcomes.
Further information	Committee work which does not meet the above description can be claimed under *Knowledge and skills – Education/ research committee work.*
Examples	▪ Safety and quality committee ▪ Regional/national mortality committee ▪ Medication and blood safety committees ▪ Clinical governance committees.
Evidence required	Agenda or first page of meeting minutes.

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Activity	**Incident reporting**
Description	Reporting on adverse events and near misses allows reflection and learning to improve the quality and safety of care. Reporting promotes consideration of why the incident occurred and any future actions (including systems changes) to prevent similar future events.
Further information	May be undertaken via department, unit, or group, but significant contribution to the report is required to claim CPD hours for this activity. May be reported via web-based system or in hard copy, binationally (e.g., WebAIRS), nationally, regionally, or locally (e.g., department, unit, group practice).
Examples	▪ Critical incident reports ▪ Anaesthesia-related mortality reports.
Evidence required	▪ Confirmation of report, statement from department, unit, or group OR ▪ Record of reporting system entry.

Activity	**Morbidity/ mortality meetings**
Description	Interactive discussion with a group of clinicians with those involved in individual cases present. Includes review of management to understand factors (including those related to systems) contributing to mortality or morbidity.
Further information	These meetings may be organised by a department, private practice group, group of colleagues with similar scopes of practice, or run as part of a conference program. Presentations must conform to relevant regulations on discussing patient details (which may require de-identification).
Evidence required	▪ Attendance sheet OR ▪ Diary entry OR ▪ Confirmation of attendance from department, group, or practice.

Activity	**Practice audit (clinical support)**
Description	Collecting data on practice in areas that don't involve direct patient care, reflecting on the results and considering practice changes if areas for improvement are identified.
Further information	▪ Relevant to those with clinical support roles or those who practice without direct patient care. ▪ May involve one CPD participant or a group in single or multiple disciplines. ▪ May focus on individual, team, departmental, group, hospital or health service outcomes.
Guidelines and forms	Practice audit (clinical support) guideline
Evidence required	Completed practice audit CPD verification form

Activity	**Quality improvement project**
Description	Quality Improvement (QI) projects are focused on work that drives continuous improvement to achieve increasingly better patient experience and outcomes.
Further information	QI may be undertaken as an individual or as a group project (often multidisciplinary), and increasingly includes consumer engagement in co-designed care initiatives. The project can be clinical or non-clinical (clinical support), provided that the focus is on measurable improvement.
Examples	See guideline.
Guidelines and forms	Quality improvement project guideline
Evidence required	Completed Quality improvement project CPD verification form

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Activity	**Report of audit findings**
Description	Written report or presentation of audit results including key findings and their implications for your practice.
Further information	This activity can be completed for either c*linical audit or practice audit (clinical support).* Presentation may be local (colleague, department, group), regional, national, binational, or international.
Evidence required	Short summary of aim, methods, findings, comparison to benchmark, limitations and implications for your practice. Front page of report or correspondence confirming presentation.

Activity	**Review patient pathways** *Review of patient care pathways*
Description	Active participation in projects to review and redesign (including co-design) patient care pathways.
Further information	Includes literature review, pathway mapping, deconstruction, and reconstruction, using co-design principles which centre the patient experience.
Evidence required	▪ First page of meeting agendas/ minutes or other records of meeting attendance OR ▪ Record of time spent on other relevant contributions.

Activity	**Root cause analysis (RCA)**
Description	Structured method of analysing serious adverse events to identify active and latent errors.
Further information	May be organised by department, unit, group, practice, or hospital.
Evidence required	▪ Correspondence confirming participation OR ▪ Short summary of RCA outcome.

CATEGORY 2 | Knowledge and skills

Practice type	Minimum annual hours
Clinical practice	**12.5 hours**
Practice without direct patient care	**12.5 hours**

Activity	**Education development**
Description	Contribution to development of educational resources relevant to your scope of practice and used by others. This includes using emerging teaching and learning technologies.
Examples	Development of: ▪ Curricula ▪ e-Learning tools ▪ Workshops and simulation session content ▪ Educational tools and rubrics ▪ Educational strategies, policies, and guidelines.
Further information	Does not include the preparation and delivery of education sessions which is claimed under *teaching* and does not include participation in such sessions.
Evidence required	▪ Confirmation of appointment/ participation OR ▪ Copy of resources developed.

Activity	**Education/research committee work**
Description	Participation in committee work related to professional practice in anaesthesia, perioperative medicine, diving and hyperbaric medicine, rural generalist anaesthesia and related specialties that does not meet the criteria for *clinical governance/quality assurance committee work.*
Examples	▪ ANZCA and FPM committees and project/working groups ▪ Committees of hospitals, medical practices, universities, medical board/council, research foundation, or medical defence organisation.
Further information	See also *clinical governance/quality assurance committee work* under practice evaluation.
Evidence required	▪ Agenda OR ▪ First page of meeting minutes.

Activity	**Examining** *Examining, including writing and marking questions*
Description	Participation as an examiner in written examinations and preparing questions for college trainees or medical students.
Examples	▪ ANZCA primary or final written examination marking and question writing ▪ FPM fellowship examination, external long case assessment and written exam ▪ Medical student written examinations and question writing
Further information	Time spent as an examiner on viva and OSCE examinations is claimed under *examining – viva/OSCE*.
Evidence required	Written invitation or roster.

Activity	**Formal courses** *Courses towards a formal qualification*
Description	A structured course or higher education program provided by a recognised tertiary institution, such as a university, that is directly relevant to medical practice (any one of the ANZCA/FPM roles in practice). Completion of the course/program leads to the award of a formal qualification such as a certificate, diploma or masters.
Examples	▪ Masters in medical education ▪ Masters in pain management ▪ Graduate certificate in clinical trials research ▪ Graduate diploma in medical ultrasound.
Further information	Completed subjects may count towards CPD without the qualification being awarded.
Evidence required	▪ Certificate of enrolment, start and end dates. ▪ Formal award upon completion.

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Activity	Global development
Description	The broadening of your knowledge and skills via contribution to work and teaching in low- and middle-income countries.
Examples	▪ Essential Pain Management Program delivery ▪ Anaesthesia global development work.
Further information	See Global health on the college website for training and service opportunities.
Evidence required	Correspondence confirming participation.

Activity	Hospital or practice attachments
Description	An attachment at a different hospital/ practice from your own to broaden your knowledge and skills in a particular practice area.
Examples	▪ Week-long attachment to a specialist paediatric hospital to enhance care of paediatric patients. ▪ Month-long attachment to an overseas pain management department.
Further information	The college is unable to assist with arranging such attachments which must be arranged directly with the head of department/practice.
Evidence required	Written confirmation from head of department/practice where attachment was completed.

Activity	Journal reading
Description	Reading of peer-reviewed journals relevant to your scope of practice.
Examples	▪ Individual reading ▪ Journal club.
Further information	The ANZCA Library has numerous resources including Library Guides and journal access to support this activity.
Evidence required	▪ Copy of first page of each article OR ▪ Reference list of read articles OR ▪ Journal club schedule.

Activity	Leadership and management skills development
Description	Attending sessions, either in person or online, and accessing resources (including webinars, podcasts, and other on-demand content) focused on developing and enhancing leadership and management, relevant to the ANZCA/FPM role in practice – Leader and Manager.
Examples	Education and training sessions on governance, leadership skills, finance, use of information communication technology, communication, management, accreditation, quality assurance and improvement.
Evidence required	▪ Certificate of attendance, participation and/or completion. ▪ If certificates are unavailable (for example, for online courses), screenshot of course progress.

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Activity	**Learning sessions** *Attendance at lectures, presentations or online learning*
Description	Participation in face-to-face or virtual learning sessions relevant to your scope of practice at scientific meetings, educational conferences or via online learning run by the college/faculty, a special interest group (SIG), another professional medical organisation, healthcare institution, or research/ educational body.
Examples	▪ ANZCA Annual Scientific Meeting ▪ FPM Spring Meeting ▪ SIG meetings ▪ Podcasts ▪ Webinars.
Further information	Hours for college events will be automatically uploaded to your CPD portfolio. You will need to confirm the activity for the hours to be added to your annual total.
Evidence required	▪ Certificate of attendance/ participation/completion OR ▪ Official conference list of attendees OR ▪ Written confirmation of registration OR ▪ Screen shot of online resources.

Activity	**Presenting** *Presenting at local/regional/ national/ international conferences/ meetings*
Description	Presenting face-to-face or virtually on a topic relevant to your practice at a conference/other meeting organised by the college, a professional medical organisation, healthcare institution, or educational body.
Examples	▪ Plenary speaker ▪ Invited lecturer ▪ Paper/poster presentation ▪ Facilitating a problem-based learning/ small group discussion session.
Further information	Tutorial presentations for trainees or students are claimed under *Teaching*.
Evidence required	▪ Program OR ▪ Published abstract OR ▪ Written invitation from organising committee.

Activity	**Publications** *Publication of a manuscript in a peer reviewed journal or book chapter*
Description	Time spent contributing to a publication of scientific or educational content in a peer-reviewed journal, or a book chapter in a recognised publication relevant to your scope of practice.
Examples	Publications in: ▪ Peer reviewed anaesthesia, pain medicine, education literature ▪ ANZCA Australasian Anaesthesia ▪ Acute Pain Medicine: Scientific Evidence chapter.
Further information	Journal editing and review is claimed under *Reviewer/editor of journal.*
Evidence required	▪ Electronic citation OR ▪ Reprint of article OR ▪ Letter of acceptance from the journal or book editor.

Activity	**Research** *Research, including grant proposals and trials*
Description	Enhancement of research expertise by leading or contributing to research.
Examples	▪ Principal or associate investigator of a research grant application. ▪ Recruitment of patients to approved multicentre research. ▪ Contribution to components of research including grant proposals, recruitment.
Further information	This activity does not include time spent on the publication stage which is claimed under *Publications*. The ANZCA Clinical Trial Network welcomes CPD participant involvement in recruiting to multi-centre trials.
Evidence required	Written confirmation of submission or involvement from research organisation, grant body, or institutional ethics committee.

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Activity	**Review of ANZCA/FPM fellows**
Description	Reviewing and providing feedback to a specialist colleague, either within the CPD program or in another context.
Examples	Providing feedback to a colleague on their: ▪ Multi-source feedback ▪ Patient experience survey ▪ Annual structured conversation/ performance appraisal.
Further information	Formal review of trainees (like core unit reviews and in-training assessments) are claimed under *Trainee assessment – review* and workplace based assessment and workplace based progressive feedback are claimed under *WBA of trainees.*
Evidence required	Name of the fellow or other specialist for whom you conducted the review.

Activity	**Reviewer, grant applications** *Reviewer of grant applications or participation on ethics committee*
Description	Formal reviews of research grant applications for a granting body or chair/member of an institutional ethics committee.
Examples	▪ ANZCA research grants.
Further information	Journal editing and review is claimed under *Reviewer/editor of journal.*
Evidence required	Written request of involvement from research organisation, granting body, or institutional ethics committee.

Activity	**Reviewer/editor of journal** *Reviewer or editor for a peer-reviewed journal*
Description	Formal review of a manuscript submitted for publication in a peer-reviewed journal/other publication relevant to your scope of practice.
Examples	Review of a manuscript by an ▪ Editor ▪ Deputy editor ▪ Reviewer.
Further information	Editorial board work is claimed under *Education/research committee work.*
Evidence required	Written request to review manuscript.

Activity	**Short format learning** *Short course, workshops, problem-based learning discussions and small group discussions*
Description	Participate in face-to-face or virtual small group learning which may include teaching or learning a new skill, and which has an interactive and/or hands on component.
Examples	▪ ANZCA Educators Program ▪ Regional Anaesthesia skills course ▪ Scientific meeting workshops and problem-based learning discussion sessions.
Further information	Facilitating small group learning is credited under either *Teaching* (of trainees/students) or *Presenting* (at meetings/conferences). Hours for college events will be automatically uploaded to your CPD portfolio. You need to confirm the activity for the hours to be added to your annual total.
Evidence required	Certificate of attendance and/or completion.

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Activity	**Teaching** *Teaching including preparing and presenting tutorials*
Description	Preparation and delivery of face-to-face or virtual tutorials to colleagues, ANZCA or FPM trainees, trainees of other vocational colleges, prevocational doctors, or medical students.
Examples	▪ Clinical practice tutorial ▪ Preparation for specialist practice tutorial ▪ Examination long course tutorial ▪ Exam short course tutorial ▪ Practice vivas/written questions.
Further information	Informal teaching, such as in theatre or pain clinic teaching and trainee supervision, is excluded from this activity.
Evidence required	▪ Teaching timetable/program OR ▪ Written invitation/confirmation, including duration of activity, from university or other institution or session/course organiser.

Activity	**Trainee assessment reviews** *Other assessment of trainees, including core unit reviews and in-training assessments*
Description	Formal assessments with feedback completed by supervisor of training, education officer, another supervisor, tutor or examiner.
Examples	▪ ANZCA core unit/clinical placement/SSU/provisional fellowship reviews ▪ ANZCA scholar role assessments ▪ FPM in-training assessments ▪ FPM core training stage/practice development stage reviews ▪ Trainee performance review.
Further information	▪ ANZCA handbook for training ▪ FPM training handbook
Evidence required	Trainee's name.

Activity	**WBA of trainees** *Workplace-based assessment of trainees, including provision of feedback*
Description	Observation of trainee or student performance in the workplace using a structured form, with constructive feedback provision on performance.
Examples	▪ ANZCA mini clinical evaluation exercise (mini-CEX) ▪ ANZCA direct observation of procedural skills (DOPS) ▪ ANZCA case-based discussion (CbD) ▪ FPM Workplace-based progressive feedback
Further information	▪ ANZCA handbook for training ▪ FPM training handbook
Evidence required	Assessments completed in the ANZCA Training Portfolio System will be automatically uploaded in the CPD portfolio. You need to confirm the activity for hours to be added to your annual total. FPM assessments need to be manually added to the CPD portfolio, with the trainee's name as evidence.

Activity	**Wellbeing education sessions**
Description	Participation in a face-to-face or virtual wellbeing-related educational conference, workshop, small group discussion, or online learning module organised or provided by ANZCA, FPM, a special interest group, professional medical organisation, or healthcare institution.
Examples	▪ Wellbeing SIG sessions ▪ Podcasts ▪ Webinars.
Further information	Wellbeing education session guideline Hours for college events will be automatically uploaded to your CPD portfolio. You will need to confirm the activity for the hours to be added to your annual total. Time spent developing a personal wellbeing plan is claimed under *critical reflection.*
Evidence required	Certificate of attendance/participation.

CATEGORY 3 | Emergency response

Practice type	Minimum annual hours
Clinical practice	▪ **1** emergency response activity, with hours allocated under *Category 2 - Knowledge and skills.*
Practice without direct patient care	Not required

For emergency response activity providers: Please see the emergency response webpage for information about how to apply for recognition of suitability for emergency response activities..

Activity	**Acute severe behavioural disturbance in the adult patient**
Description	Simulation activity which aims to ensure anaesthetists and specialist pain medicine physicians have recognised training to prevent (where possible) and manage an ASBD situation.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Acute Severe Behavioural Disturbance (ASBD) in the adult patient ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Anaphylaxis**
Description	Simulation activity which aims to ensure anaesthetists and pain medicine specialists (where relevant to their scope of practice) have recognised training to prevent (where possible) and manage anaphylaxis.
Further information	Find recognised courses and workshops on the college website. Participants have the option to complete an online module (listed on the website) for this activity.
Guidelines and forms	Anaphylaxis ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Can't intubate, can't oxygenate (CICO)**
Description	Simulation activity which aims to ensure anaesthetists have recognised training to prevent (where possible) and manage a CICO situation.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Can't intubate can't oxygenate ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Cardiac arrest**
Description	Simulation activity which aims to ensure anaesthetists and pain medicine specialists (where relevant to their scope of practice) have recognised training to manage a cardiac arrest.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Cardiac arrest ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

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Activity	**Cardiac arrest – specialist pain medicine physicians**
Description	Simulation activity which aims to ensure specialist pain medicine physicians (who are not practising anaesthetists) have recognised training in advanced life support that addresses considerations in settings where procedures for pain are performed.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Cardiac arrest specialist pain medicine physicians ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Cardiovascular perfusion crisis**
Description	Simulation activity which aims to ensure anaesthetists have recognised training to respond to a cardiovascular perfusion crisis
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Cardiovascular perfusion (CP) crisis emergency response session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Central nervous system oxygen toxicity (CNS-OT)**
Description	Simulation activity which aims to ensure hyperbaric physicians have recognised training to manage CNS-OT events.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Central nervous system oxygen toxicity (CNS-OT) ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Major haemorrhage**
Description	Simulation activity which aims to ensure anaesthetists have recognised training to prevent (where possible) and manage major haemorrhage.
Further information	Find recognised courses and workshops on the college website. Participants have the option to complete an online module (listed on the website) for this activity.
Guidelines and forms	Major haemorrhage ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Malignant hyperthermia**
Description	Simulation activity which aims to ensure anaesthetists and pain medicine specialists have recognised training to recognise and manage malignant hyperthermia.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Malignant hyperthermia ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.

Activity	**Opioid-induced ventilatory impairment**
Description	Simulation activity which aims to ensure anaesthetists and pain medicine specialists have recognised training to recognise and respond to opioid-induced ventilatory impairment.
Further information	Find recognised courses and workshops on the college website.
Guidelines and forms	Opioid-induced ventilatory impairment ER session guideline
Evidence required	Certificate of completion issued by a recognised provider.