



# ANZCA and FPM CPD Program

## Private practice support document

### 1. Purpose

This document provides support for fellows and CPD participants who work in the private sector and complete CPD under the clinical practice type to meet their CPD requirements. Please note that, while this is a tailored document, individualised support is always available through the CPD team at [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au).

For context, the ANZCA and FPM CPD program is developed specifically for anaesthetists and pain medicine physicians, and it evolves in a fashion that reflects the changing regulatory requirements as established by the [Medical Board of Australia](#) (MBA) and the [Medical Council of New Zealand](#) (MCNZ). From 2023, the MBA and MCNZ have updated their regulatory requirements pertaining to CPD and all registered medical practitioners must meet those new requirements.

### 2. Planning your CPD

The cycle in Figure 1 is useful for planning and reviewing your CPD plan and progress. At each stage in this cycle ask yourself how you are tracking with your CPD requirements and whether your completed CPD activities have improved your knowledge, skills and professional attributes. It is important that you build on your CPD plan from the previous year and that you consider how to continue developing your practice.

The annual CPD plan in the online CPD portfolio asks you helpful questions about your learning needs and your CPD cycles. Each year, you can revisit your plan and ask yourself similar questions, prior to and after specific CPD activities. You may wish to complete this process in a more formal fashion by undertaking a mid-year [critical reflection activity](#).

Figure 1: The PDP cycle<sup>1</sup>



<sup>1</sup>Source: [Royal Australasian College of Medical Administrators CPD handbook](#). Used with permission.

#### 4. CPD requirements and categories

The three CPD categories are as follows:

Table 1: ANZCA and FPM CPD Program categories

<p><b>Category 1: Practice evaluation</b></p>	<p>This category was introduced into the CPD program in 2014. The updated regulatory requirements dictate that it be split into two sub-categories:</p> <ul style="list-style-type: none"> <li>• Reviewing performance</li> <li>• Measuring outcomes</li> </ul> <p>The following sections of this document offer helpful clarification about these sub-categories and great ideas to complete relevant CPD activities in the practice evaluation space.</p>
<p><b>Category 2: Knowledge &amp; skills</b></p>	<p>Knowledge and skills activities, such as conferences and journal readings, have historically been part of the CPD program. The handbook offers interesting ideas on how to meet your CPD requirements for this category. Please note that <a href="#">Learn@ANZCA</a>, the <a href="#">Library</a> and the <a href="#">ANZCA and FPM Events page</a> are always great resources.</p>
<p><b>Category 3: Emergency response</b></p>	<p>This category was introduced into the CPD program in 2014. The updated regulatory requirements dictate that an activity be completed each year for all registered specialist anaesthetists and pain medicine physicians.</p>

Figure 1 summarises overall CPD requirements for those in clinical practice. The [CPD handbook](#) includes more information for those with a more specific scope of practice or needs (e.g. practice without direct patient care, extended leave, part-time practice, special consideration).

Figure 1: ANZCA and FPM CPD Program requirements – Clinical practice type



Many of your CPD requirements can be met individually, with a colleague or as part of a group. Affiliation to a hospital or a group practice is not required (more information on this is in Section 10 below).

Each year, as a regulatory requirement, all fellows and CPD participants must complete at least 25 hours of Category 1 Practice evaluation activities, with at least five hours in each of the two practice evaluation sub-categories (reviewing performance and measuring outcomes). As these are often the most challenging areas of your CPD, this particular requirement is discussed in detail in the following sections of this document.

## 5. What is reviewing performance?

The college defines reviewing performance as *“Informal or formal reviews and critical reflection for continuous improvement of your practice, or that of your team/group/organisation, with feedback based on actual work processes.”*

The activities in this category provide feedback on your performance, thereby offering validation of your practice and identifying areas for further improvement. Meaningfully, reflecting on performance feedback allows you to learn and improve your practice.

Examples of reviewing performance activities include:

- Your [CPD plan](#) (required each year)
- [Annual structured conversation/performance appraisal](#) by a senior colleague (mandatory for those practising in New Zealand)
- Feedback from colleagues and co-workers (multi-source feedback, the college has MsF tools for different scopes of practice, including one for [clinical support roles](#))
- [Cultural safety activity](#) (one required each year)
- Meeting with a group of colleagues to discuss and reflect on professional issues ([peer support group](#))
- Working through a series of questions on your practice or wellbeing ([critical reflection](#))
- Your [CPD evaluation](#) (required each year).

More information is in the [practice evaluation category criteria](#).

## 6. What is measuring outcomes?

The college defines measuring outcomes as *“Activities in which the outcomes of your practice or that of your team/group/organisation are measured and reviewed. Usually this would include review against a benchmark, standard or other comparator.”*

Measuring outcomes is about using data from your work to demonstrate your awareness of current evidence and best practice in a selected area. This helps ensure high-quality performance in your scope of practice.

Examples of measuring outcomes activities include:

- Audit ([clinical audit](#)) and reporting on audit findings.
- Meeting with a group of colleagues to analyse and critically reflect on published healthcare reports, new clinical care standards or changing evidence, and the implications for your practice ([analysing healthcare outcomes](#)).

More information is in the [practice evaluation category criteria](#).

## 7. What CPD activities review performance and what measure outcomes?

The [CPD activity guide](#) shows what activities fall into each of the three CPD categories. The ANZCA and FPM CPD program uses the term ‘activities’ to refer to the generic CPD activities that you undertake to meet your CPD requirements. Note that each activity is classified into only one category. Contact the [CPD team](#) with any questions.

Each activity under Category 1 Practice evaluation (reviewing performance and measuring outcomes) is supported by a guideline and many also have practical forms to support the activity (like tools, collation forms, verification forms). You can access these on the [CPD guidelines and forms webpage](#).

## 8. Category 2 Knowledge and skills

Knowledge and skills activities include:

- Individual activities (e.g., journal reading, listening to podcasts, teaching) and
- Group activities (e.g., attending conferences, workshops, wellbeing sessions).

Hours spent on these each year can be claimed as outlined in the [CPD activity guide](#) and recorded in your online CPD portfolio to meet your minimum annual requirements (at least 12.5 hours of Category 2 Knowledge and skills activities each calendar year).

## 9. Are there limits on the hours I can record for each activity?

No. The ANZCA and FPM CPD Program does not cap the hours which can be recorded for each activity. Consequently, you should record the time that it takes for you to complete the activity, including preparation. While uploading evidence of each activity in your online CPD portfolio is not required, best practice dictates that you do this and maintain clear records as you might be randomly selected for annual verification (audit). Accepted evidence is listed in the [CPD activity guide](#) against each activity.

## 10. Do I need to be working in a department, group or institution to undertake CPD activities?

The short answer is 'no'. While in Australia you need to be registered with a CPD Home, in Australia or New Zealand you do not need to be working in an organisation (e.g., a practice, hospital, health service) to complete your CPD activities.

Since the lack of an institutional attachment can present an added challenge for the completion of CPD activities, below you can find additional guidance about CPD activities that should be accessible for you. Please note that CPD activities undertaken must be relevant to your scope of practice. The activities listed below are only examples and the [CPD activity guide](#) offers more information about all CPD activities.

*Table 2: Examples of CPD activities which can be completed without an institutional attachment*

Category (at least 50 hrs total per year#)	Type of activity	Examples of activities and how to complete them
<b>Category 1 Practice evaluation – reviewing performance</b> (at least five hrs per year)*	Individual	<p><b>CPD plan:</b> This is mandatory at the beginning of each year. Questions to answer to make your plan are embedded in the electronic CPD portfolio.</p> <p><b>Critical reflection:</b> There are two types - either a practice reflection or an own health and wellbeing reflection. You set aside time and use the questions in the <a href="#">critical reflection guideline</a> to analyse what you are currently doing and make a plan for any needed changes. The topic you choose might be an event or experience, a CPD activity you have completed (like a conference), a career transition, or your current state of health and wellbeing.</p> <p><b>Cultural safety:</b> One activity is required each year, with time spent counted towards reviewing performance. More information is in the <a href="#">cultural safety activity guidance</a>.</p> <p><b>CPD evaluation:</b> This is mandatory at the end of each year. Questions to answer to evaluate your CPD for that year are embedded in the electronic CPD portfolio.</p>

Category (at least 50 hrs total per year#)	Type of activity	Examples of activities and how to complete them
	With a colleague	<b>Annual structured conversation/ performance appraisal:</b> Undertake a structured conversation with a peer, colleague, or employer about your practice. <b>Mentoring:</b> This is a useful activity at any career stage for reciprocal learning. Time spent can be counted for both the mentor and the mentee. See the <a href="#">mentoring guideline</a> for more information.
	In a group	<b>Peer support groups:</b> find at least two other trusted colleagues to establish a peer support group which meets regularly for one to two hours at a time to discuss professional practice issues. Examples of topics and how to run a group are in the <a href="#">peer support groups guideline</a> .
<b>Category 1 Practice evaluation – measuring outcomes</b> (at least five hrs per year)*	Individual	<b>Clinical audit:</b> This is about collecting data on patient care and outcomes, reflecting on results, and considering practice changes if areas for improvement are identified. Details on how to do this are in the <a href="#">clinical audit guideline</a> .
	With a colleague	<b>Multisource feedback:</b> This is about seeking feedback from colleagues and co-workers on your performance. Those you seek feedback from can be medical or non-medical colleagues that you interact with sufficiently often for them to provide feedback on your practice; they don't need to be part of a single team or all in the same organisation. More information is in the <a href="#">guideline</a> .
	In a group	<b>Analysing healthcare outcomes:</b> this is a group activity to analyse a published report on healthcare outcomes (e.g., a coroner's report, <a href="#">WebAirs</a> reports, <a href="#">ANZCA professional documents</a> ) and reflect on the implications for your practice. It requires you to identify at least two other colleagues and for one of you to be the facilitator – information on how to do this and what type of reports you could use are in the <a href="#">analysing healthcare outcomes guideline</a> .
<b>Category 2 Knowledge &amp; skills</b> (at least 12.5 hrs per year)	Individual	These are familiar activities like journal reading, listening to a podcast, and formal courses (in person or virtual).
	With a colleague	Providing feedback to another colleague on their <a href="#">multisource feedback</a> or <a href="#">peer review of educational activities</a> .
	In a group	These include conferences, workshops, journal clubs, webinars and wellbeing CPD education sessions. The college <a href="#">events page</a> shows what's on and college run events are automatically credited to your CPD portfolio. Being part of a committee or working group for the college or another medical organisation also counts (the college is always looking for volunteers through expressions of interest, contact <a href="#">membership services</a> for more information).

\* The medical board requires a minimum of 25 hours of practice evaluation each year, at least five hours of reviewing performance and at least five hours of measuring outcomes.

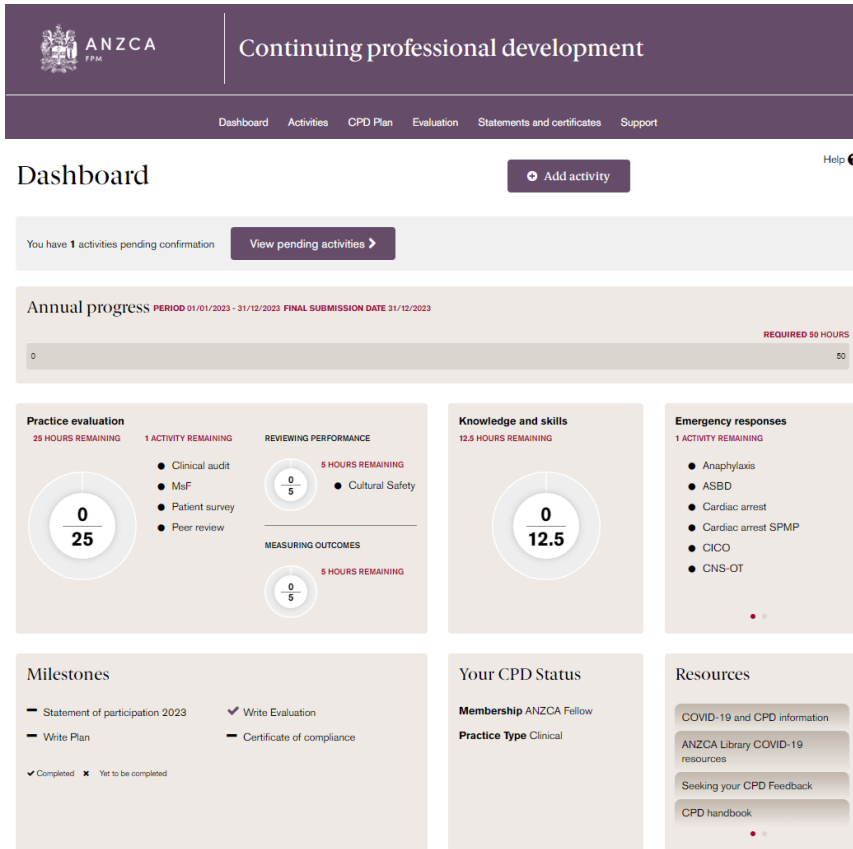
# The remaining 12.5 hours per year can be made up in any of the CPD program categories.

## 11. CPD portfolio breakdown

The CPD portfolio dashboard is designed to facilitate easy tracking of CPD activities. Hours are tracked using circles, with an annual progress tracker bar. The dashboard also tracks annual activity requirements.

Once a requirement is complete the wording (e.g., “25 hours remaining”, “1 activity remaining”) will change from red to black and read ‘complete’. Items under the ‘Milestones’ section will also display a ‘tick’ once requirements are complete.

Image 1: 2023 CPD portfolio dashboard – home screen (practice without direct patient care)



Please note: The CPD portfolio is designed to timeout for security purposes, therefore we highly recommend you save your work regularly to ensure you do not lose any data.

Activities which auto-populate into your CPD portfolio (including college-run events and some Learn@ANZCA/Training Portfolio System modules) are uploaded to your ‘pending’ folder.

Image 2: CPD activities – pending activities



To confirm the activity, click the purple ‘view pending activities’ button then click ‘Confirm’. If there is no ‘Confirm’ tab, the duration is unknown. In this case, click the ‘Edit’ tab, enter the number of hours spent on the activity and click ‘Save’.

Once you confirm the activity, it will move into your saved activities and your dashboard will be updated with it.

### Annual progress bar

The annual progress bar will update as you progress in meeting your minimum annual 50 hours requirement, including:

- At least 25 hours of Category 1 Practice evaluation (with a minimum of five hours of reviewing performance and five hours of measuring outcomes).
- At least 12.5 hours of Category 2 Knowledge and skills.



- A further 12.5 hours which can be claimed across the CPD program.

The progress bar will continue to record hours once you have reached the minimum requirement. Hours taken to complete the annual cultural safety activity contributes to the 50 hours of CPD required per year.

### *Category 1 Practice evaluation*

The three circles under practice evaluation breakdown the hours allocations for this category:

- The '25-hour' circle records all hours completed under the practice evaluation category.
- Each of the '5-hour' circles records the minimum of five hours required for reviewing performance activities and measuring outcomes activities.

### *Cultural safety activity*

Once complete, a ✓ will appear next to the activity on the dashboard, and hours recorded for your participation will go towards meeting your annual practice evaluation – reviewing performance hour requirements.

Please note, the minimum five hours of reviewing performance can be made up of a variety of CPD activities. The annual cultural safety has no set hours allocation.

### *Category 2 Knowledge and skills*

The circle will update to show how many knowledge and skills hours have been claimed in your current CPD cycle and the number of hours outstanding to meet the annual 12.5 hours requirement.

### *Milestones*

#### **CPD plan**

You must fully complete your CPD plan before you can access your annual statement of participation. Your CPD portfolio dashboard will show your CPD plan is complete when the – symbol changes to a ✓.

#### **Annual statement of participation**

The statement of participation is an annual statement to demonstrate you are actively enrolled in an accredited CPD program.

#### **CPD evaluation**

You need to complete an evaluation at the end of your annual CPD cycle before you can access your certificate of compliance. Your CPD portfolio dashboard will show your CPD evaluation is complete when the – symbol changes to a ✓.

#### **Annual certificate of compliance**

The certificate of compliance confirms that you have successfully completed your annual requirements, with a ✓ to indicate your CPD cycle is complete.

If a ✓ has not appeared next to your certificate of compliance, something is not fully complete.

### *Special consideration*

If you find yourself unable to successfully complete your annual CPD cycle due to exceptional circumstances, please review the [CPD Special consideration policy](#).

### *Submit button*

There is no submit button. Once you have successfully completed your annual CPD requirements you will automatically move to your new CPD cycle on 1 January following your final submission date.

## 12. Annual CPD checklist

Table 3: Annual CPD checklist – Clinical practice type

Annual checklist – Clinical practice type		Status
Category 1 Practice evaluation		
Hours	<ul style="list-style-type: none"> <li>• Complete a minimum of 25 hours.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ With a minimum of five hours of reviewing performance activities.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ With a minimum of five hours of measuring outcomes activities.</li> </ul>	
Activities	<ul style="list-style-type: none"> <li>• Complete at least one of the four mandatory activities (either a patient survey, multi-source feedback, peer review or clinical audit).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Complete at least one cultural safety activity.</li> </ul>	
Category 2 Knowledge and skills		
Hours	<ul style="list-style-type: none"> <li>• Complete a minimum of 12.5 hours.</li> </ul>	
Category 3 Emergency response		
Activities	<ul style="list-style-type: none"> <li>• Complete one emergency response activity (<i>Please note hours taken to complete this activity will be counted under Category 2 Knowledge and skills</i>)</li> </ul>	
Milestones		
CPD plan	<ul style="list-style-type: none"> <li>• Answer all questions. <i>(Please note hours taken to complete this activity will be counted under Category 1 Practice evaluation – reviewing performance.)</i></li> </ul>	
Statement of participation	<ul style="list-style-type: none"> <li>• Access once you complete CPD plan.</li> </ul>	
Write evaluation	<ul style="list-style-type: none"> <li>• Answer all six questions. <i>(Please note hours taken to complete this activity will be counted under Category 1 Practice evaluation – reviewing performance.)</i></li> </ul>	



## 13. Resources to meet CPD requirements

### [ANZCA/FPM Events and courses](#)

Our events, meetings, courses, seminars, workshops, and evening lectures are developed by experts and tailored to CPD needs for anaesthetists, specialist pain medicine physicians, and the wider medical community.

Please see the [college events calendar](#) for information on events in your area.

### Learn@ANZCA

[Learn@ANZCA](#) is our online learning portal which hosts a wide range of free online courses and resources to support your personal and professional development.

Resources are available for all three CPD categories, including:

- [Cultural safety resources](#).
- [Perioperative Anaphylaxis Response online course](#), developed specifically to meet the requirements of the emergency response - anaphylaxis activity.

### ANZCA Library – Indigenous Health Guide

The [Indigenous Health Guide](#) is designed for anaesthetists and specialist pain physicians interested in Indigenous health. It includes several resources to support the completion of your annual cultural safety requirement.

### CPD – Cultural safety activity guidance

We have developed a [Cultural safety activity guidance document](#) to provide context around the introduction of an annual activity into the CPD program, examples of activities and links to resources, and how to claim your participation in the online CPD portfolio.

### ANZCA Library – Wellbeing SIG Library Guide

The [ANZCA Wellbeing SIG Library Guide](#) is designed for those interested in locating resources relevant to the general wellbeing of medical practitioners. It includes several resources to support completion of the [Wellbeing education session](#) activity.

### Clinical audit samples

The Royal College of Anaesthetists (RCoA) [Raising the Standard: a compendium of audit recipes](#) is available to all CPD participants. ANZCA and FPM also has a number of [clinical audit samples](#) developed by fellows from across Australia and New Zealand.

### Online Emergency response modules

In addition to the Learn@ANZCA [Anaphylaxis module](#), we have recognised the following external resources from BloodSafe elearning Australia to satisfy the major haemorrhage activity:

- [Critical Bleeding](#)
- [Postpartum Haemorrhage](#)

Full details on all recognised emergency activities, including recognition codes are on the [college website](#).

**14. Where can I get help for my CPD?**

The CPD team have extensive collective experience of the CPD program and are always happy to support you. Please contact them at [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au) or at +61 3 9510 6299. They will take you through your CPD requirements and answer your questions.

**15. Let us know how we can improve the support document**

This is a ‘living’ document which we want to further develop and improve over time. If you have ideas about this, please contact the CPD team to let us know.

Any suggestions are also invited to [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au). The CPD team and committee will use your feedback for ongoing review and improvements. That way we can all benefit from each other’s experiences and expertise.

**Change control register**

Version	Author/s	Reviewed by	Approved by	Approval date	Sections modified
1	DPA education	CPD team	CPD Committee		Created

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