



Continuing professional development program for provisional fellowship trainees – support document

The purpose of this support document is to highlight the Provisional Fellowship Training (PFT) activities that can also be claimed in the [ANZCA and FPM Continuing Professional Development \(CPD\) program](#).

This includes tables regarding the PFT activities and the CPD program including what auto-populates between the systems. Along with helpful information about the CPD dashboard and links to key resources and FAQs.

Specific activities are a requirement of the curriculum and will need to be completed during different core units. Certain activities can be completed in PFT and submitted as an eligible activity for CPD. CPD Credits can be from any mixture of the Practice evaluation or Knowledge and skills category. The Emergency response activities do not accrue credits, but may still be claimed towards your overall triennial requirement.

The activity must be completed during PFT for it to count towards your first CPD triennium. If a PFT completes the activity in advanced training and prior to joining the CPD program, it unfortunately cannot be included.

Auto-population from TPS to CPD portfolio

The Training Portfolio System (TPS) and [CPD portfolio](#) auto-population function provides synergy between the two systems to reduce data duplication. That is, if assessments are completed during PFT and logged in the TPS, credits will automatically be mapped over onto your CPD portfolio for later confirmation or editing.

The table below shares the current activities that populate between the systems.

Activities completed by PFT		
TPS	CPD	
	CPD category	CPD activity
Multi-source Feedback (MsF)	Practice evaluation	MsF
Scholar Role Activities (SRA)		
<ul style="list-style-type: none"> Attend regional or greater conferences / meetings 	Knowledge and skills	Learning sessions
<ul style="list-style-type: none"> Complete an audit and provide a written report. 	Practice evaluation	Clinical audit
<ul style="list-style-type: none"> Critically appraise a paper published in a peer-reviewed indexed journal for internal assessment 	Knowledge and skills	Reviewer/editor of journal
<ul style="list-style-type: none"> Critically appraise a topic for internal evaluation and present it to the department 	Knowledge and skills	Presenting

[ANZCA and FPM CPD handbook](#) provides details about CPD categories and activities.

Training program activities mapping to the CPD program - manually entered

The below activities will require manual entry to the CPD portfolio system. This provides the opportunity to familiarise with using the online CPD portfolio in anticipation for your admission to fellowship.

Uploading evidence to your CPD activities is optional, with recorded within TPS or a screenshot is sufficient.

The below activities are currently unable to map a particular activity from the Training framework to the CPD program. The below table is only applicable to trainees' completing scholar role option b.

Role	Assessment as recorded in TPS	No.	CPD category	CPD activity
Scholar	Complete a postgraduate certificate or equivalent in research.	1 only	Knowledge and skills	Courses towards a formal qualification
	Complete a postgraduate certificate or equivalent in teaching.		Knowledge and skills	Courses towards a formal qualification
	Complete a significant contribution to a research project leading to a publication in a peer-reviewed journal.		Knowledge and skills	Research, including grant proposals and trials and/or Publication of manuscript in peer review journal.
	Complete, to a publishable standard, a systematic review/ critical appraisal of a topic.		Knowledge and skills	Could be research or publication
	Complete another activity in the area of research or teaching		Knowledge and skills	Teaching or research

Workplace-based assessments (WBA) required during PFT - manually entered

Below are formative WBAs within the training program which highlight the minimum number of times a trainee should undertake the different types of WBAs in the training program.

These assessments are highlighted and mapped to CPD categories below:

Trainee status	WBA	Focus of assessment	No.	CPD category	CPD activity
Trainee being assessed in an emergency response	Case-based discussion (CbD)	Negotiated as part of an approved provisional fellowship training program.	Minimum number of two assessments to be completed during PFT. More may be required as part of negotiated assessment of a PFT program	Practice evaluation	Case conference
PFT becomes an assessor	Mini clinical evaluation exercise (mini CEX) & Direct observation of procedural skills (DOPS)	Negotiated as part of an approved provisional fellowship training program.	Negotiable: Number is dependent on the clinical environment.	Knowledge and skills	Workplace-based assessment of trainees, including provision of feedback.
	Case-based discussion (CbD)		Minimum number of two assessments to be completed during PFT. More may be required as part of negotiated assessment of a PFT program		

As part of the scholar role requirements there are a number of meetings. These activities are highlighted and mapped to CPD below:

Role	Core unit	Assessment as recorded in TPS	No.	CPD Category	CPD activity
Scholar/professional	BT, AT or PFT	Participate in existing quality assurance programs. May include clinical audit, critical incident monitoring, morbidity and mortality (M&M) meetings.	20 quality assurance meetings	Practice evaluation	Can include any activities in practice evaluation.

A breakdown of the CPD portfolio - Dashboard (home screen)

The dashboard features a purple navigation bar with tabs for Dashboard, Activities, CPD Plan, Triennial evaluation, Statements and certificates, and Contact. A 'Dashboard' header is followed by an 'Add activity' button and a 'Help' icon. A notification bar states 'You have 1 activities pending confirmation' with a 'View pending activities' button.

PFT ENROLMENT DATE 03/05/2021

Practice evaluation
100.00 CREDITS REMAINING | 2 ACTIVITIES REMAINING

- ✘ Patient survey
- ✘ MsF
- ✘ Peer review
- ✘ Clinical audit

Knowledge and skills
65.00 CREDITS REMAINING

15 / 80

Emergency responses
2 ACTIVITIES REMAINING

- ✘ CICO
- ✘ Cardiac arrest
- ✘ Anaphylaxis
- ✘ Major haemorrhage
- ✘ ASBD
- ✘ Cardiac arrest SPMP
- ✘ COVID-19 airway management
- ✘ CNS-OT

Annual progress
Credit count for 2021
50% REMAINING

15 / 30

Add activity

Milestones

- ✘ Statement of participation 2021
- ✘ Write Plan
- ✘ Write Evaluation
- ✘ Certificate of compliance

✓ Completed ✘ Yet to be completed — Yet to be completed, but not applicable at this time

Your CPD Status

Membership ANZCA Provisional Fellowship Trainee
Practice Type Clinical

Resources

- COVID-19 and CPD information
- ANZCA Library COVID-19 resources
- Seeking your CPD Feedback
- CPD handbook
- Event calendar
- Training portfolio system

Please note - information provided is tailored for the ANZCA Provisional Fellowship Trainee.

Pending activities

Pending activities are CPD activities that have been uploaded for you by the college such as ANZCA/FPM run events and some Networks/Training Portfolio System (TPS) modules. These activities will be uploaded to your 'Pending folder'. The purple 'View pending activities' tab will appear on your Dashboard screen (as above) when you have pending activities awaiting your confirmation (alternatively it can be accessed via the 'Activities' tab).

Simply click the 'view pending activities' tab then click 'Confirm' to accept the CPD activity/credits. If there is no 'Confirm' tab, this means the duration is unknown, in this case, click the 'Edit' tab, enter the amount of hours spent on the activity and click 'Save'. The CPD activity will then move to your saved activities folder and be reflected on your dashboard.

PFT enrolment date

This date maps across from your progression in the TPS. CPD claimed during your PFT time will also count toward your first CPD triennium. The first year of your CPD triennium includes the remainder of the calendar year. CPD cycles follow the calendar year and this flexibility reduces pressure on you after achieving ANZCA fellowship.

Annual progress

The annual progress shows the CPD credits recorded for the current year. Whilst, this shows how many annual credits have been claimed so far (15 from 30 in the portfolio image). The 30 annual credits mirrors the requirements for fellows, with the changing for PFT for at least 60 CPD credits per 52 weeks.

CPD Plan

Taking a small amount of time to plan CPD will assist in assuring that activities undertaken are meaningful and relevant to your needs. This is separate to your clinical placement plan.

You can amend your CPD plan at any time during PFT. You should try to participate in the activities as planned. Should new information become available regarding learning needs, or unanticipated opportunities arise, you can amend your CPD plan. Please note: The CPD portfolio is designed to timeout for security purposes, we highly recommend you save your work regularly to ensure you do not lose any data. Details regarding your CPD plan are available in [CPD handbook, appendix 17 CPD Plan](#).

Resources – Training Portfolio System

To support your quick access through the two systems, click on ‘Training Portfolio System’ from the ‘Resources’ section in the bottom right corner to access your TPS.

Useful resources to meet CPD requirements

[Networks](#)

Networks is our online learning portal, here you will find a wide range of free online courses and resources to support your personal and professional development. The majority of resources may be claimed under the Knowledge and Skills category, and Practice Evaluation Cultural safety activity.

[ANZCA library – Professional development hub](#)

This hub has been designed for participants of the ANZCA and FPM CPD Program, and any medical professionals interested in resources for keeping up-to-date with current research in the area of anaesthesia and pain medicine, including those resources available through the ANZCA library. It covers information for all three CPD categories.

[ANZCA/FPM Events and courses](#)

Our events, meetings, courses, seminars, webinars, workshops, and evening lectures are developed by experts and tailored to CPD needs for anaesthetists, specialist pain medicine physicians, and the wider medical community. [ANZCA events calendar](#) provides information and booking on events in your area.

Emergency response category

Please note that you can complete either of the BloodSafe elearning Australia online modules “[Critical Bleeding](#)” or “[Postpartum Haemorrhage](#)”, as each satisfies a Major haemorrhage activity. The college also has its very own “[Perioperative Anaphylaxis Response online course](#)” via Networks, developed specifically for the Anaphylaxis activity.

Still need more information? - [Frequently asked questions \(FAQ\)](#)

We've collated answers to FAQ from CPD participants and essentials for your CPD portfolio.

CPD team's on hand to help

Email: cpd@anzca.edu.au Call: +61 (0)3 9510 6299