



## CPD handbook - appendix 24

### Clinical practice type – support document

#### 1. Purpose

The purpose of this document is to support fellows and other CPD participants completing the [ANZCA and FPM CPD Program](#) under the clinical practice type.

The support document includes:

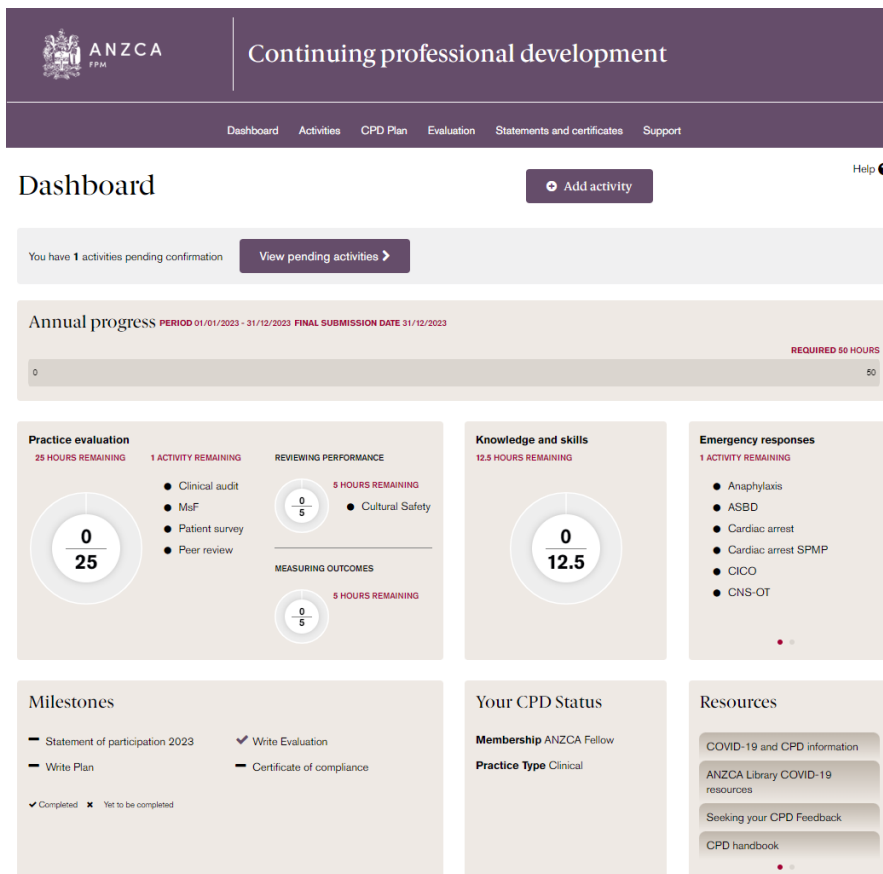
- CPD portfolio breakdown – Clinical practice type.
- CPD portfolio – Annual checklist.
- Useful resources to meet CPD requirements.

#### 2. CPD portfolio breakdown – Clinical practice type

The CPD portfolio dashboard is designed to facilitate easy tracking of CPD activities. The updated CPD portfolio reflects the annual, hours-based program. Hours are tracked using the familiar circles, with an overarching annual progress bar replacing the triennium progress tracker. 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 (clinical practice type)



### **Pending activities**

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.

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 update your dashboard.

### **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 practice evaluation (with a minimum of five hours of reviewing performance and five hours of measuring outcomes).
- At least 12.5 hours of 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 college requirements (e.g., CPD plan, emergency response activity) contribute to the 50 hours of CPD required per year.

### **Practice evaluation for annual cycle**

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 record the minimum of five hours required for reviewing performance activities and measuring outcomes activities.

### **One cultural safety activity**

Once complete, a 'tick' will appear next to the activity on the dashboard, and hours recorded for your participation will go towards meeting your annual and 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 hour allocation.

### **One of the four Practice evaluation activities**

Each year, you need to complete at least one of the following practice evaluation activities:

- Patient experience survey.
- Multi-source feedback (MsF).
- Peer review.
- Clinical audit.

Once completed, a 'tick' will appear next to the activity, and the hours spent will go towards meeting your annual and practice evaluation hour requirements.

### **Knowledge and skills**

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

### **One Emergency response activity**

Each year, you need to complete one of the following emergency response activities:

- Can't intubate can't oxygenate (CICO).
- Cardiac arrest.
- Anaphylaxis.
- Major haemorrhage.
- Acute severe behavioural disturbance (ASBD) in the adult patient.
- Cardiac arrest for special pain medicine physicians (SPMP).
- COVID-19 airway management.
- Central nervous system oxygen toxicity (CNS-OT).

You can click the small red circles to navigate between the range of emergency response activities. Once completed a 'tick' will appear next to the activity on the dashboard, and hours recorded for your participation will automatically go towards your annual and practice evaluation - measuring outcomes hours requirements.

### **Milestones**

#### *CPD plan*

Taking the time to plan CPD for the year ahead will assist in assuring that activities undertaken are meaningful and relevant to your needs. You can amend your CPD plan at any time during your current CPD cycle. 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.

Your CPD plan must be fully completed before you can access your annual statement of participation.

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.

#### *Annual statement of participation*

The statement of participation is an annual statement to demonstrate you are actively enrolled in an accredited CPD program. You will gain access to your annual statement once you have completed your annual CPD plan, and changes into a 'tick'.

#### *CPD evaluation*

You need to complete an evaluation at the end of your annual CPD cycle. Evaluation helps you to assess your achievements and whether your learning needs were met.

*Annual certificate of compliance*

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

If a 'tick' has not appeared next to your certificate of compliance, something is not fully complete and we recommend you refer to the CPD portfolio dashboard – checklist (section 4 below).

*Special consideration*

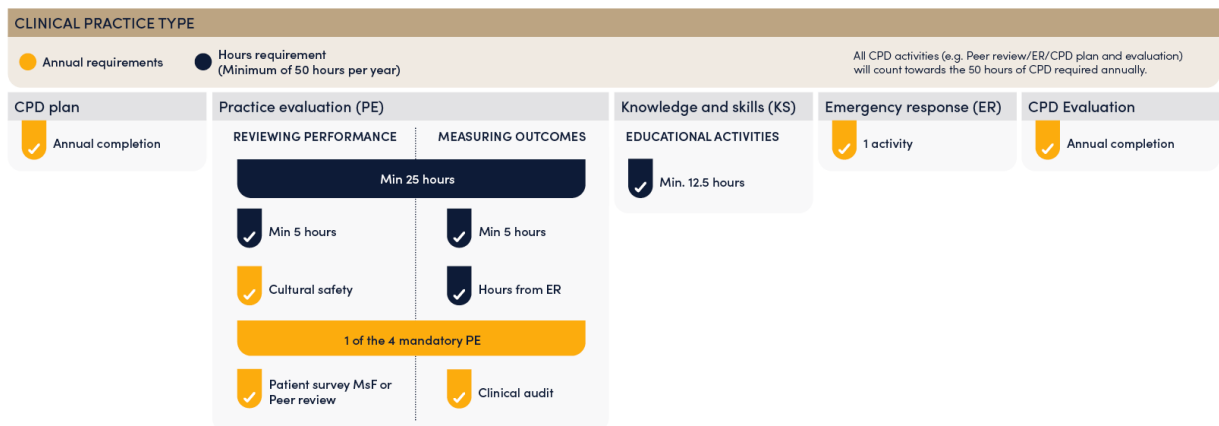
If you find yourself unable to successfully complete your annual CPD cycle due to exceptional circumstances, please review the [CPD Special consideration policy](#).

*Submit button*

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

**3. Annual CPD requirements and checklist**

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



Please see CPD handbook for full details on requirements for the clinical practice type.

Table 1: Annual CPD checklist – Clinical practice type

<b>Annual checklist – Clinical practice type</b>		<b>Status</b>
Practice evaluation category		
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 practice evaluation 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>	
Knowledge and skills category		
Hours	<ul style="list-style-type: none"> <li>• Complete a minimum of 12.5 hours.</li> </ul>	
Emergency response category		
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 practice evaluation – measuring outcomes)</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 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 practice evaluation – reviewing performance.)</i></li> </ul>	
Certificate of compliance	<ul style="list-style-type: none"> <li>• Access once you complete CPD plan, evaluation and a minimum of 50 hours of CPD per year as allocated above.</li> </ul>	

#### **4. 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 (formerly Networks)**

[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 – Professional development hub**

The [professional development hub](#) is designed for ANZCA and FPM CPD Program participants 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 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**

In support of the [Indigenous Health Guide](#), a tailored Cultural safety activity guidance document has been developed to provide context to the annual activity introduction to 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 knowledge and skills 'Wellbeing CPD education sessions' activity.

##### **Practice evaluation - 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 have [a number of audit templates](#), developed by fellows from across Australasia.

### **Online Emergency response modules**

In addition to our online [Anaphylaxis Learn@ANZCA 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](#).

### **5. More information**

You can find more information on the [CPD Frequently Asked Questions webpage](#).

For individualised advice, please contact our CPD team using the details below.

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