



CPD portfolio – support document

The purpose of this support document is to provide participants of the ANZCA and FPM Continuing Professional Development (CPD) program a helpful guide to the online CPD Portfolio. This includes detailed information on how to use the online platform’s dashboard and how to meet requirements for your end of triennium.

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

Dashboard Add activity Help

You have 1 activities pending confirmation View pending activities > 1

Triennium progress

PERIOD 01/01/2020 - 31/12/2022 FINAL SUBMISSION DATE 31/12/2022

Year 1 Year 2 Year 3

Practice evaluation

92.00 CREDITS REMAINING 2

8 / 100

2 ACTIVITIES REMAINING 3

- ✘ Patient survey 4
- ✘ MsF
- ✘ Peer review
- ✘ Clinical audit

Knowledge and skills

75.00 CREDITS REMAINING 5

5 / 80

Emergency responses

2 ACTIVITIES REMAINING 6

- ✘ CICO 7
- ✘ Cardiac arrest
- ✘ Anaphylaxis
- ✘ Major haemorrhage
- ✘ ASBD
- ✘ Cardiac arrest SPMP
- ✘ COVID-19 airway management
- ✘ CNS-OT

Annual progress

Credit count for 2021

5 / 30

83% REMAINING 9

Prev 8

Add activity

Milestones

- ✘ Statement of participation 2020 10
- ✘ Statement of participation 2021
- Statement of participation 2022
- ✘ Write Plan 11
- Write Evaluation 12
- Certificate of compliance 13

Your CPD Status

Membership ANZCA Fellow
Practice Type Clinical

Resources

- COVID-19 and CPD information
- ANZCA Library COVID-19 resources

Please note - information provided is for the Clinical practice type. Each number on this image relates to the information below.

1. 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 across to your saved activities folder and be reflected on your dashboard.

2. Practice evaluation credits for the triennium

This shows how many Practice evaluation credits have been claimed in your current triennium (8 from 100 required shown above). It also shows how many Practice evaluation credits are outstanding (92 credits remaining shown above).



3. Mandatory Practice evaluation activities

Each triennium you are required to complete two mandatory Practice evaluation activities (patient experience survey, multi-source feedback (MsF), peer review and clinical audit). Here you can see how many are outstanding (shown in the portfolio image as 2 outstanding).

Each mandatory activity is worth 20 credits. These credits count toward both your *Practice evaluation credits for the triennium* and the *annual credits required for that specific year*.

4. Mandatory Practice evaluation activities

Displayed are the four mandatory Practice evaluation activities. Once you complete one of these, the 'x' next to it will change to a tick. You are not required to complete all four, you are only required to complete two of these. The same activity may be completed twice during your triennium to successfully complete this category.

5. Knowledge and skills credits for the triennium

This shows how many Knowledge and skills credits have been claimed in your current triennium (5 from 80 required shown on the portfolio image). It also shows how many Knowledge and skills credits are still outstanding (75.00 credits remaining on the portfolio image).

6. Emergency response activities

Each triennium you are only required to complete two Emergency response activities, these consist of:

- Cant intubate cant 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)

Here you can see how many are still outstanding (2 activities remaining on the portfolio image). The emergency response activities do not receive credits; this category has its own requirement towards your CPD (2 activities per triennium).

7. Emergency response activities

This shows the eight Emergency response activities; once you complete one of these, the 'x' next to it will change to a tick. You are not required to complete all eight, you are only required to complete two of these. You may complete the same activity twice during your triennium to successfully complete this category.

8. View credits claimed for other years of your triennium

The 'Prev' tab allows you to view how many credits you have entered in previous years of your current triennium. This can be beneficial if you have an 'x' next to an *Annual*



statement of participation (in your Milestone section) for a previous year, as you can easily click back to that year and see how many credits are remaining.

9. Credits entered for the current year

This shows how many annual credits have been claimed so far for the current year of your triennium (5 from 30 required in portfolio image). It also shows how many annual credits are outstanding (82% remaining in portfolio image).

10. Annual Statement of participation (annual statement of completion)

A *Statement of participation* is an annual statement confirming the minimum credit requirement for that specific year has been met. It is used to demonstrate you are actively enrolled in an accredited CPD program. If there is an 'x' beside a statement, this means there are still outstanding credits for that year.

Please note: You will not gain access to any of your statements until you have completed your *CPD Plan*, they will all remain with an 'x'.

11. CPD Plan

Taking a small amount of time to plan CPD for the next three years 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 triennium. 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.

Your CPD Plan must be fully completed before you will gain access to any of your *Statements of participation* or *Certificate of compliance*.

12. Triennial evaluation

Our CPD Program requires you to complete an evaluation of your program at the end of the triennium. Evaluation helps you to assess your achievements and whether your learning needs were met. You will gain access to complete your Triennial evaluation in the final year of your triennium.

Similar to the *CPD Plan*, important to 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.

Your triennium will not be complete until this last step has been completed.

13. Certificate of compliance

The Certificate of compliance confirms that you have successfully completed your triennium. If there is still an 'x' next to your Certificate of compliance, this means there is something not fully completed, in which case we recommend you refer to the *CPD Portfolio dashboard - checklist*.

A 'Tick' next to your *Certificate of compliance* in your Milestones section indicates that your Triennium is complete.



CPD Portfolio dashboard - checklist

The below checklist will assist you checking your CPD portfolio has been fully completed and CPD requirements met.

Dashboard

[Add activity](#)

[Help](#)

You have 17 activities pending confirmation [View pending activities](#)

Triennium progress

PERIOD 01/01/2019 - 31/12/2021 FINAL SUBMISSION DATE 31/12/2021

Year 1 Year 2 Year 3



You have been awarded credits and/or activities following special consideration of your CPD portfolio. This will affect you triennium progress. Please see [here](#) for further details.

Annual progress

Credit count for 2021

[Prev](#)

✓ COMPLETED



[Add activity](#)

Milestones

- ✓ Statement of participation 2019
 - ✓ Statement of participation 2020
 - ✓ Statement of participation 2021
 - ✓ Write Plan
 - ✓ Write Evaluation
 - ✓ Certificate of compliance
- 5

Your CPD Status

Membership ANZCA Fellow
Practice Type Clinical

Resources

[COVID-19 and CPD information](#)

[ANZCA Library COVID-19 resources](#)

Practice evaluation category			Status
1.	Credits	= Completed (minimum of 100 required)	
2.	Activities	= Completed (minimum of 2 required)	
Knowledge and skills category			
3.	Credits	= Completed (minimum of 80 required)	
Emergency responses category			
4.	Activities	= Completed (minimum of 2 required)	
Milestones			
5.	Statement of participation	= All three must be ticked	
	Write Plan	= Must be ticked (all 7 questions must be answered)	
	Write Evaluation	= Must be ticked (all 6 questions must be answered)	
	Certificate of compliance	= This will be ticked when all triennium requirements are successfully completed (unless selected for verification).	



Special consideration

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

Submit button

There is no submit button, once you have successfully completed your triennium you will automatically move to your new triennium on 1 January following your final submission date.

Useful resources to meet CPD requirements

If you have completed the *CPD portfolio dashboard – checklist* and have outstanding CPD requirements please consider the resources below.

[Learn@ANZCA \(formerly Networks\)](#)

Learn@ANZCA 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. 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](#)

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, 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.

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](#).

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