



CPD handbook - appendix 25

Practice without direct patient care – support document

1. Purpose

The purpose of this document is to support fellows and other participants of the [ANZCA and FPM CPD program](#) who practice without direct patient care to meet their annual CPD requirements.

The support document includes:

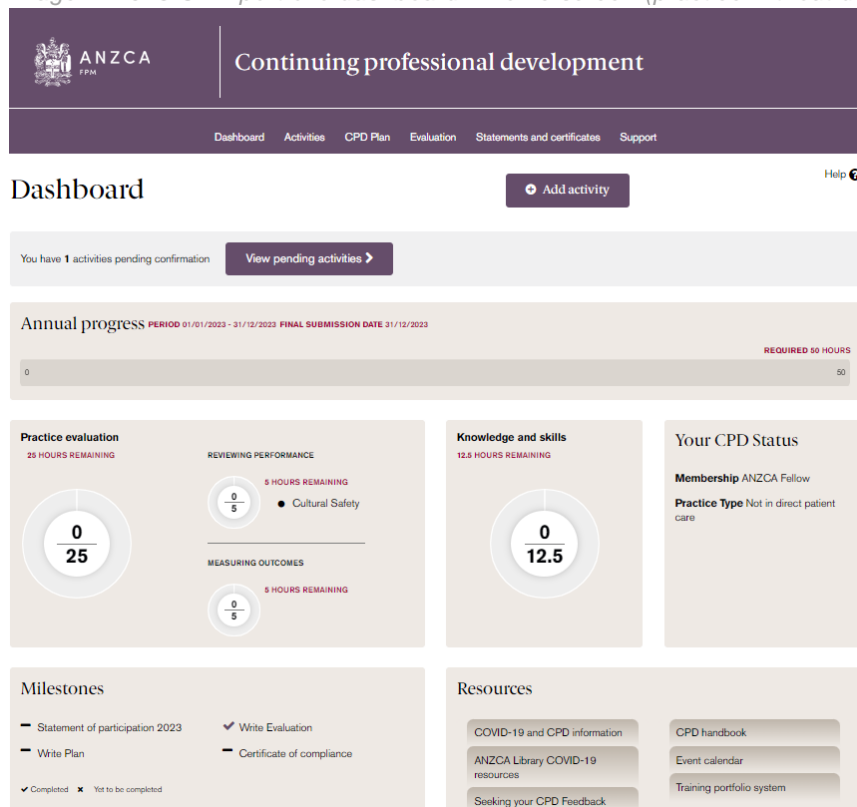
- CPD portfolio breakdown – Practice without direct patient care.
- CPD portfolio – Annual checklist.
- Support for mapping practice evaluation activities.
- Useful resources to meet CPD requirements.

2. Breakdown of the CPD portfolio – Practice without direct patient care

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 annual progress tracker 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 (practice without direct patient care)



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 cultural safety activity contributes 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.

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

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 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 completed, and we recommend you refer to the CPD portfolio dashboard – checklist (section 4 below).

Special consideration

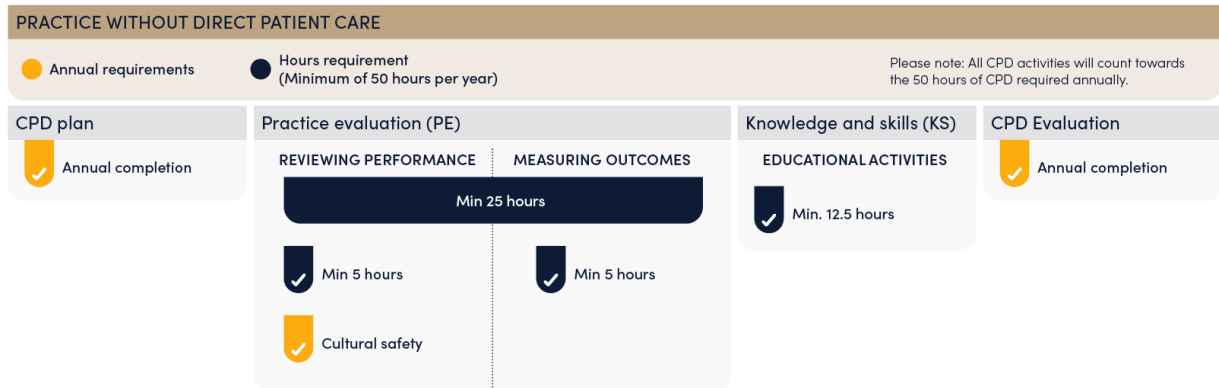
If you find yourself unable to successfully complete your annual CPD cycle due to exceptional circumstances, please review the [CPD Special consideration policy](#).

Submit button

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

3. Annual CPD requirements and checklist

Diagram 1: ANZCA and FPM CPD Program requirements – Practice without direct patient care



Please see the CPD handbook for full details for practice without direct patient care CPD requirements.

Table 1: Annual checklist - CPD practice without direct patient care

Annual checklist – Practice without direct patient care		Status
Practice evaluation category		
Hours	<ul style="list-style-type: none"> Complete a minimum of 25 hours <ul style="list-style-type: none"> with a minimum of five hours of reviewing performance activities. with a minimum of five hours of measuring outcomes activities. 	
Activity	<ul style="list-style-type: none"> Complete at least one cultural safety activity. 	
Knowledge and skills category		
Hours	<ul style="list-style-type: none"> Complete a minimum of 12.5 hours. 	
Milestones		
CPD plan	<ul style="list-style-type: none"> Answer all questions. <i>(Please note hours taken to complete this activity will be counted under practice evaluation – reviewing performance.)</i> 	
Statement of participation	<ul style="list-style-type: none"> Access once you complete CPD plan. 	
Annual evaluation	<ul style="list-style-type: none"> Answer all six questions. <i>(Please note hours taken to complete this activity will be counted under practice evaluation – reviewing performance.)</i> 	
Certificate of compliance	<ul style="list-style-type: none"> Access once you complete CPD plan, evaluation, and a minimum of 50 hours of CPD for the year as allocated, including one cultural safety activity. 	

4. Support for mapping practice evaluation activities

Tables 2 and 3 below outline suggested practice evaluation – reviewing performance and practice evaluation – measuring outcomes activities relevant to roles and responsibilities without direct patient care. Each is mapped to the ANZCA and FPM roles in practice. The tables include a column indicating where you can claim each activity in the online CPD portfolio.

As the practice evaluation – reviewing performance and measuring outcomes activities are a new CPD program component for those who practice without direct patient care, some activities are not yet included in the CPD portfolio. We have added ‘other’ activities to the add CPD activity list (as shown in Image 2 below) to record any such activities.

During the 2023 transition year, a dedicated reference group will develop CPD activities and templates to support those who practice without direct patient care. Data collected from the CPD portfolio (including any activities you claim using the “other” button) will support the group’s work.

Image 2: 2023 CPD portfolio dashboard – ‘add CPD activity’ list

Activities

Select Activity

Show full activity titles

PRACTICE EVALUATION	KNOWLEDGE AND SKILLS
REVIEWING PERFORMANCE	Committee work >
Cultural Safety >	Examining >
Annual structured conversation >	Formal courses >
Assessor for IMG WBA >	Hospital or practice attachments >
Case conference >	Journal reading >
Examiner ANZCA exams/FPM fellowship >	Learning sessions >
Inspections/accreditation >	Overseas aid work >
Medic-legal reports >	Presenting >
M&F >	Publication >
Patient survey >	Research >
Peer review >	Review of ANZCA/FPM Fellows or trainees >
Team scenario >	Review of ANZCA/FPM Fellows or trainees >
Other >	Reviewer, grant applications >
	Reviewer/editor of journal >
MEASURING OUTCOMES	Short format learning & PBLDs >
Clinical audit >	Teaching >
Incident monitoring >	WBA of trainees >
M & M meetings >	Wellbeing CPD education sessions >
RCA >	
Report of clinical audit findings >	
Review patient pathways >	
Other >	

Table 2: Practice evaluation - Reviewing performance activities for practice without direct patient care

Roles and responsibilities	Examples of activities reviewing performance	Claimable activity in the CPD portfolio	Evidence required
Career development	CPD plan	Auto-populates once CPD plan has been completed.	Already recorded in your CPD portfolio
	Performance appraisal by manager or other	Practice evaluation – reviewing performance ‘Annual structured conversation/performance appraisal’ activity	Diary entry + copy of your reflection on the appraisal
	Annual conversation with peer, employer or colleague		Diary entry + copy of your reflection on the appraisal
	Collegial practice visit	Practice evaluation – reviewing performance ‘Hospital and simulation centre inspections/ accreditation’ activity	Proof of attendance or participation such as a letter or email; include learning outcomes and reflection
	Self-evaluation and reflection on roles and responsibilities including preparation for career transitions	Auto-populates once ‘Annual evaluation’ has been completed.	Diary entry + copy of your notes
	Peer support group time spent reviewing own performance	Add CPD activity - “Other” button	Diary entry with participants, time spent and list of topics discussed
Research (scholar role)	Peer reviewer feedback on manuscript submitted for publication	Add CPD activity - “Other” button	Letter from editor + diary entry of hours spent addressing reviewer comments
	Feedback on a research grant proposal	Add CPD activity - “Other” button	Letter from reviewer + diary entry of hours spent addressing reviewer comments
Quality improvement (scholar role)	Audits of service	Add CPD activity - “Other” button	Copy of summary of findings or first page of report
	Collating, reviewing and preparing information for an external review of your service	Add CPD activity - “Other” button	Proof of participation such as letter or email; reflection on learning experiences
Teaching and education (scholar role)	Accreditation activities (as an accreditor)	Practice evaluation – reviewing performance ‘Hospital and simulation centre inspections/ accreditation’ activity	Invitation letter + diary entry

Roles and responsibilities	Examples of activities reviewing performance	Claimable activity in the CPD portfolio	Evidence required
	Formal evaluation of your teaching and supervision by peers, trainees, students or others	Add CPD activity - "Other" button	Diary entry with who evaluated + time spent reviewing implications
	One-to-one formal evaluation by peer, supervisor or mentee	Add CPD activity - "Other" button	Letter or email provided by the evaluator with the time and date of the evaluation; reflection on feedback
Leadership and administration of organisation, department, service, group, board, committee (leader and manager role)	Strategic planning	Add CPD activity - "Other" button	For each of these activities, include a diary entry + brief documentation (e.g. first page of any report produced or invitations to participate, as relevant)
	Clinical governance activities		
	Clinical services review		
	Corporate mentoring with reflection on role including areas for development		
	Leadership role in accreditation of own organisation by an external organisation		
	Chairing a meeting with evaluation by another participant or the group		
Oral and written communication (communicator role)	Communication development courses or interactive workshops that involve iterative feedback on your performance	Add CPD activity - "Other" button	Diary entry with who evaluated + feedback received + any reflection on this for future development
Working in your team and managing others (collaborator role)	Multisource feedback (MsF) of own performance	Practice evaluation – reviewing performance 'MsF' activity	Diary entry of time for formal appraisal and reflection on feedback received
	Performance appraisal and review of others	Practice evaluation – reviewing performance 'Annual structured conversation/performance appraisal' activity	Diary entry of time for formal appraisal of a team member's performance
Advocacy work for patients and communities (health advocate)	Formal evaluation of community activities relevant to your scope of practice by consumers and community members	Add CPD activity - "Other" button	Diary entry with who evaluated and reflection on feedback received

Roles and responsibilities	Examples of activities reviewing performance	Claimable activity in the CPD portfolio	Evidence required
	An evaluation of environmentally sustainable behaviour in your workplace	Add CPD activity - "Other" button	Diary entry + high level reflection on findings
Professionalism including ethics and wellbeing (professional)	Review of activities supporting the wellbeing of others (e.g. mentoring, peer support)	Add CPD activity - "Other" button	Diary entry + high level reflection on findings

Table 3: Practice evaluation – Measuring outcomes activities for practice without direct patient care

Roles and responsibilities	Examples of activities	Claimable activity in the CPD portfolio	Evidence required
Research (scholar role)	Publications in peer-reviewed journals that relate to scope of practice	Add CPD activity - “Other” button	Reference to journal of publication
	Research grants received that relate to scope of practice	Add CPD activity - “Other” button	Letter or email confirming grant success
Leadership (organisation, department, service, group, board, committee)	Benchmarking organisation/ department/service/ group outcomes against standards or similar organisation outcomes	Add CPD activity - “Other” button	Diary entry + report title page
	Reviewing, reflecting and planning related to benchmarking against standards or similar organisation outcomes	Add CPD activity - “Other” button	Diary entry
	Peer discussion of incident reports, quality and safety reviews	Practice evaluation – measuring outcomes ‘Incident monitoring/ reporting’ activity	Diary entry
Administration (organisation, department, service, group)	Audit of workforce, patient flow etc.	Practice evaluation – measuring outcomes ‘Clinical audit’ activity	Copy of summary of findings and high level reflection
Working in your team and managing others (collaborator role)	Benchmarking data on team outcomes	Practice evaluation – measuring outcomes ‘Report of clinical audit findings’ activity	Summary of findings and high level reflection

5. 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.

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 participant in the online CPD portfolio.

ANZCA Library – Wellbeing SIG Library Guide

The [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.

Audit samples

The Royal College of Anaesthetists (RCOA) [Raising the Standard: a compendium of audit recipes](#) is available to all CPD participants. The college also has a number of [clinical audit samples \(available via Learn@ANZCA\)](#), developed by fellows from across Australasia. Some templates are applicable for roles and responsibilities without direct patient care (for example research).

6. 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 Call: +61 (0)3 9510 6299