



Australasian College for Emergency Medicine

CPD 2024 Activity guide

From **1 January to 31 December 2024**, you need to record **50 hours** of CPD Activities. These hours are completed across the three areas of Educational Activities, Reviewing Performance and Measuring Outcomes. This guide can help get you started.

Educational Activities (minimum 12.5 hours)

Activities that focus on increased knowledge and skills

» Online Learning

- Discussion forums and blogs
- Webinars and video conferences
- Journal clubs
- Social media discussions
- ACEM Educational Resource Modules
 - Assessing Cultural Competency
 - Clinical Teaching
 - Critical Care
 - DEMENT Orientation
 - Indigenous Health and Cultural Competency
 - Leadership Online
 - Mentoring
 - Patient Safety Course
 - Workplace-based Assessment
- Other non-ACEM educational resources
- Medical questions
- Best of Web EM resources

» Conferences

- Conferences
- Scientific meetings
- Seminars
- Presentations

» Grand Rounds

- Grand Rounds

» Courses

- Short courses
- Certificates
- Degrees
- Courses as a Facilitator

» Lectures; Conferences; Courses

- Presentations
- Lectures

» Workshops

- Workshop(s)
- Clinical supervision as a facilitator
- Communication skills
- Cultural safety
- Health advocacy
- Leadership and management
- Medical expertise
- Mentoring
- Prioritisation and decision making
- Procedural skills-based
- Professionalism
- Scholarship & teaching
- Teamwork and collaboration

» Research

- Clinical trial
- Grant application
- Proposal
- Literature review
- Adjudicating
- Conducting
- Reviewing research

» Supervision

- WBAs
- ITAs
- Reviewing trainee progress
- SIMG Structured References
- Trainee Learning Needs Analysis (LNA)
- ACEM item writing
- Examination questions
- Emergency medicine tutorials
- Bedside teaching
- Teaching preparation
- SIMG applicant assessments
- Invigilator or observer
- Practice exam
- Meeting with mentees

» Journal Club

- Journal Club

» Reading

- ACEM materials
- Journals/Articles
- Medical news articles
- Medical textbooks
- Review of literature

» Peer Discussion / Peer Review of Educational Activities

- Academic meetings
- Mentor/Mentee meeting

» Peer Review of Educational Activities

- Academic meeting
- Textbooks
- Curriculum
- eLearning activities
- Examination questions
- Guidelines
- Journal articles
- Teaching materials
- Medical college committee meeting
- Best of Web EM resources

» Teaching

- Session plans

» Review of Guidelines

- ACEM Materials

» Peer Review of Journal Articles

- (if article discussed is one a participant has authored)
- Journal Club



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Reviewing Performance:

A minimum of 5 hours of Reviewing Performance activities with a minimum of 25 hours in the Reviewing Performance and Measuring Outcomes CPD categories combined.

Reviewing Performance involves activities that focus on staff capacities (practitioner/team/department/site).

- » **Peer review of Performance**
 - Balint Group
 - Direct Observation as a reviewee
 - WBAs and ITAs as an Assessee
 - Structured Conversation
 - Patient Feedback
 - Regular Practice Reviews (RPR) as a Reviewee
- » **Peer review of Medical Records**
 - Joint review of cases
 - Peer review of cases – Retrospective or Active
 - Presenting case for peer review
- » **Peer review of Performance;
Peer review of Medical Records**
 - Case-based discussion (CbD) as an assessee
- » **Peer review of Educational Activities
(of someone delivering educational activities)**
 - Journal article
 - Best of Web EM resources
 - Peer review of research
 - Curriculum
- » **Performance Reviews**
 - Regular Practice Reviews (RPR) as a reviewer
- » **Review of Standards Adherence**
 - Observer – focused ED inspection
 - Observer – routine or new ED
 - Observer – special skills term (non-ED)
 - Site inspector – focused ED inspection
 - Site inspector – routine or new ED
 - Site inspector – special skills terms (not ED)
- » **Emergency Medicine Event Register**
 - Recording incident/s in EMER register
 - Reviewing EMER register incident report/s
- » **Review of Standards Adherence/Measure Outcomes**
 - Preparation for Site Accreditation
- » **Review of Non-clinical guideline**
 - Non-Clinical guideline development & implementation
- » **Peer discussion of cases, critical incidents,
safety and quality reviews**
 - Complaint review
 - Medical college committee meeting
 - Professional organisation committee meeting
 - Team debrief session
 - AMC accreditation/assessment
 - Senior ED Staff meetings
- » **Reflection on Professional outcomes**
 - CPD Plan preparations
 - CPD Plan review and reflection
 - Professional Development Plan – Goal setting
 - Strategic planning
 - Survey
 - Mentor/Mentee meetings
- » **Audit of medico-legal reports**
 - Doctors' medico-legal reports – AMP
- » **Review of Clinical Guidelines**
 - Clinical
- » **Multi-source feedback; performance appraisal**
 - Multi-source feedback
- » **Supervision**
 - Providing feedback to assessee as an assessor
 - Mentoring program coordination
 - Work Based Assessments (DOPS, Mini-Cex, CbD, Shift report)
 - WBA – In Training Assessment



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Measuring Outcomes

Minimum of 5 hours of Measuring Outcomes activities with a minimum of 25 hours in the Reviewing Performance and Measuring Outcomes categories combined

Measuring Outcomes has a focus on patient outcomes.

- » **Clinical Audit**
 - Clinical Quality
 - Clinical trial
 - Pathology, radiology, ultrasound and X-ray
- » **Peer review of performance**
 - Quality improvements
- » **Peer discussions of cases, critical incidents, safety and quality**
 - Peer discussions of cases, critical incidents, safety & quality reviews
 - Critical incident monitoring
 - Root Cause Analysis
- » **Review of Clinical Guidelines**
 - Clinical
- » **Emergency Medicine Event Register**
 - Recording incident/s in EMER register
 - Reviewing EMER register incident report/s
- » **Review of individual/team comparative data sets**
 - Benchmark performance against data sets
- » **Review of medical records**
 - Documentation and Communication
- » **Mortality and morbidity reviews**
 - Mortality and Morbidity meeting as an attendee
- » **Audit**
 - Patient Flow
 - Workforce
 - Other
- » **Clinicopathological correlation meetings; mortality and morbidity reviews**
 - Inter-departmental meetings – case review and interpretation of findings
- » **Research**
 - Publishing data

Other Requirements

- » **12.5 hours in any of the above three areas**

12.5 hours from any of the CPD categories in addition to the minimum of 12.5 hours of Educational Activities and 25 hours combined of Measuring Outcomes and Reviewing Performance activities including a minimum of 5 hours each.
- » **Cultural Safety Requirement**

One (1) cultural Safety activity and activity reflection to be completed and recorded annually.
- » **Professional Development Plan**

Step 1 – An annual Professional Development Plan needs to outline a current scope of practice, professional development needs, and the planned activities to meet these needs. To be completed in the first 3-months of the year.
Step 2 – A reflection on 'if and how' your plan/s were met or progressed during the year. To be completed in the last 3-months of the year or earlier if completed.

Additional MCNZ Requirement

- » **Annual Conversation**

MCNZ recertification standards require practitioners to participate in an Annual Conversation with a peer, colleague or employer about the practitioner's clinical practice. The goal of this activity is to facilitate reflection on developmental and personal needs, professional goals and their intended CPD activities for the coming year.



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Contacts and further information

For more information on ACEM CPD program,
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