

Australasian College for Emergency Medicine

CPD 2023 Activity guide

From **1 January to 31 December 2023**, 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
 - DMT 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

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.

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.

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

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.

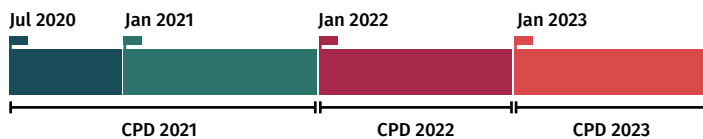
Step 2 – A reflection on 'if and how' your plan/s were met or progressed during the year. To be completed in the last 3-months of the year or earlier if completed.



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CPD 2021-23 CPD Cycle



From January 2022, the CPD year aligns with the calendar year 1 January-31 December.

Contacts and further information

For more information on ACEM CPD program, please visit the acem.org.au/CPD or contact the CPD team:

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