



PROVISION OF EVIDENCE GUIDELINE – 2017 CPD CYCLE

Table of Contents:

1. Introduction	1
2. Group Learning	2
3. Procedural Skills	3
4. Quality Enhancement	4
5. Self-Directed Learning	5
6. Teaching, Research & Educational Development:	6
7. CPD Exemptions	10
8. Document Review	10
8.1 Responsibilities	10
8.2 Revision History	10

1. INTRODUCTION

These guidelines have been made pursuant to the Specialist Continuing Professional Development (CPD) Participation Policy to **provide guidance** on the nature and type of documentation to be uploaded for the purposes of meeting CPD audit requirements.

Your evidence will need to verify:

- your participation in the activity, and
- the duration of the activity (for hours-based activities), and
- the date(s) the activity occurred (month and year).

Please note that:

1. You **are not** required to upload evidence of College activities in the following circumstances:
 - 1.1. you have participated in a College activity where an ACEM staff member can verify the amount of time spent on the activity (for example meetings, teleconferences, examinations etc);
 - 1.2. you have registered for and attended a College event such as the Annual Scientific Meeting;
 - 1.3. you have conducted trainee Workplace-based Assessments (WBAs) (i.e. ITA, DOPS, CbD, Mini-CEX, Shift Report) within the ACEM Member Portal;

In the case of audit, evidence will be sought on your behalf by CPD Unit staff. However, if the College is unable to verify the activity you will be required to upload the evidence as outlined in this guideline.

2. You **are** required to upload evidence of College activities in the following circumstances:
 - 2.1. you have participated in a College activity where an ACEM staff member is not present to verify the amount of time spent on the activity (for example: online committee work);
 - 2.2. you have completed ACEM eLearning resources – these were **not** time-tracked during the 2017 CPD Cycle;

In the case of audit, you may be asked to submit further evidence such as a Statutory Declaration or a letter from an appropriate authority verifying the information recorded in your CPD Online record.

3. The following list is a **guide** of the types of evidence required for a CPD record audit, set by the CPD Committee. However, all audits are conducted on a case-by-case basis and additional evidence may be requested.
4. Patient and/or colleague identity and confidential information **must** be excluded from all evidence.
5. Any letter produced as evidence must be signed and dated letter (on letterhead) from a person or persons who had either oversight of your work or participation in the relevant activity, and can verify the date(s), duration (total number of hours excluding breaks) and type of activity.
6. All non-English documents submitted as evidence of CPD activity must be translated into English by an accredited interpreter.
7. For the purpose of an ACEM CPD audit participants must retain evidence of all CPD activities for a minimum of three (3) years. MCNZ and MBA requirements may extend past this period.

2. GROUP LEARNING

ACEM Activity Type	Examples of evidence
Group discussions e.g. Balint group, Journal Club	In the <i>Activity comments</i> field record: <ul style="list-style-type: none"> • name of discussion group; and • discussion date(s); and • location of group meeting(s). or Upload a logbook/record containing the above information.
Lectures, seminars, grand rounds	Upload a letter from the activity organiser certifying your role, duration and date(s). or Upload a logbook/record containing the above information. or Upload both of the following: <ul style="list-style-type: none"> • event program; and • verification of attendance (e.g. certificate of attendance, registration receipt etc.)
Meetings, conferences – ACEM	In the <i>Activity comments</i> field record: <ul style="list-style-type: none"> • name of ACEM meeting/conference; and • location In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).
Meetings, conferences – Non-ACEM	Upload both of the following: <ul style="list-style-type: none"> • verification of attendance (e.g. Minutes of meeting, certificate of attendance); and • event program or meeting agenda, including duration. or Upload a letter from the meeting/conference organiser certifying your attendance at the meeting/conference including duration and date(s).

Type of Activity	Examples of evidence
Online – Social media learning activities: Twitter, Facebook, LinkedIn	In the Activity <i>comments</i> field record: <ul style="list-style-type: none"> the type of social media; and discussion topics. or Upload a logbook/record containing the above information.
Online learning - Blogs, forums, discussion threads, journal clubs, webinars, video conferences	
Workshops and Training - DEMENT, clinical supervisors, mentors etc.	ACEM workshops: In the Activity <i>comments</i> field record: <ul style="list-style-type: none"> name of ACEM workshop; and date(s). In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).
Workshops and Training - EM related	
Workshops and Training - Management, communication, cultural competency etc.	
Workshops and Training - Procedural skills based	Non-ACEM workshops: Upload both of the following: <ul style="list-style-type: none"> event program; and verification of attendance (e.g. certificate of attendance). or Upload a Letter from the workshop/training organiser certifying your attendance at the workshop/training including duration and date(s).

3. PROCEDURAL SKILLS

Type of Activity	Examples of evidence
Airway, Breathing, Circulation and Scope of Practice skills (performed, taught or supervised in a simulated or live environment)	ACEM activities: For procedural skills which were <i>supervised</i> as part of the FACEM training program, in the Activity <i>comments</i> field record: <ul style="list-style-type: none"> FACEM WBA (DOPS). In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).
	Non-ACEM activities: <i>Documentation must certify your completion of, and the mode (performed/taught/supervised) of each procedural skill.</i> Upload a letter from the DEM or equivalent authority. or Upload a certificate of completion (for simulated skills). or Upload a statutory declaration.

4. QUALITY ENHANCEMENT

Type of Activity	Examples of evidence
Accreditation visits of hospital/training sites	<p>ACEM accreditation visit: In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of hospital or training site; and • exact date(s) of inspection. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM accreditation visit: Upload a letter from the site inspection organiser or the hospital certifying your role, the date(s) and duration of the site accreditation visit.</p>
ACEM examination / assessment workshop participation	<p>In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of ACEM Workshop; and • date(s). <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p>
Audit of Medical Practice - Clinical Quality (mortality rates, procedural audits etc.)	<p>Upload a completed ACEM Audit of Medical Practice record form. or Upload a similar record of audit completion and audit outcome(s). or Upload a letter from the audit lead, DEM etc certifying your role, the date(s) and duration of the Audit of Medical Practice.</p>
Audit of Medical Practice - Documentation & Communication (quality of discharge instructions etc.)	
Audit of Medical Practice - Educational activities (grand rounds, mentoring program, WBAs etc.)	
Audit of Medical Practice - Other	
Audit of Medical Practice - Patient Flow ("did not wait" patients, patient satisfaction etc.)	
Audit of Medical Practice - Workforce (staff satisfaction, burnout, retention rates etc.)	
Clinical practice guideline development	<p>Upload both of the following:</p> <ul style="list-style-type: none"> • copy of the guidelines developed; and • evidence of your involvement (e.g. meeting minutes, correspondence between developers, letter from lead developer or DEM).
Clinical Results Review	<p>Upload a logbook/record outlining date(s) and duration. or Upload a letter from the DEM or equivalent authority certifying your role, the date(s) and duration of the Clinical Results Review.</p>
CPD Plan - Preparation and review	<p>Complete 'Plan My CPD' section in ACEM CPD Online Record. or Upload a copy of the CPD plan, clearly dated.</p>

Type of Activity	Examples of evidence
EM activity with committees of hospitals, medical colleges, professional organisations	Upload minutes of meeting including your name as participant, date and duration of activity. or Upload a certificate of attendance.
Meetings - QA focus, e.g. M&M, critical incident monitoring, trauma, planning & review etc.	or Upload a letter from the meeting organiser certifying your participation, the date(s) and duration of the meeting/activity.
Meetings - ACEM committees/focus groups	ACEM meetings: In the Activity <i>comments</i> field record: <ul style="list-style-type: none"> • name of meeting; and • exact date(s) of meeting. In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2). Non-ACEM meetings: Upload verification of date(s), duration and attendance (e.g. Minutes of meeting, certificate of attendance, letter from meeting organiser).
Peer review - formal	Upload an ACEM Peer Review record form(s).
Peer review of cases - retrospective or active	or Upload a de-identified record of peer review completion and outcome(s).
Professional Practice Review	Upload a short summary of the review, showing evidence of your involvement.
Workplace-based Assessment – Assessee	Upload an ACEM Peer Review record form(s). or Upload a de-identified copy of WBA assessment. or Upload a letter from the assessor certifying your role as assessee, date(s) and duration (e.g. FACEM in joint-PEM training program).
Survey Completion/Submission	ACEM survey: In the Activity <i>comments</i> field record: <ul style="list-style-type: none"> • name of ACEM survey. In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2). Non-ACEM survey: Upload a copy of the completed survey.

5. SELF-DIRECTED LEARNING

Type of Activity	Examples of evidence
Learning project - Post graduate certificate or post graduate short course	In the Activity <i>comments</i> field record: All of the following: <ul style="list-style-type: none"> • confirmation of enrolment (including Provider name); and • course/subject details; and • if complete, certificate of completion.
Learning project - Post graduate degree (Diploma, Masters, PhD)	

Type of Activity	Examples of evidence
Learning project - Short course or other learning project	
Online educational activity - Podcasts, e-learning modules, medical questions etc.	In the <i>Activity comments</i> field record: <ul style="list-style-type: none"> • name of online educational activity (e.g. FOAMed, LITFL etc) or Upload a logbook/record containing date(s), duration and name of online educational activity.
Reading - Journals, articles & ACEM materials	Name of publication(s) noted in <i>Activity comments</i> or Upload subscription receipt for journal or Upload a logbook/record containing date(s), duration and name of reading material(s).
Reading - Medical healthcare news articles	
Reading - Medical textbooks	
Review of literature - informal	Upload a copy of literature review, clearly dated. or Upload a record of the articles reviewed.
Sabbaticals	Upload document outlining details of your sabbatical, including date(s), relevant activities, and how it contributed to your CPD.

6. TEACHING, RESEARCH & EDUCATIONAL DEVELOPMENT:

Type of Activity	Examples of evidence
Assessing - completing ITA forms, structured references, structured interviews etc.	<p>ACEM assessment: In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of the assessment type; and • hospital/site where the assessment took place. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM assessment: Upload a de-identified copy of the assessment. or Upload a letter from the DEM certifying your role in assessment(s) including date(s) and duration.</p>
Clinical Supervisor - review EMC / EMD candidate(s) progress	<p>In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of activity; and • date(s); and • hospital/site where review took place. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p>

Type of Activity	Examples of evidence
DEMT - review of trainee progress, completing Learning Needs Analysis etc.	<p>ACEM trainee: In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • date(s)of activity; and • hospital/site of meeting. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM trainee: Upload de-identified trainee Learning Needs Analysis.</p>
Development - Curriculum, teaching materials, guidelines	<p>Upload both of the following:</p> <ul style="list-style-type: none"> • copy of the curriculum, teaching materials or guidelines; and • evidence of your involvement (e.g. meeting minutes, correspondence between developers). <p>or</p> <p>Upload a letter from the curriculum development lead certifying your role in the development of materials, date(s) and duration.</p>
Examination - Invigilator/observer, site organiser, ACEM examiner	<p>ACEM examination: In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of examination; and • hospital/site of examination. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM examination including trial/mock exams: Upload a letter from the examination organiser confirming your role in the examination, date(s) and duration.</p>
Facilitator – workshops, training etc.	<p>ACEM activity: In the <i>Activity comments</i> field record:</p> <ul style="list-style-type: none"> • name of activity; and • your role as facilitator (e.g. session name, convener etc). <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM activity: Upload event program including your name and session(s) duration. or Upload letter from an activity organiser, certifying your role, duration and date(s).</p>
Journal article - publishing	<p>Upload a copy of or link to the journal article(s).</p>
Journal article – peer-review /refereeing an article	<p>Upload the following:</p> <ul style="list-style-type: none"> • list of the article(s) reviewed/refereed; and • link to online articles or copy of the articles; and • letter from the author or editor certifying your role.
Literature review	<p>Upload a copy of literature review, clearly dated.</p>

Type of Activity	Examples of evidence
Mentor - developing or coordinating a mentoring program	Upload the proposal to implement a mentoring program. or Upload the program evaluation. or Upload a letter from the DEM or equivalent authority certifying your role, duration and date(s).
Mentor - meeting with mentees etc.	Upload a logbook/record outlining date(s) and duration of meetings with mentee(s). or Upload a letter from the mentoring program coordinator or mentee certifying your role as mentor, duration and date(s).
Preparation - presentations, session plans etc.	Upload both of the following: <ul style="list-style-type: none"> • copy of any presentations, session plans etc; and • documentation showing evidence of your involvement.
Preparation of grants, proposals, trials	Upload both of the following: <ul style="list-style-type: none"> • copy of grant, proposal or trial preparation letter; and • documentation showing evidence of your involvement.
Presenting - at conferences, academic meetings, hospital department meetings etc.	Upload a conference program citing your presentation or Upload a letter from the activity organiser certifying your role as presenter, duration and date(s) of presentations.
Project supervisor - e.g. Trainee Research Requirement	Upload a letter from the DEM, DEMENT or hospital representative certifying your role, duration and date(s) of the activity.
Research - Conducting	Upload a document noting the following: <ul style="list-style-type: none"> • research question; and • methodology; and • governing organisation. or Upload a letter from hospital or organisation certifying your research role, duration and period of the research.
Reviewing and editing - examination questions, journal articles, ACEM materials, textbooks etc.	<p>ACEM activity: In the Activity <i>comments</i> field record:</p> <ul style="list-style-type: none"> • name of the ACEM material reviewed or edited • summary of your role in the review/edit <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM activities: Upload document noting the following:</p> <ul style="list-style-type: none"> • list of publications referenced by author book/chapter; and • copy of the paper. or Upload a letter from the author or editor certifying your role, duration and dates of the activity.

Type of Activity	Examples of evidence
Teaching - bedside, grand rounds etc.	<p>Upload a document noting the following:</p> <ul style="list-style-type: none"> • date(s); and • location(s); and • details of the session(s) <p>or</p> <p>Upload a letter from the DEMENT, teaching coordinator or event organiser certifying your role, date(s) and duration.</p> <p>or</p> <p>Upload a teaching schedule clearly identifying your role, date(s) and duration of teaching.</p>
Teaching - Preparation	<p>Upload copy of the presentation, session plan or short outline of the program.</p>
Trainee research project - Adjudicator or Reviewer	<p>ACEM trainee research paper: In the Activity <i>comments</i> field record:</p> <ul style="list-style-type: none"> • name of the trainee research project; and • summary of your role in the review/adjudication <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM trainee research paper: Upload document noting the following:</p> <ul style="list-style-type: none"> • name of the research project; and • verification of your role (e.g. invitation to adjudicate etc.); and • event program (if applicable).
Workplace-based Assessment - Assessor	<p>ACEM WBA: In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM activity: Upload a de-identified copy of the assessment.</p>
Writing and editing - examination questions, journal articles, ACEM materials, textbooks etc.	<p>ACEM writing and editing: In the Activity <i>comments</i> field record:</p> <ul style="list-style-type: none"> • name of the ACEM materials. <p>In the first instance, evidence of the activity will be sought on your behalf by College Staff (see clause 1) however you may be required to submit further evidence (see clause 2).</p> <p>Non-ACEM writing and editing: Upload all of the following:</p> <ul style="list-style-type: none"> • list of publications referenced by author book/chapter; and • copy of the paper; and • letter from the author, editor, examination committee chair etc certifying your role, duration and date(s).

7. CPD EXEMPTIONS

Type of Activity	Examples of evidence
Annual exemption Temporary (6 month) exemption	Upload a medical certificate confirming time away from work. or Upload a letter confirming the estimated due date(s) of confinement from the participant's clinician. or Upload confirmation of approved leave applications from employer (e.g. Long service leave, parental leave, unpaid leave, study leave).
Dual Fellowship exemption [CICM or RACP (paediatrics)]	Upload a certificate of compliance from CICM or RACP (Paediatrics).
Procedural Skills exemption	Upload a contract of offer for non-clinical role from employer. or Upload a confirmation of appointment letter from employer stating non-clinical role.
Ongoing exemption	Upload a confirmation of appropriate change in registration (AHPRA or MCNZ).

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: CPD Committee
 Document implementation: CPD Committee
 Document maintenance: CPD Manager / Manager Standards

8.2 Revision History

Version	Date(s) of Version	Pages revised / Brief Explanation of Revision
v1	28 April 2016	Approved by CPD Committee
v2	January 2017	Introduction of requirement re non-English documents Introduction of requirement for retention of evidence Revision of all evidence requirements
v3	July 2017	Update of evidence requirements to evidence examples Clarification of who can sign letters of verification for activities Full review of examples of evidence

© Copyright – Australasian College for Emergency Medicine. All rights reserved.