

# Australasian College for Emergency Medicine

## CPD 2021 Activity guide

From **1 Jul 2020 to 31 December 2021**, you need to record **50 hours** of CPD Activities. These hours are completed across the three categories of Educational Activities, Reviewing Performance and Measuring Outcomes. This guide can help get you started!

### Educational Activities (≥12.5 hours)

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#### Online Learning

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- Discussion forums and blogs
- Webinars and videoconferences
- Journal clubs
- Social media discussions
- ACEM Educational Resource Modules
  - Assessing Cultural Competency
  - Clinical Teaching
  - Critical Care
  - DENT 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

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- Conferences
- Scientific meetings
- Seminars
- Presentations

#### Grand Rounds

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- Grand Rounds

#### Courses

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

#### Lectures

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- Presentations
- Lectures

#### Workshops

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

#### Research

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

#### Supervision

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- 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

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- Journal Club

#### Reading

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

#### Peer Discussion

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- Academic meetings

#### Peer Review

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

#### Teaching

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- Session plans

#### Review of Guidelines

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- ACEM Materials

#### Review of Clinical Guidelines

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- Clinical



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## CPD 2021 Activity guide

### Reviewing Performance (≥12.5 hours)

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#### Peer review of Performance

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- Balint Group
- Direct Observation as a reviewer or reviewee
- WBAs and ITAs as an Assessee
- Structured Conversation
- Patient Feedback
- Regular Practice Reviews (RPR) as a Reviewee

#### Peer review of Medical Records

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- Case-based discussions (CbD) as an assessee
- Joint review of cases
- Peer review of cases - Retrospective or Active
- Presenting case for peer review

#### Peer review of Educational Activities

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- Educational Activities

#### Supervision

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- Providing feedback to assessee as an assessor

#### Performance Reviews

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- Regular Practice Reviews (RPR) as a reviewer

#### Review of Standards Adherence

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- 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)

### Measuring Outcomes (≥12.5 hours)

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#### Clinical Audit

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- Clinical Quality
- Clinical trial
- Pathology, radiology, ultrasound and X-ray

#### Review of data

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- Individual/team and comparative data
- Benchmark performance against data sets

#### Peer discussions

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- Cases, critical incidents, safety & quality reviews
- Critical patient monitoring

#### Review of Standards Adherence/Measure

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- Review of Standards adherence

#### Review of Non-clinical guideline

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- Non-Clinical guideline development & implementation

#### Peer discussion of cases, critical incidents, safety and quality reviews

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- Complaint review
- Medical college committee meeting
- Professional organisation committee meeting
- Team debrief session
- AMC accreditation/assessment
- Senior ED Staff meetings

#### Reflection on Professional outcomes

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- CPD Plan preparations
- CPD Plan review and reflection
- Professional Development Plan - Goal setting
- Strategic planning
- Survey

#### Audit of medico-legal reports

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- Doctors' medico-legal reports - AMP

#### Peer review of journal articles

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- As an author of a journal articles
- Journal Club

#### Multi-source feedback; performance appraisal

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- Multi-source feedback

#### Review of medical records

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- Documentation and Communication

#### Peer review of performance

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- Quality improvements and Root Cause Analysis

#### Mortality and morbidity reviews

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- Mortality and Morbidity meeting as an attendee
- Inter-departmental case review and interpretation of findings

#### Audit

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- Patient Flow
- Workforce



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## CPD 2021 Activity guide

### Other Requirements

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#### 12.5 hours in any of the above three areas

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As well as a minimum of 12.5 in each of Educational Activities, Measuring Outcomes and Reviewing Performance, you also need to complete a further 12.5 hours from any of the above three categories.

#### Professional Development Plan

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An annual Professional Development Plan needs to outline a current scope of practice, professional development needs, the planned activities to meet these needs and a reflection on if and how these were met during the year.

### Additional MCNZ Requirement

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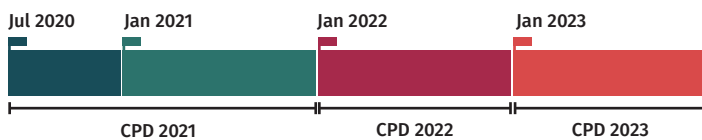
#### Annual Conversation

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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

### CPD 2021 at a glance

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From January 2022, the CPD year will be aligned with the calendar year. To facilitate this, there will be an 18-month CPD period from 1 July 2020 until 31 December 2021. During this 18-month period, your annual requirements do not change. This means you will have an extra six months to fulfil your 2021 CPD.

### Contact and further information

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

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