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## GUIDELINES FOR DOCUMENTING AN AUDIT OF MEDICAL PRACTICE (AMP) FOR CPD

### 1. BACKGROUND

The Medical Council of New Zealand (MCNZ) requires all medical practitioners practising in New Zealand to participate in at least one AMP each year as part of their recertification, from CPD year 2014.

The MCNZ has foreshadowed that the College will be expected to monitor New Zealand Fellows' completion of this requirement. The College is obligated to report CPD non-compliance if asked to do so by the MCNZ.

### 2. GUIDANCE

The ACEM CPD program provides guidance for completing and recording the AMP, to assist Fellows in meeting this requirement.

The following documents support the AMP process:

- Audit of Medical Practice Implementation Plan
- Audit of Medical Practice Record Form

### 3. COMPLETING THE AMP

Guidance in planning and completing the AMP is provided in the Audit of Medical Practice Implementation Plan.

### 4. ENTERING THE AMP INTO YOUR CPD ONLINE RECORD

When completed, the Audit of Medical Practice must be entered into your CPD Online record in the following way:

**Category: Quality Enhancement**

**Activity Type: Audit of Medical Practice**

- Add new activity
- Search using the keywords Audit of Medical Practice
- Select the appropriate Audit of Medical Practice activity type and activity (or create your own activity)
- Complete the entry by amending the date and hours, if required.
- Complete the AMP Record Form and add as an attachment to the activity in your CPD Online record or retain it for your records.

### 5. EXEMPTION

CPD Participants who are not practising in New Zealand for the full CPD Year may apply for an exemption from the AMP component of the CPD Program.

**Please ensure that your AMP is recorded in CPD Online as it forms part of your annual and cycle requirements.**