



# My CPD

## How to:

# Complete my 2021 CPD year Audit Submission

This document outlines how to prepare an audit submission, if selected for audit.

At the end of a CPD Year or Cycle, a minimum of 5% of CPD participants are selected for audit. As part of the audit, participants are required to upload evidence of completion of the minimum program requirements to the My ACEM Portal.

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## What are the minimum Annual program requirements?

ACEM CPD program annual minimum requirements are:

- 1 Professional Development Plan
  - Step 1 - Plan
  - Step 2 - Reflection
- 50 hours of CPD Activities:
  - Minimum 12.5 hours of Educational Activities
  - Minimum 12.5 hours of Reviewing Performance activities
  - Minimum 12.5 hours of Measuring Outcome activities
  - Remaining 12.5 hours from any of the three (3) CPD categories
- 1 each of airway, breathing & circulation procedural skill by performance, teaching or supervision in a clinical or simulated setting

If enrolled in the New Zealand CPD you will also have the below CPD requirement:

- 1 Annual Conversation (structured conversation)

**Note:** If you achieved Fellowship/membership mid-way through the relevant CPD year or were granted an exemption, your program requirements may differ.

## Where can I find the activities I recorded for the 2021 CPD Year?

To view your CPD activities, navigate to the [Record my Activities page](#) and Select the appropriate CPD Year your audit relates to:

Search my CPD Activities

Search Filter

Cycle  
2021 to 2023

Year  
All  
2021  
2022  
2023  
Click to choose

Search Clear

This will display that year's Activities in the records below.



**Tip:** Click on Duration in the heading bar to sort by number of hours recorded.

Example below: (this does not reflect your individual activity grid).

	<input type="checkbox"/>	Activity	Activity Type	Category	Month / Year	Duration	Attachments
	<input type="checkbox"/>	CPD Committee Meeting	ACEM Meeting	Reviewing performance	Nov 2021	2:00	0
	<input type="checkbox"/>	CPD Committee Meeting	ACEM Meeting	Reviewing performance	Jun 2021	2:30	0
	<input type="checkbox"/>	CPD Committee Meeting	ACEM Meeting	Reviewing performance	Feb 2021	2:00	0
	<input type="checkbox"/>	ACEM Year in Review - 2021	Conferences	Educational activities	Nov 2021	0:30	0
	<input type="checkbox"/>	Team debrief session	Peer discussions of cases, critical incidents, safety & quality reviews	Reviewing performance	Oct 2021	0:30	0
	<input type="checkbox"/>	Senior ED Staff Meeting	Peer discussions of cases, critical incidents, safety & quality reviews	Reviewing performance	Nov 2021	3:00	0
	<input type="checkbox"/>	Clinical	Review of clinical guidelines	Reviewing performance	Nov 2021	1:00	0
	<input type="checkbox"/>	Peer review of cases	Peer discussions of cases, critical incidents, safety & quality reviews	Reviewing performance	Nov 2021	1:00	0

Please note that College activities and ACEM approved CPD activities that have been recorded on your behalf will be indicated in blue.

To search for a particular Activity, under **My CPD Activities**, select the **Search Activities** button. Then populate as many fields as possible to narrow down the search. Select **Search**.

Search my CPD Activities

**Search Filter**

Cycle: 2021 to 2023

Year: All

Contains the text:

Category: All

Activity Type: Click to choose

**Special Query**

Click to choose

- Future Dated Activities
- Activities with Attachments
- Activities without Attachments
- Cultural Competency Activities
- ACEM Accredited Activities



## How do I provide my evidence?

The [Provision of Evidence Guideline](#) provides guidance on the nature and type of documentation which is accepted as evidence for each Activity Type.

Some activities require you to provide evidence such as a certificate of attendance or a letter from your DEM; this evidence should be uploaded to your activity as an attachment.

Some activities require you to enter activity details in the comments field.

## Which activities do I need to attach evidence for?

The CPD Unit records College activities (committee meetings and events) and approved ACEM activities from external providers (courses, workshops and conferences) on your behalf. You will have received an email when an activity was recorded by the CPD Unit informing you of this process. You will not be required to provide evidence for any activity recorded by the CPD Unit on your behalf.

## How do I upload an attachment?

Go to '[Record My Activities](#)' in your Member Portal. Locate the activity to which you are attaching the evidence and select the **green pencil icon** to edit the activity.

1. In the Attachments field, select the **Add files** button
2. **Locate the file** on your computer.
3. Save

	<input type="checkbox"/>	Activity
 	<input type="checkbox"/>	Lectures

### Attach Evidence

Add files

### Note:

- **Maximum file size is 5 Mb.**
- **File name cannot contain more than 500 characters**



## How do I enter or update a comment?

To enter or amend a comment for your activity, select the **green pencil icon** to edit the activity.

Record any comments in the Additional Information field, then **save**.

### Additional Information

Evidence must not contain any  
identifying patient information

Save

Cancel

**Note:** Please do not record any confidential or patient-identifying information.

## How do I submit my audit?

Once you have finished uploading your evidence, you must notify the CPD Unit via [cpd@acem.org.au](mailto:cpd@acem.org.au) to finalise your submission. The CPD Unit will reply with confirmation that your audit submission has been successful.

## How long will my audit take?

Your audit submission will be reviewed upon receipt and may take a number of months to be finalised. Following the review of your evidence you will be notified of the audit outcome. You will be given the opportunity to provide further information, if this is required. Certificates of Compliance with the audit will be available upon successful completion of the audit.

## Questions?

Still have questions or need assistance? Please contact the CPD Unit at the College:

[cpd@acem.org.au](mailto:cpd@acem.org.au)

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