

2019 Examples of Acceptable CPD Evidence

The table below provides examples of acceptable evidence for CPD activities claimed in the RACP CPD program 'MyCPD'. This is not an exhaustive list and other types of documentation may be accepted.

As a general rule, acceptable documents should be from a **third party** and contain the:

- **name of the participant**
- **date**
- **activity title**
- **organisation's name and/or signing peer's name**

Photos, personal calendar and diary entries will **not** be accepted except to verify journal readings.

Doctors have an ethical, professional, and legal duty to respect patient rights to privacy and confidentiality. Please ensure that all patient information is de-identified in documentation provided.

Category 1: Educational Activities

General Examples of Acceptable Evidence

- [Acknowledgement of participation form](#) signed by a peer or supervisor
- Letter / statement / correspondence from organiser / administrator
- Record of participation / attendance, for example:
 - Certificate / record of attendance
 - Schedule
 - Official meeting minutes
 - Copy of registration / enrolment documents / attendance badge
 - Receipt of payment

Activity	Specific examples of acceptable evidence
▪ Lectures / seminars / workshops	▪ See general examples
▪ Conferences	▪ See general examples
▪ Courses	▪ See general examples
▪ Reading / research /info searches e.g. Medline	▪ Evidence of journal subscriptions ▪ Reading log ▪ UpToDate activity summary (for online learning) ▪ PubMed search history (from PubMed account)



▪ Grand rounds / journal clubs	▪ Official workplace timetable or meeting minutes (must contain the organisation's name and/or the physician's name)
▪ Hospital and other medical meetings	▪ Official workplace timetable or meeting minutes (must contain the organisation's name and/or the physician's name)
▪ Online learning / audio / video	▪ Podcast / listening / watching log ▪ Certificate of completion from website ▪ PubMed search history (from PubMed account) ▪ eLearning / UpToDate activity summary or certificate (for online learning)
▪ Committee / working group / council involvement	▪ The College can internally verify members of RACP committees, working groups or councils ▪ Documentation to verify committee membership
▪ Self-assessment programs e.g. MKSAP	▪ Evidence that questions have been answered, e.g. results / feedback record
▪ Presentations (including preparation time)	▪ Copy of presentation ▪ Copy of agenda on which the physician's name is listed
▪ PhD studies / formal postgraduate studies	▪ PhD research proposal / checkpoint assessments
▪ Publications (including preparation time)	▪ Title / copy of publication ▪ Letter / statement / correspondence confirming acceptance
▪ Teaching / supervision	▪ The College can internally verify RACP supervisors ▪ Acknowledgement page of student's thesis ▪ Official workplace timetable (must contain the organisation and department's name and/or the physician's name)
▪ Examining / writing examination questions	▪ The College can internally verify RACP examiners



Category 2: Reviewing Performance

General Examples of Acceptable Evidence

- [Acknowledgement of participation form](#) signed by a peer or supervisor
- Proposal / evaluation / review / appraisal documents
- Record of interviews / data / statistics / analysis / site accreditation / policy review
- Letter / statement / correspondence from organiser / administrator / reviewer
- Record of participation / attendance, for example:
 - Official meeting minutes
 - Schedule
 - Peer review log

Activity	Specific examples of acceptable evidence
<ul style="list-style-type: none"> ▪ Creating / maintaining a professional development plan 	<ul style="list-style-type: none"> ▪ Copy of written plan
<ul style="list-style-type: none"> ▪ Performance appraisal 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Peer review / feedback / discussion of: <ul style="list-style-type: none"> ○ Performance e.g. Regular Practice Review ○ Records / correspondence / reports ○ Journal articles ○ Supervision ○ Educational activities ○ Specialty specific competencies and activities including: <ul style="list-style-type: none"> • Leadership • Partnership management • Policy development • Educational workshops • Writing grants and publications ○ Communication including reports, letters, information leaflets and website material ○ Cases ○ Critical incidents ○ Safety and quality reviews ○ Outbreak management ○ Workplace incidents ○ Laboratory safety 	<ul style="list-style-type: none"> ▪ Evaluation / review of documents of practice ▪ Performance / Practice review documents / summary ▪ Peer review log ▪ Documented account of case review of discussion with peer or team ▪ Reviewer notes for journal articles ▪ Supervisor peer review form



<ul style="list-style-type: none"> Multi-source feedback from peer, medical colleagues, co-workers, patients, other health practitioners. Customised multisource feedback for AFOEM and AFPHM 	<ul style="list-style-type: none"> Report or summary of report, receipt for commercially provided MSF
<ul style="list-style-type: none"> Patient feedback / experience studies 	<ul style="list-style-type: none"> Report or summary of report
<ul style="list-style-type: none"> Participation in the RACP Supervisor Professional Development Program (SPDP) 	<ul style="list-style-type: none"> The College can internally verify a participant's completion of the SPDP program
<ul style="list-style-type: none"> Mentoring (that involved review of performance) 	<ul style="list-style-type: none"> Mentoring agreement Mentoring session summary / report

Category 3: Measuring Outcomes

General Examples of Acceptable Evidence

- [Acknowledgement of participation form](#) signed by a peer or supervisor
- Proposal / evaluation / review / audit documents that have been deidentified
- Record of interviews / data / analysis / site accreditation / policy review
- Record of participation / attendance

Activity	Specific examples of acceptable evidence
<ul style="list-style-type: none"> Practice audits / clinical audits 	<ul style="list-style-type: none"> See general examples
<ul style="list-style-type: none"> Audit of: <ul style="list-style-type: none"> Adherence to standards / guidelines / procedures Medicolegal reports Cultural competency Bullying /harassment Records Practice (against appropriate curriculum standards) Recommendations uptake Worker assessment reports Workplace assessments reports Supervision Standards of confidentiality Site remediation Effectiveness of stakeholder consultation; education sessions 	<ul style="list-style-type: none"> See general examples



<p>delivered; communicable disease notifications advised on; completed investigations, e.g. outbreak, environmental risk, workplace risk</p> <ul style="list-style-type: none"> ○ Compliance with key legislation ○ Funding success 	
<ul style="list-style-type: none"> ▪ Incident reporting / monitoring e.g. mortality and morbidity reviews 	<ul style="list-style-type: none"> ▪ Official workplace timetable or meeting minutes (must contain the organisation's name and / or the physician's name)
<ul style="list-style-type: none"> ▪ Comparison of individual / team data with local, institutional, regional data sets 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Institution audits e.g. hospital accreditation, immunisation program outcomes 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Review of individual / team and comparative data from de-identified large datasets e.g. Medicare, PBS 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Reflection on professional outcomes 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Clinicopathological correlation meetings 	<ul style="list-style-type: none"> ▪ Official workplace timetable or meeting minutes (must contain the organisation's name and/or the physician's name)
<ul style="list-style-type: none"> ▪ Research and grant related activity that involves analysing and reflecting on health outcomes data 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Contribution to evaluation / development of an endorsed policy in the workplace (where the contribution is based on review of data / measurement of outcomes) 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Development of new legislation (where the development is based on the review of health data outcomes) 	<ul style="list-style-type: none"> ▪ See general examples