# 2024 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.

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.

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

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

Personal calendar and diary entries will **not** be accepted except to verify journal readings.

CPD activities completed through the RACP can be internally verified by the CPD Team e.g. SPDP, supervising, examining, committee involvement, accreditation, College journals.

Please don't hesitate to contact us at MyCPD@racp.edu.au if you have any questions.

## Category 1: Educational Activities

**General Examples of Acceptable Evidence**
- Acknowledgement of participation form signed by a peer or supervisor
- Letter / statement / email correspondence from organiser / administrator
- Record of participation / attendance, for example:
    - Certificate / confirmation of attendance
    - Official meeting minutes
    - Receipt of payment

| Activity | Specific examples of acceptable evidence |
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| ▪ Lectures / seminars / workshops | |
| ▪ Conferences | ▪ See Category 1 general examples |
| ▪ Courses | |
| ▪ Grand rounds / journal clubs | |

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| ▪ Hospital and other medical meetings | |
| ▪ Self-assessment programs e.g. MKSAP | |
| ▪ Reading /info searches e.g. Medline | ▪ Evidence of journal subscriptions<br>▪ Reading log<br>▪ UpToDate activity summary<br>▪ PubMed search history (from PubMed account) |
| ▪ Online learning / audio / video | ▪ Podcast / listening / watching log<br>▪ Certificate of completion from website<br>▪ PubMed search history (from PubMed account)<br>▪ eLearning / UpToDate activity summary or certificate |
| ▪ Committee / working group / council involvement | ▪ Can be verified internally if through RACP<br>▪ Documentation to verify committee membership |
| ▪ Providing mentoring and executive coaching | ▪ Mentoring agreement<br>▪ Mentoring session summary / report |
| ▪ Presentations (including preparation time) | ▪ Copy of presentation<br>▪ Copy of agenda on which the presenter's name is listed |
| ▪ Teaching | ▪ Official workplace timetable (must contain the physician's name and organisation's name) |
| ▪ Mentoring of trainees, medical students, PhD students | ▪ Mentoring agreement<br>▪ Official workplace timetable (must contain the physician's name and organisation's name)<br>▪ Acknowledgement page of student's thesis |
| ▪ Undertaking College educational roles | ▪ Can be verified internally if through RACP |

## 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
  - [Peer review log](#)

| Activity | Specific examples of acceptable evidence |
|---|---|
| ▪ Creating / maintaining a professional development plan | ▪ Copy of written plan see [Developing a Professional Development Plan (PDP)](#) for an example |
| ▪ Creating / maintaining a self-care plan | ▪ Copy of completed [self-care plan](#)<br>▪ See Category 2 general examples |
| ▪ Annual performance appraisal of my practice by a peer / manager | ▪ See Category 2 general examples |
| ▪ Annual conversation with a colleague focused on review of my practice | ▪ Copy of completed [Annual conversation](#) template<br>▪ See Category 2 general examples |
| ▪ Regular Practice Review of my practice | ▪ [RACP professional development review form / process](#) |
| ▪ Supervision of trainees, medical students, PhD students | ▪ Can be verified internally if through RACP<br>▪ Acknowledgement page of student's thesis<br>▪ Official workplace timetable (must contain the physician's name and organisation's name) |
| ▪ Examining of trainees, medical students | ▪ Can be verified internally if through RACP<br>▪ See Category 2 general examples |
| ▪ Assessment / marking of an advanced training research project | ▪ Can be verified internally if through RACP<br>▪ See Category 2 general examples |
| ▪ Peer review / feedback of:<br>  ○ Clinical and/or professional practice<br>  ○ Records / correspondence / reports<br>  ○ Journal articles submitted for publication | ▪ Evaluation / review of documents of practice<br>▪ Performance / Practice review documents / summary<br>▪ [Peer review log](#)<br>▪ Documented account of case review of discussion with peer or team |

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| o Supervision | ▪ Reviewer notes for journal articles |
| o Educational activities | ▪ [Supervisor peer review form](#) |
| o Professional and specialty specific competencies and activities including: | ▪ Official meeting minutes |
|    • Leadership | |
|    • Partnership building | |
|    • Policy development | |
|    • Stakeholder management | |
|    • Writing grants and publications | |
| o Communication including reports, letters, information leaflets and website material | |
| o Cases | |
| o Critical incidents | |
| o Safety and quality reviews | |
| o Outbreak management | |
| o Workplace incidents | |
| o Laboratory safety | |
| ▪ Multi-source feedback using validated tools and processes | ▪ Report or summary of report, receipt for commercially provided MSF |
| ▪ Patient feedback / experience studies | ▪ Report or summary of report |
| ▪ Participation in the RACP Supervisor Professional Development Program (SPDP) | ▪ Can be verified internally |
| ▪ Receiving mentoring or coaching | ▪ Mentoring agreement<br>▪ 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 de-identified. For example:
    - Completed [RACP Audit template](#)
- Record of interviews / data / analysis / site accreditation / policy review
- Record of participation / attendance

| Activity | Specific examples of acceptable evidence |
|---|---|
| ▪ Practice audits / clinical audits | ▪ See Category 3 general examples |
| ▪ Audit for:<br>  ○ Adherence to standards / guidelines / procedures<br>  ○ Practice against relevant EVOLVE recommendations<br>  ○ Medicolegal reports<br>  ○ Cultural safety / health equity<br>  ○ Records<br>  ○ Practice audits<br>  ○ Recommendations uptake<br>  ○ Worker assessment reports<br>  ○ Workplace assessment reports<br>  ○ Supervision<br>  ○ Standards of confidentiality<br>  ○ Site remediation<br>  ○ Effectiveness of stakeholder consultation; education sessions delivered; communicable disease notifications advised on; completed investigations, e.g. outbreak, environmental risk, workplace risk<br>  ○ Compliance with key legislation<br>  ○ Funding success | ▪ [RACP Audit template](#)<br>▪ See Category 3 general examples |
| ▪ Incident reporting / monitoring e.g., mortality and morbidity reviews | |

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| ▪ Clinicopathological correlation meetings | ▪ Official workplace timetable or meeting minutes (must contain the physician's name and organisation's name) |
| ▪ Preparing publications of research involving analysis of health outcomes data (including preparation time) | ▪ Title / copy / DOI link to publication<br>▪ Letter / statement / correspondence confirming submission of publication |
| ▪ Supervision of an Advanced Training Research project | ▪ Can be verified internally if through RACP<br>▪ See Category 3 general examples |
| ▪ Formal research involving analysis of health outcomes data | |
| ▪ Comparison of individual / team data with local, institutional, regional data sets | |
| ▪ Institution audits e.g. hospital accreditation, immunisation program outcomes | ▪ See Category 3 general examples |
| ▪ Contribution to evaluation / development of an endorsed policy in the workplace (where the contribution is based on review of data / measurement of outcomes) | |
| ▪ Development of new legislation (where the development is based on the review of health data outcomes) | |