



2022 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 /info searches e.g. Medline	▪ Evidence of journal subscriptions ▪ Reading log ▪ UpToDate activity summary (for online learning) ▪ PubMed search history (from PubMed account)



<ul style="list-style-type: none"> ▪ Grand rounds / journal clubs 	<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 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Hospital and other medical 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"> ▪ Online learning / audio / video 	<ul style="list-style-type: none"> ▪ Podcast / listening / watching log ▪ Certificate of completion from website ▪ PubMed search history (from PubMed account) ▪ eLearning / UpToDate activity summary or certificate (for online learning)
<ul style="list-style-type: none"> ▪ Committee / working group / council involvement 	<ul style="list-style-type: none"> ▪ The College can internally verify members of RACP committees, working groups or councils ▪ Documentation to verify committee membership
<ul style="list-style-type: none"> ▪ Self-assessment programs e.g. MKSAP 	<ul style="list-style-type: none"> ▪ Evidence that questions have been answered, e.g. results / feedback record
<ul style="list-style-type: none"> ▪ Providing mentoring and executive coaching 	<ul style="list-style-type: none"> ▪ Mentoring agreement ▪ Mentoring session summary / report
<ul style="list-style-type: none"> ▪ Presentations (including preparation time) 	<ul style="list-style-type: none"> ▪ Copy of presentation ▪ Copy of agenda on which the physician's name is listed
<ul style="list-style-type: none"> ▪ PhD studies / formal postgraduate studies 	<ul style="list-style-type: none"> ▪ PhD research proposal / checkpoint assessments
<ul style="list-style-type: none"> ▪ Publications (including preparation time) 	<ul style="list-style-type: none"> ▪ Title / copy of publication ▪ Letter / statement / correspondence confirming acceptance
<ul style="list-style-type: none"> ▪ Teaching 	<ul style="list-style-type: none"> ▪ Official workplace timetable (must contain the organisation and department's name and/or the trainee's name)
<ul style="list-style-type: none"> ▪ Supervision of trainees, medical students, PhD students 	<ul style="list-style-type: none"> ▪ 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)



<ul style="list-style-type: none"> ▪ Mentoring of trainees, medical students, PhD students 	<ul style="list-style-type: none"> ▪ Mentoring agreement ▪ Official workplace timetable (must contain the organisation and department's name and/or the physician's name) ▪ Acknowledgement page of student's thesis
<ul style="list-style-type: none"> ▪ Examining of trainees, medical students 	<ul style="list-style-type: none"> ▪ The College can internally verify RACP examiners
<ul style="list-style-type: none"> ▪ Undertaking College educational roles 	<ul style="list-style-type: none"> ▪ The College can internally verify RACP education roles

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 see Developing a Professional Development Plan (PDP) for an example
<ul style="list-style-type: none"> ▪ Creating / maintaining a self-care plan 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Performance appraisal 	<ul style="list-style-type: none"> ▪ See general examples
<ul style="list-style-type: none"> ▪ Annual conversation 	<ul style="list-style-type: none"> ▪ See general examples



<ul style="list-style-type: none"> ▪ Formal Regular Practice Review 	<ul style="list-style-type: none"> ▪ RACP professional development review form / process
<ul style="list-style-type: none"> ▪ Peer review / feedback of: <ul style="list-style-type: none"> ○ Clinical and/or professional practice e.g. Regular practice review ○ Records / correspondence / reports ○ Articles for Journals ○ Supervision ○ Educational activities ○ Professional and specialty specific competencies and activities including: <ul style="list-style-type: none"> • Leadership • Partnership management • Policy development • 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 using validated tools and processes 	<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"> ▪ Receiving mentoring or coaching 	<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. 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
<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 safety / health equity ○ Bullying /harassment ○ Records ○ Recommendations uptake ○ Worker assessment reports ○ Workplace assessments reports ○ Supervision ○ Standards of confidentiality ○ Site remediation ○ Effectiveness of stakeholder consultation; education sessions delivered; communicable disease notifications advised on; completed investigations, e.g. outbreak, environmental risk, workplace risk ○ Compliance with key legislation ○ Funding success 	<ul style="list-style-type: none"> ▪ RACP Audit template ▪ Clinical audit and peer review ideas ▪ Non-clinical audit and peer review ideas ▪ EVOLVE recommendations ▪ Supervisor self reflection and skills review tool
<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">▪ Analysis and reflection on health outcomes data as part of research related activities	<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">▪ 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