

CPD Activities and Evidence Guide

Document notice

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From time to time, supplementary documents, policies, or guidelines may be developed to support or clarify the contents of this document. Such materials may be communicated separately and/or made available on the College's website and should be read alongside related CPD Program documents.

CPD participants are encouraged to regularly review this document and any supplementary documents to ensure they remain informed of current requirements and expectations.

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Purpose

This guide provides examples of CPD activities that may be recorded in the RACP CPD program and examples of evidence that can be used to support those activities.

Activities are organised according to the three CPD categories.

1. Educational Activities (EA)
2. Reviewing Performance (RP)
3. Measuring Outcomes (MO)

The tables provide examples of activity types and acceptable evidence that may be used to demonstrate participation.

Find an activity quickly

CPD category	When to use this category	Examples
Educational Activities (EA)	When you are learning new knowledge or skills	Conferences, courses, journal clubs, teaching
Reviewing Performance (RP)	When you are reviewing or receiving feedback on your professional practice	PDP, Annual Conversation, peer review, mentoring
Measuring Outcomes (MO)	When you are reviewing data or evaluating outcomes	Clinical audit, mortality & morbidity review, research analysis

Evidence used in this guide

Evidence you can provide	Examples of evidence
Attendance confirmation	Certificate of attendance, meeting record
Completion confirmation	Certificate of completion
Record confirming participation	Meeting minutes, committee membership
Mentoring documentation	Mentoring agreement or mentoring summary
Audit documentation	De-identified audit report
Publication record	Copy of publication or DOI (Digital Object Identifier) link

Educational Activities (EA)

Learning and knowledge development

Activity	Evidence you can provide	Examples of evidence
Lectures, seminars, workshops	Attendance confirmation	Certificate of attendance
Conferences	Attendance confirmation	Conference registration or certificate
Courses or training programs	Completion confirmation	Certificate of completion
Grand rounds / journal clubs	Attendance confirmation	Meeting minutes
Hospital or medical meetings	Attendance confirmation	Meeting minutes
Self-assessment programs (e.g. MKSAP)	Completion confirmation	Program activity summary
Reading, literature searches, information review	Learning log	Reading/listening/watching log
Online learning modules	Completion confirmation	Certificate of completion
Committee or working group participation	Record confirming participation	Committee documentation
Providing mentoring or executive coaching	Mentoring documentation	Mentoring agreement
Presentations (including preparation time)	Presentation documentation	Copy of presentation

Teaching activities	Teaching schedule	Workplace timetable
Mentoring trainees or students	Mentoring documentation	Mentoring agreement
College educational roles	Internal verification	Confirmation through RACP

Reviewing Performance (RP)

Feedback, reflection and review of practice

Activity	Evidence you can provide	Examples of evidence
Professional Development Plan (PDP)	Completed plan	Copy of PDP
Self-care plan	Completed plan	Self-care plan
Annual practice appraisal	Appraisal documentation	Meeting minutes
Annual Conversation	Completed record	Annual Conversation template
Regular practice review	Review documentation	Professional development review form
Supervision of trainees or students	Record confirming participation	Workplace timetable
Examining trainees or students	Record confirming participation	Meeting minutes
Assessment of research projects	Assessment documentation	Completed assessment forms
Peer review activities	Peer review documentation	De-identified peer review record
Multi-source feedback (MSF)	Feedback report	MSF summary report
Patient feedback or experience surveys	Survey documentation	De-identified survey summary
Supervisor Professional Development Program	Internal verification	Confirmation from RACP
Overseas Trained Physician Program	Internal verification	Confirmation from RACP
Receiving mentoring or coaching	Mentoring documentation	Mentoring agreement

Workplace performance appraisal	Appraisal documentation	Meeting confirmation
Review of trainee assessments	Assessment documentation	Completed trainee assessment forms

Measuring Outcomes (MO)

Using data and audits to improve practice

Activity	Evidence you can provide	Examples of evidence
Practice or clinical audit	Audit documentation	Completed RACP audit template
Outcome-focused audit	Audit documentation	De-identified audit report
Incident review (e.g. mortality & morbidity)	Record confirming participation	Meeting minutes
Clinicopathological meetings	Attendance confirmation	Meeting minutes
Research publication analysing outcomes	Publication record	Copy of publication or DOI link
Supervision of research analysing outcomes	Research documentation	Research supervision record
Formal research analysing health outcomes	Research documentation	Data analysis report
Comparison of datasets or performance data	Data analysis documentation	Dataset comparison report
Institutional or system audits	Audit documentation	Accreditation documentation
Policy evaluation or development based on data	Policy documentation	Policy review documentation
Legislative development informed by health data	Policy documentation	Consultation records

Important note

Participants should retain documentation that demonstrates their participation in CPD activities recorded in their CPD record.

Evidence should demonstrate participation, completion, or contribution to the activity.

Participants may be asked to provide evidence as part of routine CPD verification processes.

Contact the CPD Program Team

If you have questions about the guide or require further clarification, please contact the RACP CPD Program Team.

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