

Quick Start Guide: Self-recording your CPD Activities



As a doctor who works in a healthcare provider organisation, you will likely participate in CPD activities during your working week that align with the **CPD Home Program Guide** available from the website.

See below for **Domain 1: Educational Activities** and **Domain 2: Reviewing Performance and Measuring Outcomes**, example CPD activities that you can self-record and count towards your annual 50 hours of CPD.

Domain	CPD Activity Type
Educational Activities (EA) 	▪ Lecture ▪ F2F seminar / presentation ▪ Small group learning ▪ Workshop / masterclass ▪ Committee activities ▪ Health service / facility / department / practice management activities ▪ Communication skills ▪ Grand rounds
Reviewing Performance (RP) 	▪ Clinical attachment ▪ Journal club ▪ Small group learning ▪ Audit ▪ Case-based discussions ▪ Clinical practice review ▪ Formal second opinion supervision ▪ Observation of teaching method ▪ Performance review ▪ Procedural case observation ▪ Surgical assistance review ▪ Department performance review ▪ Hospital / practice QA activities review ▪ Laboratory visit ▪ Medical records review ▪ Morbidity and mortality meeting ▪ Root cause analysis ▪ Peer review program ▪ Procedural logbook ▪ Supervision reflection ▪ Director of Medical Education/ Training
Measuring Outcomes (MO) 	▪ Clinical audit ▪ MDT meeting ▪ Patient care practice meetings ▪ Patient safety review ▪ Hospital QA procedural skills ▪ Morbidity and mortality meeting

To learn more about the types of CPD activities you can self-record, please view the **CPD Home Program Guide**.



We're
here
to help

If you need assistance or more information about any of our subscription options, CPD Home is here to support you.

How to get in touch with our ever-helpful Enquiries Team:

✉ enquiries@cpdhome.org.au

☎ (+61) 2 8552 4011 on Monday to Friday from 9am - 5pm (AEST).

To self-record completion of CPD activities in your CPD Tracker, you can use the CPD Home desktop or app. Before self-recording your CPD activity, ensure you have the activity details at hand, including the Domain(s) (EA, RP, MO), how many hours/minutes you engaged in the learning for each domain (if applicable), the start-completion dates and supporting evidence of your participation.

Examples of supporting evidence include a Certificate of Attendance, de-identified meeting notes or meeting log. Useful supporting evidence templates are provided by CPD Home, which are available from the Learning Resources menu of your CPD Tracker.

In addition, if you completed a CPD activity not listed in the Catalogue and are unsure if it will be recognised by CPD Home, please view the Quick Start Guide: Assessing and Recognising CPD Activities not Accredited by CPD Home.



 To self-record an activity, simply follow the below steps.

Self-record on the CPD Home Desktop

- 1 Log in to **CPD Home**
- 2 From the **Dashboard**, click the **Upload Activity** button on the right side of the screen
 - a Select the appropriate domain, then click on the (+) sign. *You will then see a list of activity types to choose from under that domain*
 - b Click on an activity type to view a list of activities under that type
 - c Select the relevant activity
 - d Enter the CPD hours and minutes undertaken for that activity
- 3 Select the relevant CAPE aspect (if applicable)
- 4 If you are a specialist and the activity is relevant to the MBA's high-level requirements, tick the relevant box (optional)
- 5 Enter the details of the activity in the **Details** section. All fields are mandatory
- 6 Reflect on the learning you have undertaken
- 7 Upload your supporting evidence. You can upload .JPG and .PDF file types, including learning notes, and review your learning activity
- 8 Click **Save**.

Please note: You can use these steps to update your CPD activities anytime.

Self-record on the CPD Home App

Did you know that CPD Home has an app?

For CPD activity tracking on the go, download our app by following the instructions below.



For Android, go to the Google Play Store and search for download **CPD Home App** and click install.



For Apple, go to the App store and search and download the **CPD Home App**.



Once you install the CPD Home App, please follow the steps to self-record on the CPD Home Desktop above.



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