Quick Start Guide: Unpacking the CPD Home Program 2025

REST ASSURED, ACHIEVING YOUR PROFESSIONAL DEVELOPMENT HAS NEVER BEEN EASIER.

IT'S CPD TRACKING MADE SIMPLE!

Read our Quick Start Guide to unpack example CPD activities you can engage in throughout the year.

Educational Activities

CPD ACTIVITIES ARE NOT LIMITED TO THOSE LISTED WITHIN EACH CATEGORY.

Min 2.5 nrs	G E N E R A L L E A R N I N G	LEADERSHIP & MANAGEMENT	PROFESSIONAL PRACTICE	RESEARCH	STRUCTURED EDUCATION
EDUCATIONAL ACTIVITIES	Examples of CPD Activities: - Conference - Course/Podcast/ Small Group Learning/ Webinar/Workshop - Lecture - Professional reading - Study tour	Examples of CPD Activities: - Accreditation Surveyor Training - Advocacy/Governance/ Policy activities - Department/Facility/ Practice management participation - Participating in a meeting (Board/Committee, etc.) - Report writing	Examples of CPD Activities: - Cultural safety, diversity, and inclusion - Educational visit - Medico-legal - Social media management - Well-being and self-care planning	Examples of CPD Activities: - Clinical guidelines development - Literature search - Research grant application - Scientific paper presentation	Examples of CPD Activities: - Participated in the development of coaching / mentoring programs - Participated in the development of CPD activities - Exam preparation / participation - University/VET qualifications
	Examples of acceptable Supportive Evidence: - Activity Log - Certificate of Attendance - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	Examples of acceptable Supportive Evidence: - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	Examples of acceptable Supportive Evidence: - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	Examples of acceptable Supportive Evidence: - Activity Log - Meeting Log	Examples of acceptable Supportive Evidence: - Activity Log - Meeting Log - Screen shot - Testamur

Reviewing Performance

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CPD Plan (Completion of your written CPD Plan and end of year reflection meets the mandatory minimum 5 hrs of Reviewing Performance activities)

Min
5
hrs

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GENERAL LEARNING

Examples of CPD Activities:

- Clinical attachment
- Journal Club
- Skills simulator
- Small Group Learning (SGL)

- Review of standard operating procedures and policies

MANAGEMENT & BUSINESS **OPERATIONS**

Examples of CPD Activities:

- Development of policies and procedures
- Digital health security implementation
- Financial business management
- Office record review

PEER REVIEW

Examples of CPD Activities:

- Audit and data analysis
- Accreditation Surveyor
- Assessment of inr doctors
- Case-based discussion
- Formal second opinion supervision
- Observation of teaching methods
- Performance review
- Procedural case observations
- Review of educational activities

PRACTICE REVIEW

Examples of CPD Activities:

- Accreditation
- Audit and data analysis
- Data set comparison
- Department performance review
- Hospital/practice OA activities review
- Laboratory visit
- Medical records review
- Root cause analysis

PROFESSIONAL PERFORMANCE

Examples of CPD Activities:

- 360° assessment
- Individual performance appraisal
- Mentoring program
- Multi-source feedback
- Procedural logbook
- Supervision reflection
- Well-being program

OUALITY TEACHING & LEARNING

Examples of CPD Activities:

- Academic/Educator/ Facilitator
- Clinical teaching visit
- Coaching/Mentoring
- Editor/Sub-Editor
- **Examiner**
- Research Supervisor/ Investigator/ Co-Investigator
- Volunteer

Examples of acceptable Supportive Evidence:

- Certificate of Completion
- Meeting Log

Examples of acceptable Supportive Evidence:

Activity Log

Examples of acceptable Supportive Evidence:

- **Activity Log**
- Meeting Log

Examples of acceptable Supportive Evidence:

- **Activity Log**
- **Meeting Log**

Examples of acceptable Supportive Evidence:

- **Activity Log**
- Meeting Log

Examples of acceptable Supportive Evidence:

Correspondence by organiser

OTHER REVIEWING PERFORMANCE ACTIVITIES



Measuring Outcomes

CPD ACTIVITIES ARE NOT LIMITED TO THOSE LISTED WITHIN EACH CATEGORY.





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PATIENT OUTCOMES

Examples of CPD Activities:

- Analysis of patient outcomes
- Clinical audit
- GP patient case analysis
- Multi-disciplinary team meetings (MDT)
- Patient care pathways/ Experience survey/Information review/ Practice meeting/ Satisfaction questionnaire

Examples of acceptable Supportive Evidence:

- Activity Log
- Meeting Log

NON-CLINICAL OUTCOMES

Examples of CPD Activities:

- Analysis of health project outcomes
- Analysis of outcomes
- Audit
- Case analysis
- Health program/process audit
- Information review
- Medical expert witness
- Medico-legal report preparation and writing
- Multi-disciplinary health meeting
- Work protocols and pathways review/ Experience survey/Workplace meeting/ Satisfaction questionnaire

Examples of acceptable Supportive Evidence:

- Activity Log
- Meeting Log

PUBLICATIONS

Examples of CPD Activities:

- Articles/Journals
- Clinical Guidelines/Protocols
- Health promotion
- Literature review
- Manuscript
- Meetings with editors/Peer reviewers
- Patient resources
- Qualitative/quantitative data analysis of research

SAFETY & OUALITY

Examples of CPD Activities:

- **Audits**
- Clinical indicator review
- Hospital and simulation centre inspection/accreditation
- Hospital QA procedural skills
- Morbidity and mortality meetings
- Practice accreditation
- Practice improvement plan
- Quality improvement incentives
- Report preparation
- Reviews
- Risk and compliance management

Examples of acceptable Supportive Evidence:

- **Activity Log**
- Meeting Log

Examples of acceptable Supportive Evidence:

- **Activity Log**
- Meeting Log

OTHER MEASURING OUTCOMES ACTIVITIES



To learning more, read the CPD Home Program Guide 2025, available from our website.