

Quick Start Guide: Addressing CPD activity supporting evidence requirements

CPD Home understands that some CPD activities completed during your working day do not provide supporting evidence of participation.

The below table provides guidance on our CPD Home designed logs and templates that we offer our Subscribers to demonstrate your participation in CPD activities where you do not have external supporting evidence.

To identify the CPD Home logs and templates that best support the type of CPD activity you are engaging in, please reference the table below.

To learn how to access our logs and templates, please read our Quick Start Guide: [Downloading and saving CPD activity logs and templates for recording evidence of participation.](#)



CPD Activity	Log	Template	Other
Academic / Educator / Facilitator	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Accreditation	Meeting log	-	Correspondence from employer certifying role
Accreditation Surveyor	Meeting log	-	Correspondence from employer certifying role
Advocacy	Meeting log	-	Media transcripts
Analysis	Activity log	-	-
Appraisal	Activity log	-	-
Assessment	Activity log / Diarised discussion log	-	Correspondence from organiser / administrator / employer certifying role
Audit	-	Audit template	-
Business management	Activity log	-	Correspondence from employer confirming participation
Case-based discussion	Meeting log	-	-
Clinical attachment	Clinical attachment log	-	-
Clinical practice review	Diarised discussion log	-	-
Coaching	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Committee participation	Activity log	-	Correspondence from employer / Chair / secretariat confirming participation
Compliance	Summary of findings log	-	-

CPD Activity	Log	Template	Other
Conference	-	-	Certificate
Course	-	-	Certificate
Data analysis	-	Audit template	-
Digital health security	Activity log	-	-
Discussion	Meeting log	-	Correspondence from organiser / employer confirming participation
Editor	Activity log	-	Title / copy of publication / correspondence from employer certifying role
Educational activities review	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Examiner	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Governance	Meeting log	-	Correspondence from AMA (federal, state, territory) confirming participation
Grand round	Meeting log	-	-
Grant application	Activity log	-	-
Guideline	Activity log	-	Title / copy of guideline
Journal club	Activity log	-	-
Lecture	-	-	Certificate
Literature search	Literature search	-	-
Literature review	Literature search log	-	-

CPD Activity	Log	Template	Other
Medical expert witness	Activity log	-	Correspondence from organisation confirming participation
Medico-legal report	-	Medico-legal - Patient Report template	-
Meeting	Meeting log	-	-
Mentoring	Activity log	-	Correspondence from organisation confirming mentorship
Multi-source feedback	-	-	Certificate
Observation	Diarised discussion log	-	Correspondence from organiser / employer confirming participation
Operational Management	Activity log	-	Correspondence from employer confirming participation
Patient care pathway / information	Activity log	-	-
Patient feedback	Patient feedback log	-	-
Patient experience survey	Patient feedback log	-	-
Peer review	Diarised discussion log	-	-
Performance review	Diarised discussion log	-	-
Podcast	Activity log	-	Statement of attainment / participation / attendance
Policies / procedures	Activity log	-	Correspondence from entity seeking feedback / input OR letter of appointment to advisory group, meeting agendas
Practice management	Activity log	-	Correspondence from organiser / employer confirming participation
Presentation	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Procedural logbook	Activity log	-	-
Professional reading	Activity log	-	Certificate
Publication	Activity log	-	Title / copy of publication
Qualification	-	-	Course / PhD statement of participation / attainment

CPD Activity	Log	Template	Other
Quality improvement	Summary of findings log	-	-
Questionnaire	Activity log	-	Title / copy of questionnaire
Reflection	Reflection log	-	-
Report	Activity log	-	Correspondence from organisation confirming participation
Research	Activity log	-	Title / copy of research project, activity log and outcome statement
Review	Summary of findings log	-	-
Root cause analysis	-	Root Cause Analysis template	-
Skills simulator	Activity log	-	Certificate
Small group learning	Meeting log	-	-
Social media management	Activity log	-	Screen shot
Study tour	Activity log	-	Itinerary, correspondence by organiser confirming attendance
Supervision	Activity log	-	Correspondence from organiser / administrator / employer certifying role as supervisor; OR review of supervisor support
Surgical assistance	Diarised discussion log	-	-
Survey	Activity log	-	Title / copy of survey questions
Teaching	Activity log	-	Correspondence from organiser / administrator / employer certifying role
Visit	Meeting log	-	Correspondence on details of visit OR Statement of attendance
Volunteer	Activity log	-	Correspondence from organisation confirming participation
Webinar	-	-	Certificate
Well-being	Activity log	-	Certificate (coursework only)
Workshop	-	-	Certificate
"Other"	-	-	Evidence relevant to the activity type. This may be set by the MBA in the case of specialist high-level CPD requirement activities.