## **Quick Start Guide: Understanding High-Level CPD** Requirements (HLRs) for Emergency Medicine

As a Specialist Emergency Medicine Physician, you are required to complete a high-level CPD requirement (HLR) Educational Activity (EA).



## What you need to do

A specialist emergency medicine physician (including all fields or specialty practice) must complete three core procedural skills per year:

- 1x core airway procedural skill
- 1x core breathing procedural skill
- 1x core circulation procedural skill.



To self-record your completed HLR, please follow these steps.

## Self-record on the CPD Home Desktop or App

- Log in to CPD Home or click your App
- 2 From the Dashboard, click the Upload Activity button
- 3 Tick Emergency Medicine
- 4 Enter the details of the activity, including the date, month and year of completion, in the Details section. All fields are mandatory
- 5 Reflect on the learning you have undertaken
- 6 Upload your certificate as supporting evidence
- 7 Click Save



Edit a CPD activity record uploaded by the **Certified Learning Provider on your behalf** 

If you have completed a CPD activity through an AMA CPD Home Certified Learning Provider or Partner, they will upload your learning record on your behalf (unless otherwise stated on the CPD activity listing). You can edit your CPD activity record to tag it to your mandatory HLR by following the below

- Log in to CPD Home or click your App
- 2 Click CPD Activities
- 3 Click Uploaded Activities
- 4 Click the relevant year from the drop-down menu
- Locate the CPD activity you wish to update
- Click Edit
- 7 Tick the HLR for Emergency Medicine
- 8 Click Save



Please note: You will not be able to edit HLR activities once you click Save. If you need to edit, please contact us and we will make the changes on your behalf.

## You do the CPD. We do the paperwork.

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