

# Quick Start Guide: Understanding High-Level CPD Requirements (HLRs) for Psychiatry



As a Specialist Psychiatrist, you are required to complete a high-level CPD requirement (HLR) Reviewing Performance (RP).



## What you need to do

A specialist psychiatrist must complete a minimum of 10 hours of formal peer review per year.



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

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

- 1 Log in to CPD Home or click your App
- 2 From the Dashboard, click the **Upload Activity** button
- 3 Tick **Psychiatry**
- 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 steps.

- 1 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
- 5 Locate the CPD activity you wish to update
- 6 Click **Edit**
- 7 Tick the HLR for **Psychiatry**
- 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.



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



1800 CPD HOME (1800 273 466) on Monday to Friday from 9am - 5pm (AEDT).