

Quick Start Guide: Understanding High-Level CPD Requirements (HLRs) for Surgery (except OMS)



As a Specialist Surgeon you are required to complete high-level CPD requirements (including all fields of specialty practice except OMS) and must participate in the Australia and New Zealand Audit of Surgical Mortality (ANZASM) by completing all surgical case forms sent to you by ANZASM.



What you need to do

If you have received the form from ANZASM, you will need to self-record your CPD activity under **Domain 2: Reviewing Performance and Measuring Outcomes** then upload the form to your CPD Tracker.

If by 31 December of the CPD year you have not received a form, you will need to make a declaration on your AMA CPD Home Tracker to comply with the HLR.

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To self-record your completed HLR or make a declaration, please follow these easy 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 **Surgery**
- 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**

Make a declaration at close of the CPD year

- 1 Log in to CPD Home
- 2 From the Dashboard, click choose the previous CPD year
- 3 Click **Upload High-level requirement**
- 4 Tick the Declaration: *I declare that I have not received any forms from the ANZASM in the calendar year and therefore comply with the Surgery HLR.*
- 5 Click **Submit**
- 6 Update the Details Box with the correct dates including the date, month and year of completion
- 7 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.



Need help? Contact your ANZASM Office
ANZASM offices are there to help you.

ANZASM Office	Contact details
ACT Audit of Surgical Mortality	P: 02 6285 4558 E: ACTASM@surgeons.org
Northern Territory Audit of Surgical Mortality	P: 07 3249 2971 E: NTASM@surgeons.org
Queensland Audit of Surgical Mortality	P: 07 3249 2971 E: QASM@surgeons.org
South Australian Audit of Perioperative Mortality	P: 08 8219 0914 E: SAAPM@surgeons.org
Tasmanian Audit of Surgical Mortality	P: 03 6223 8848 E: TASM@surgeons.org
Victorian Audit of Surgical Mortality	P: 03 9249 1153 E: VASM@surgeons.org
Western Australian Audit of Surgical Mortality	P: 08 6389 8650 E: WAASM@surgeons.org



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



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