



**ACD CONTINUING
PROFESSIONAL
DEVELOPMENT**

Continuing Professional Development Handbook 2023

The Australasian College of Dermatologists
Camberaygal Country
Level 6, 33 Chandos Street, St Leonards NSW 2065
P: +61 2 8765 0242
E: cpd@dermcoll.edu.au

Contents

1. INTRODUCTION	2
Why Have a CPD Program?	2
How long is the CPD program?	2
Who manages the CPD program?	2
2. PROGRAM REQUIREMENTS	3
What do I need to do?	3
Category 2	3
.....	3
Category 3	3
3. MANAGING YOUR CPD POINTS.....	4
How do I record my points?.....	4
Instructions to enter points	4
Verification Audit	4
Certification	4
4. CPD FROM EXTERNAL SOURCES	8
5. OTHER CONSIDERATIONS	8
Participants in Special Circumstances.....	8
Part-time Dermatologists.....	8
New Participants.....	8
Retired Fellows	8
Further information	8
6. CPD SUPPORT.....	8

1. INTRODUCTION

Medical practitioners who are engaged in any form of medical practice are required by the Medical Board of Australia (MBA) to participate in continuing professional development (CPD) that is relevant to their scope of practice in order to maintain, develop, update and enhance their knowledge, skills and performance to ensure that they deliver appropriate and safe care.

The Australasian College of Dermatologists is committed to encouraging dermatologists' participation in CPD activities (see [Mandatory Participation Policy in Continuing Professional Development](#)).

All Fellows and CPD participants will be asked by the MBA to declare annually on renewal of registration that they have met the CPD standard set by the MBA (see [MBA Continuing Professional Development Registration Standard](#)).

CPD includes a range of activities to meet individual learning needs including practice-based reflective elements, such as clinical audit, peer-review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning.

This handbook outlines the ACD CPD program, its requirements, the range of activities available and the method to record them. All participants are encouraged to review this handbook and to contact the College if there are any questions.

Why Have a CPD Program?

The primary reasons for having a CPD Program are to provide participants with an environment that:

- fosters the value of continuous improvement and development within the profession
- provides participants with opportunities to participate in activities that lead to professional development and improved health outcomes
- allows them to demonstrate their commitment to the review, maintenance, and enhancement of their professional skills to patients, peers, regulatory bodies and the community.
- Enables effective monitoring and tracking of their own participation in CPD activities; and

In addition, the College must have an acceptable CPD Program for continued accreditation with the Australian Medical Council (AMC).

How long is the CPD program?

The cycle will commence on 1 January 2023 and will conclude on 31 December 2023.

Who manages the CPD program?

The program is managed by the CPD Committee. At the beginning of the cycle, a detailed guide to the program is distributed to all Fellows and CPD participants. Any further updates are given in *The Mole*, as well as via email or the College's website.

Fellows and CPD participants who have any comments about the program are encouraged to forward these to the CPD Committee via the College secretariat.

2. PROGRAM REQUIREMENTS

What do I need to do?

The CPD Program requires a minimum of 50 hours to be accumulated per year. Activity and Category requirements of the program are as follows:

- Complete one Professional Development Plan (PDP) per year
- Obtain a minimum of 12.5 hours in Category 1 over the year
- Obtain a minimum of 25 hours Category 2 and Category 3 over the year, with a minimum of 5 hours in each category
- Obtain the remaining 12.5 hours over any of the three categories

A wide range of activities are eligible for CPD. These are grouped into three categories:



Category 1

Educational Activities: Maintenance of Contemporary Clinical Knowledge & Skills/Research Learning & Teaching

This category addresses the maintenance of knowledge and skills for obtaining information to make clinical decisions and treatment management plans, along with conducting procedures in a safe and ethical framework.

It also addresses a commitment to research and/or learning, and/or teaching and provides a range of opportunities for practising dermatologists to demonstrate their ongoing education.

Compulsory component: A minimum of 12.5 Category 1 hours must be completed during the 2023 program.



Category 2

Performance Review: Reviewing and reflecting on performance and work processes

Activities that require feedback and reflection on your work. Feedback can come from a variety of sources, including peers, colleagues, patients and even yourself.

These situations will provide you with information regarding your performance, either validating what you are already doing, or highlighting areas in which you may improve.

Compulsory component: A minimum of five Category 2 hours and a Professional Development Plan must be completed during the 2023 program.



Category 3

Measuring Outcomes: Measurement of outcomes of care, auditing and reflection

Measuring outcomes involves measurement of health outcomes, such as an audit of your practice or management against standards or guidelines, such as incident reporting or reviews.

Compulsory component: A minimum of five Category 3 hours must be completed during the 2023 program.

The remaining 12.5 hours can be completed across any of the categories. This means half of your annual CPD requirement can be undertaken in category 1: education activities if you feel this is most beneficial to you and your practice.

3. MANAGING YOUR CPD POINTS

How do I record my points?

Participants are responsible for recording and tracking their participation in CPD activities with College.

Participants must record their participation via the CPD portal, which is accessed via the College website. You may be required to submit relevant documentation to verify your activity. In all cases, participants should retain verification of participation in case they are selected for a verification audit. Documentation must be kept for a period of three years after the completion of the current CPD cycle.

Participants without access to computer may contact College for support in uploading their activities/forms.

Instructions to enter points

Refer to *CPD Guide Book* available on the College e-Portal → CPD modules → CPD support and Documentation.

Verification Audit

For the program to maintain credibility with external agencies, some verification must be conducted. As is accepted practice in many other medical colleges and professional associations, a small percentage (10%) of participants will be asked to provide documentation to support their CPD claims at the end of each CPD period. Randomly selected participants will be notified in writing and asked to provide supporting documentation.

Unless selected for verification, participants are not required to submit documentation to the College, however College advises participants to keep their records as they may be audited by AHPRA.

Details of required verification documentation are listed in the CPD table at the back of the handbook.

Certification

All Fellows and CPD participants who meet the requirements of the program will be issued a certificate at the conclusion of the CPD period.

CATEGORY 1: EDUCATIONAL ACTIVITIES		
CPD REQUIREMENT: 12.5 HOURS PER YEAR		
Subcategory	Activity	Documentation/Evidence
Online Discussion Groups	Participate in online forums (College Dermo Group, Mohs Group), other online forums as approved	Enter online
Personal Reading and Study	Includes: Formal/informal study, Cert IV, personal research, study and reading, podcasts and webinars	Enter online including journal month and year;
Meetings and Conferences	Includes ASMs, AGM's, conferences, Clinical Meetings, SCF Meetings, Grand Rounds, Symposia, Journal clubs and other relevant meetings	Sign Attendance Record
Publications and Online Material (excluding College Material)	Write/edit publications; textbooks; & chapters; journal articles; literature reviews; e-learning activities	Retain documentation/ correspondence
Supervisor/Teaching Activities	Supervise/mentor college trainees, med students, GPs, Prepare/Teach Cert IV or other formal teaching	Retain records of date, duration and clinical notes
College Educational Materials	Prepare/develop/review/evaluate/mark exams, assessments, online modules, quizzes, A to Z of Skin, ACD Examiner, Exam Author, Accessor, Training Supervisor	Retain documentation/ correspondence
Upskilling	Includes, but not limited to: Laser therapy, Mohs Micrographic Surgery, Surgical procedures, cosmetic dermatology, other	Retain documentation
eLearning Portal Modules	Complete ACD online modules	Retain documentation
Committee Work	External committees, organising committees, ACD committee, working party, project groups	Retain documentation/ correspondence
Cultural Competency	Aboriginal and Torres Strait Islander Health and Culture Module, Intercultural Competency for Medical Specialists Module	Retain documentation
Research	Survey development, clinical research projects, grant applications, Masters/PhD	Retain documentation/ correspondence
Presentations	Prepare and Present presentation/poster	Retain documentation/ correspondence
Workshops	Develop, evaluate, participate, or run a Workshop	Retain documentation/ correspondence

CATEGORY 2: PERFORMANCE REVIEW		
CPDP REQUIREMENT: Complete 1 CPD PROFESSIONAL DEVELOPMENT PLAN Minimum 5 hours per year. Minimum 25 hours combined with Category 3		
Subcategory	Activity	Documentation
Professional Development Plan (<i>mandatory</i>)	Complete one (1) Professional Development Plan	Retain completed document
QA Management	Participate in QA meetings, peer training, clinical practice operations meetings, QA Committees, Clinical Governance	Sign Clinical Practice Operations Meetings Record
Clinical Review Meetings	Morbidity and Mortality Meetings, Multidisciplinary team meetings, presenting at grand rounds, Pathology audit, Case review meetings	Retain documentation/ correspondence
Peer Review/Feedback	Peer review, involvement in peer review group discussions, workplace performance appraisal, mentoring review, 360 degree multisource feedback, teaching reviews.	Retain documentation/ correspondence
Medical Indemnity	Attend medical indemnity meetings/workshops/webinars on performance review	Record of attendance provided by company
Wellness Survey	Medical indemnity providers wellness/medical health questionnaires	Retain completion certificate
Performing a Procedure with a Peer	Performing a procedure with a peer	Retain documentation/ correspondence
Peer Review of Journal Articles	Peer review of journal articles if article discussed is one a participant has authored	Retain documentation/ correspondence
ACD Site Visits Feedback and Reflection	ACD practice visits/site accreditation, visiting Fellow performance feedback and reflection	Retain documentation/ correspondence
Satisfaction Questionnaires	Practice visit patient satisfaction questionnaire, self-adapted satisfaction questionnaire	Retain documentation/ Correspondence
Other	Other performance review activities	Retain documentation/ correspondence

CATEGORY 3: MEASURING OUTCOMES		
CPDP REQUIREMENT: Minimum 5 hours per year. Minimum 25 hours combined with Category 2.		
Subcategory	Activity	Documentation
Clinical Audit	Surgical Audit (MOHS), management of a specific clinical issue, adherence to standards/guidelines,	Retain completed audit document
Non-Clinical Audit	Audit of: Medicolegal reports, cultural safety, recommendations uptake, workplace assessment reports, supervision, record keeping, funding success, bullying/harassment, standards of confidentiality, data security etc.	Retain completed audit document
Quality Improvement Project	Undertake a quality improvement project in your practice.	Retain documentation
Resources based on review	Develop or review educational resources (ACD, University, hospitals) based on reviewing resources. Leading, analysing, and writing reports on healthcare outcomes	Retain documentation/ correspondence
Research	Research project involving analysis and reflection of outcomes	Retain documentation
Review of Medical Records	Medicolegal work (report, expert witness), Clinical case review, root case analysis	Retain documentation
ACD Site Visits	ACD Accreditation visit report, ACD practice visits – visiting Fellow final written report including review	Retain documentation
Other	Other measuring outcomes related activities	

4. CPD FROM EXTERNAL SOURCES

College recognises that participants undertake professional development in a wide range of areas outside of the ACD program.

Points gained from activities for other CPD programs of other recognised medical colleges/professional organisations or other professional bodies to which Fellows belong may be transferred to the ACD CPD program provided that:

- the activities are dermatological in nature
- the activities fall within the descriptors associated with the various ACD Categories
- clinical activities that fall within the descriptors of Category 1 of the CPD handbook are of a dermatological nature
- the Fellow provides College with supporting evidence
- Activities undertaken for Private Practice development (e.g. courses run by Fintuition) can also be used for CPD.

5. OTHER CONSIDERATIONS

Participants in Special Circumstances

Fellows leaving practice for extended periods due to extended illness or other personal reasons may apply to be considered for a period of exemption from CPD requirements until they return to practice.

Part-time Dermatologists

Fellows working part-time are expected to provide the same quality of care to their patients as their colleagues who work full-time. Consequently, program requirements for full-time and part-time dermatologists are the same.

New Participants

Fellows who are admitted to Fellowship of the College during the 2023 CPD Program are expected to meet pro-rata requirements. Other participants who join the program during the cycle must also meet pro-rata requirements.

Retired Fellows

Retired Fellows who continue to hold full registration are required to continue to participate in the full CPD program.

Retired Fellows who are no longer registered for practice do not need to complete any CPD.

Further information

Further information can be obtained from viewing:

MBA [Recency of Practice Registration Standard](#):

ACD [Recency of Practice Policy](#): *Continuing Professional Development Policies – Recency of Practice Policy*.

6. CPD SUPPORT

Instructions and support documentation including activity worksheets are available on the e-Portal under CPD Activities à CPD support and Documentation. Activity worksheets are also available to download from the CPD Dashboard Worksheets.

College staff are here to support you in your CPD participation. If you need assistance with your CPD, please contact the Membership & Professional Services team at cpd@dermcoll.edu.au.