



ACD CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development Program Definitions Guide

This guide is to assist with understanding CPD activities listed as part of the CPD Framework and provide information on acceptable evidence to support activity completion.

The three categories of the ACD CPD Program

Educational Activities

Maintenance of Contemporary Clinical Knowledge & Skills/Research Learning & Teaching.

Incorporating 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.

Includes participation in structured learning, self-directed learning, education events, involvement in leadership roles and College activities

Reviewing Performance

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.

Includes measurement of outcomes of care, benchmarking of performance with peers and reflecting on patient outcomes.

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.

Includes reviewing and reflecting on actual work processes and can include feedback from peers, colleagues and patients.

A personal reflection on how an activity you have engaged in has contributed to your personal development and improvement to your scope of practice can also be included in this category.

Educational Activities

Sub-category	Activity	Documentation
Online Discussion Groups	Reading (without commenting) online forums (College Dermo Group, Mohs Group), other online forums as approved.	Enter online
Professional Reading and Study	Formal/informal study, personal research, study and reading educational magazines (hardcopy or online), podcasts and webinars	Enter on reading log and upload to portal
Meetings and Conferences	Includes ASMs, AGMs, conferences, Clinical Meetings, Institute meetings, attending (not presenting) Grand Rounds, Symposia, Journal clubs and other meetings, courses or workshops related to your scope of practice.	Certificate of attendance or signed attendance record.
Teaching	Teaching clinicians e.g. medical students and registrars, either by formal presentation, case discussion or by example, where this activity is by intention and outside of everyday clinical practice. Also includes teaching formal programs and College education programs.	Retain records of date, duration and notes.
Supervising	Supervision of registrars, students or more junior medical staff by a formal arrangement where the supervisor takes on a responsibility to provide oversight and guidance for a particular activity, set of activities or outcomes that the supervisee is assigned to do or deliver.	Retain records of date, duration and notes.
Mentoring	Mentoring is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person e.g. trainee, SIMG or new fellow, to help them reach their full potential. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources. The relationship should be formalised with agreed goals and opportunities for feedback.	A statement outlining your mentoring duties and number of (deidentified) mentees, with reference to the hours that may have attributed to this activity.

College Educational Materials	Prepare/develop/review/evaluate/mark exams, assessments, online modules, quizzes, A to Z of Skin, ACD Examiner, Exam Author, Assessor, Training Supervisor	Retain documentation/ correspondence
Upskilling	Including, but not limited to: Laser therapy, Surgical procedures.	Retain documentation and/or certificates of completion
eLearning Portal Modules, Other Modules	Complete ACD online modules or modules from other sources such as medical indemnity groups.	Certificate of Completion
Cultural Competency	Aboriginal and Torres Strait Islander Health and Culture Module, Intercultural Competency for Medical Specialists Module.	Retain documentation/ correspondence
Research supervisor	Research supervisor role is a formal appointment to oversee the research of another including supporting the planning of their research studies, defining their research topic, supporting the analysis of outcomes and providing critical feedback on the write up of the research study.	Letter/statement from the researcher which summarises your involvement with the project including the time frame and hours of contribution
Research / clinical projects related to further formal education e.g. Masters / PhD	Research / clinical projects undertaken as part of a further qualification completed relevant to your medical practice e.g. PhD, Masters, Subspecialty training.	Certificate of Completion with educational transcript showing completion of research project and a signed letter/statement to show your involvement and number of hours taken to complete the activity.
Author of grant application	You must have taken a major role in the writing of a grant, or application for financial support by an external body such as a government agency, corporation, foundation or trust.	Copy of the Grant Application that that shows your name or a signed letter/statement to show your involvement and number of hours taken to complete the activity.
Workshops	The planning, implementation and post-workshop evaluation. The workshop has an educational focus and is relevant to your scope of practice.	Retain documentation/ Correspondence

Reviewing Performance

Sub-category	Activity	Documentation
Professional Development Plan (<i>mandatory</i>)	Complete one (1) Professional Development Plan. A projected yearly plan of your requirements for ongoing professional development, based on reflection of your current practice and educational needs. The PDP is an annual mandatory requirement for all ACD CPD Program participants.	Retain documentation – PDP template available.
Quality Assurance (QA) Management	Participate in QA meetings, peer training, clinical practice operations meetings, QA Committees, Clinical Governance	Sign Clinical Practice Operations Meetings Record
Committees	<p>External committees – a group of health professionals affiliated with a hospital/clinic or medical organisation meeting regularly to address arising issues and maintain quality of service.</p> <p>Organising committees – a group with direct responsibility for the planning, implementation and post conference evaluation. Event has an educational focus and is relevant to your scope of practice. Being involved in the organisation of a state, national or international meeting.</p> <p>ACD committees, working parties, project groups - Committees and sub-groups appointed by College to oversee a particular activity, or to support a particular project, with recommendations made to the Board.</p>	Details of Committee meeting dates and/or meeting minutes to show your attendance.
Clinical Review Meetings	<p>Morbidity and mortality meetings, multidisciplinary team meetings, presenting at grand rounds, case review meetings.</p> <p>A clinical case review is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports usually describe an unusual or novel occurrence and as</p>	Retain documentation/ correspondence

	<p>such, remain one of the cornerstones of medical progress and provide many new ideas in medicine.</p> <p>M&M meetings can involve a peer review discussion of issues that occurred during the care of patients, resulting in a complication or death. It is also an opportunity to receive feedback from peers and reflect on their own performance.</p> <p>Multidisciplinary team meetings are an opportunity for health professionals to receive feedback from peers and reflect on their own performance.</p>	
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
Contributing to Online Forums	Commenting on online forums such as Dermo, e.g. threads asking for advice or discussion on practice.	Contact College for deidentified documentation if audited.
Medical Indemnity Groups	Attend medical indemnity meetings, workshops or webinars relating to performance review.	Record of attendance provided by the specific indemnity group.
Health and wellbeing activities	<p>You are able to claim CPD hours where you attend an appropriate educational course that supports your health and wellbeing.</p> <p>List of possible health and wellbeing topics:</p> <ul style="list-style-type: none"> • Mindfulness • Prevention of and early intervention for mental illness • Emotional intelligence • Mental Health First Aid • Confidence building e.g. understanding Imposter Syndrome • Stress management • Managing traumatic events / adverse outcomes • Communication and feedback styles • Nutrition • Leadership e.g. leading through change 	Certificate of Completion

Performing a Procedure with a Peer	<p>Reviewing and reflecting upon either current practice before operating with a colleague, or feedback and experience gained from operating time with a colleague.</p> <p>This will be a mutually beneficial learning experience. Participants should keep in mind that the purpose of this activity is professional development and that focus areas should be aspects of practice for which feedback would be most valuable. This activity contributes to the completion of one practice evaluation activity, directly relevant to the participant’s practice for both the recipient of the review and the reviewer.</p>	Retain documentation/ Correspondence
ACD site visits feedback and reflection	<p>ACD practice visits/site accreditation, visiting Fellow performance feedback and reflection.</p> <p>This includes your participation in the visit and review of relevant evidence documentation relating to the prescribed procedure and/or a previous site visit.</p>	Retain documentation/ Correspondence
Peer Review of Publications	<ul style="list-style-type: none"> • Peer review of journal articles, chapters or medical publications • Peer review of research • Peer review of curriculum or examination questions 	Evidence that shows your name/contribution with a brief dated and signed statement outlining what you did and how many hours contributed to this activity.
Satisfaction questionnaires	Practice visit patient satisfaction questionnaire, self-adapted satisfaction questionnaire	Retain documentation/ Correspondence
Self-evaluation and reflection for any activity	Reflection is a process of exploring and examining ourselves and can help improve on future performance.	Complete the Self-evaluation and Reflection form.
Workplace performance appraisal	Workplace performance appraisal is a process often combining both written and oral elements whereby management evaluates and provides feedback on employee job performance, including steps to improve or redirect activities as needed.	Complete the Self Reflection and Evaluation form.
Mentoring (review of own performance)	Receiving feedback on your own performance as a mentor.	A copy of your mentoring appraisal with a signed statement of hours for the time take to perform workplace appraisal.
ACD Site Visits Feedback and Reflection	ACD practice visits, visiting Fellow performance feedback and reflection.	Retain documentation/ Correspondence

Measuring Outcomes

Sub-category	Activity	Documentation
Clinical Audit	<p>Surgical Audit (MOHS), management of a specific clinical issue, monitoring adherence to standards/guidelines, pathology audit, group audits.</p> <p>A clinical audit is ideally a team endeavour and consists of a cyclical process that leads to a re-audit after the changes are implemented, each completed cycle resulting in a higher level of quality patient care. Issues or topics for the audit may not necessarily be problems but sometimes gaps that should be addressed.</p>	Retain completed audit document
Non-Clinical Audit	This includes 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
Compare processes or health outcomes with best practice	Evaluate and improve the effectiveness of a process which contributes to the safety, effectiveness or efficiency of healthcare delivery.	Evidence that you participated in the activity. A copy of the project summary findings with your contact information including your name, date and hours of contribution.
Analysis of patient outcomes	An audit of a clinicians practice or aspects of practice against an agreed standard with the aim of ensuring practice meets defined standards or as a way of measuring improvements in practice outcomes as a result of practice change. It can include analysis of patient outcomes discussed at Mortality and Morbidity meetings, Multidisciplinary team meetings	Evidence that you participated in the activity. This can be from Mortality and Morbidity meetings, Multidisciplinary team meetings

Registry Involvement	Reviewing entered data, benchmarking, and analysing registry data or evaluating one's own data quality, documentation completeness, and patient outcomes	Retain documentation/ correspondence
Quality Improvement Project	Undertake a quality improvement project in your practice or place of work. A project that looks at health care standards within a hospital and/or private practice and aims to improve them.	Retain completed audit document
Review of Medical Records	<p>Medicolegal work (report, expert witness), Clinical case review (refer to previous definition) and Root Cause Analysis (RCA).</p> <p>RCA is a method or methodology used to investigate an incident in order to assist in the identification of health system failures that may not be immediately apparent at initial review.</p> <p>The purpose of an RCA is to identify system issues that contributed to or resulted in the incident occurring and to provide recommendations on actions to be taken to prevent or minimise a recurrence of a similar incident.</p> <p>A clinical case review is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports usually describe an unusual or novel occurrence and as such, remain one of the cornerstones of medical progress and provide many new ideas in medicine.</p>	Retain documentation
Publishing	An article that has been through a rigorous peer review process. This includes – publications, textbooks, chapters, journal articles, literature reviews and e-learning activities.	Evidence of published article that references your name and a signed letter/statement to show your involvement and number of hours taken to complete the activity.
Clinical research projects	Principal investigator in a clinical research project including study design and patient selection. The definition of clinical research includes retrospective outcomes analysis, observational studies & clinical trials, including multi- centre and smaller local studies.	Copy of project brief that shows your name and a signed letter/statement to show your involvement and number of hours taken to complete the activity.

Research (other)	Research project involving analysis and reflection of outcomes, survey development including grant applications or a PhD.	Retain documentation/ correspondence
Presentations	Prepare and Present presentation/poster	Retain documentation/ correspondence
Resources based on review of data/information	Develop or review evidence based educational resources (ACD, university, hospitals, practices). Leading, analysing, and writing reports on healthcare outcomes. Developing guidelines or protocols, A to Z of Skin.	Retain documentation/ correspondence
ACD Site Visits	ACD Accreditation visit report, ACD practice visits – visiting Fellow final written report including review.	Retain documentation
Mohs	Completion of Mohs Micrographic Surgery course, Mohs Quality Assurance.	Retain documentation