



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

Continuing Professional Development Program

2018-2019

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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?

College will continue with a 2 year program. The cycle will commence on 1 January 2018 and will conclude on 31 December 2019.

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 200 points to be accumulated over a two-year cycle. Participants must gain at least 50 points per year, and no more than 150 points per year will be counted towards the total. Activity and Category requirements of the program are as follows:

- Complete one Individual Learning Plan over the two year cycle
- Obtain a minimum of ten Category 1 points over the two year cycle
- Obtain a minimum of ten Category 2 points over the two year cycle
- Obtain a minimum of ten Category 3 points over the two year cycle

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

Category 1:

Clinical & Education: 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 ten Category 1 points must be completed over the two year period.

Category 2:

Quality Assurance: Quality Improvement and Risk Mitigation

This category addresses the consideration of quality and safety practices to minimise risk to the dermatologist, other health care providers and patients.

Using evidence to inform quality improvement is an integral component of this category. Considerations include self-management, as well as safe and legal work practices.

Compulsory component: An Individual Learning Plan with a minimum of ten Category 2 points must be completed over the two year period.

Category 3:

Professionalism: Cultural Awareness, Ethics and Advocacy

This category addresses a commitment to:

1. cultural sensitivity to enhance patient care
2. personal and professional ethics towards the practice of medicine
3. advocacy for individual patient's needs and the needs of society in a broader public health context

Compulsory component: A minimum of ten Category 3 points must be completed over the two year period.

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 an online CPD logbook, 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.

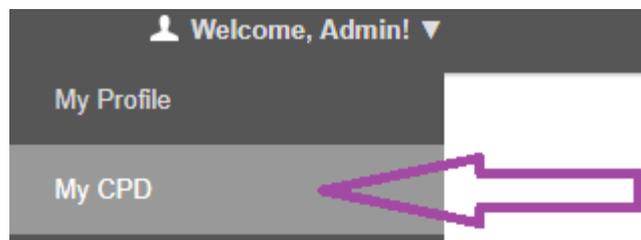
Participants without access to computer may contact College for support in uploading their activities/forms.

Instructions to enter points:

1. On the ACD website click on 'Member Login' and enter your email and password



2. Click on 'Welcome, Name!' and select 'My CPD'



3. Click on 'CPD Dashboard' (right of screen) and select 'Submit CPD Activity'



4. Select the CPD period you are entering the activity for (the period will default at the current cycle). Search or enter the activity code, then click 'Select'. This will prefill the next three fields. If you are unsure of the activity code, select the Category, Sub Category and Activity from the drop down menu.

Search Activity Code:

MEET Select

OR

From Category: --SELECT--

From Sub Category: --SELECT--

Activity: --SELECT--

5. Enter the activity details, hours and attach any relevant documents. Click the 'submit' button at the bottom of the page.
6. A confirmation message will appear upon successful submission.

Submit CPD Period :

Thank You! Your CPD Activity submission has been received. You will shortly receive an email confirming this submission. Should you have any questions, please contact the College at cpd@dermcol.edu.au

Checking Your Points

Fellows can access their CPD records via the College's website:

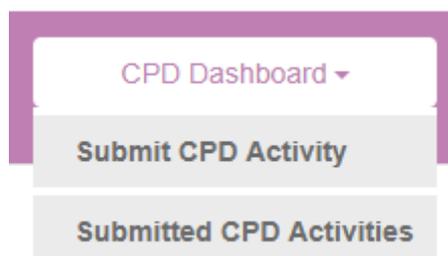
1. On the ACD website click on 'Member Login' and enter your email and password



2. Click on 'Welcome, Name!' and select 'My CPD'



3. Click on 'CPD Dashboard' and select 'Submitted CPD Activity'



4. Select the CPD period and click the 'Submit' button.

5. Scroll down the page to view your submitted activities which can be downloaded into a CSV or PDF file.

Search:

[Download CPD Activities Report](#) [Download CPD Activities CSV](#)

Category	Sub-Cat	Activity Code	Activity	Date	Actual Points	Submitted Points	Comments	Submitted	Actions
Category 1: Clinical and Education	Meetings and Conferences	MEET	Meetings and Conferences	2017/08/01	5.00	5.00	Clinial meeting	2017/08/30 11:15:44	Edit Remove
Category 1: Clinical and Education	Meetings and Conferences	MEET	Meetings and Conferences	2017/08/23	1.00	1.00	clinical meeting	2017/08/29 15:33:14	Edit Remove
Category 1: Clinical and Education	Exemption	ZZZZ	Exemption COLLEGE USE ONLY	2017/07/14	1.00	1.00	College Exemption Points:	2017/07/21 15:56:44	Edit Remove
Category 3: Professionalism	AGM Attendance	AGM	Attend Annual General Meetings	2017/06/20	6.00	6.00	agm	2017/06/20 10:57:10	Edit Remove
Category 2: Quality Assurance	QA Management	QAMGT	Participate in QA/ practice meetings/peer training	2017/06/20	6.00	6.00	QA Activity	2017/06/20 10:56:22	Edit Remove
Category 1: Clinical and Education	Personal Reading and Study	STUDY	Personal Reading and Study	2016/07/06	2.00	2.00	AJD	2016/07/23 09:25:08	Edit Remove

Showing 1 to 6 of 6 entries

eLearning Portal Modules
 eLearning Portal Modules
 Exemption

[Submit](#)

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 the two year 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 two year period.

Categories and Activities table

CATEGORY 1: CLINICAL & EDUCATION: MAINTENANCE OF CLINICAL KNOWLEDGE & SKILLS/RESEARCH, LEARNING & TEACHING			
CPDP REQUIREMENT: Minimum 10 points over 2 year cycle			
1 point/hour			
Subcategory	Activity	Code	Documentation/Evidence
Online Discussion Groups (capped at 20 points per year)	Participate in online forums (College Dermo Group, Mohs Group), other online forums as approved	FORUM	Enter online
Meetings and Conferences	Includes ASMs, conferences, Clinical Meetings, SCF Meetings, Grand Rounds, Symposia, and other relevant meetings	MEET	Sign Attendance Record
Personal Reading and Study	Includes: Formal/informal study, Cert IV, personal research, study and reading	STUDY	Enter online including journal month and year;
2 points/hour			
Subcategory	Activity	Code	Documentation/Evidence
College Educational Materials	Prepare/develop/review/evaluate/mark exams, assessments, online modules, quizzes, A to Z of Skin	EDMAT	Retain documentation/ correspondence
Presentations	Prepare and Present presentation/poster	PRES	Retain documentation/ correspondence
Publications and Online Material (excluding College Material)	Write/edit/review publications; textbooks; & chapters; journal articles; literature reviews; e-learning activities	PUBS	Retain documentation/ correspondence
Small Group Activities (Max 12 attendees)	Participate in case conferencing, journal clubs, small group meetings	SGM	Sign Small Group Attendance Record
Supervisor/Teaching Activities	Supervise/mentor college trainees, med students, GPs, Prepare/Teach Cert IV or other formal teaching	TEACH	Retain records of date, duration and clinical notes
Workshops	Develop, evaluate, participate, or run a Workshop	WKSHOP	Retain documentation/ correspondence
eLearning Portal Modules	Complete a Category 1 online module	See eLearning Portal Table below	
3 points/hour			
Subcategory	Activity	Code	Documentation/Evidence
Upskilling	Includes, but not limited to: Laser therapy, Mohs Micrographic Surgery, Surgical procedures, cosmetic dermatology, other	UPSKIL	Retain documentation
Research	Participate in clinical trials, dermatological research. Design/run research project	RESH	Retain documentation

CATEGORY 2: QUALITY ASSURANCE: QUALITY IMPROVEMENT AND RISK MITIGATION (QA)			
CPDP REQUIREMENT: Complete 1 CPD Learning Plan; Minimum 10 points over 2 year cycle			
5 points/hour			
Subcategory	Activity	Code	Documentation
QA Management	Participate in QA meetings, peer training, clinical practice operations meetings	QAMGT	Sign Clinical Practice Operations Meetings Record
Medical Indemnity	Attend medical indemnity meetings/workshops/webinars	MIMW	Record of attendance provided by company
6 points/hour			
Subcategory	Activity	Code	Documentation

Risk Management/ Quality Assurance	Practice Review: Develop, complete, implement, evaluate, practice, IT improvement	PRAREV	Complete and upload Individual Practice Review Worksheet or Performing Procedures with a Peer Worksheet
	Participate/perform hospital QA procedural skills	HPPS	Retain evidence of participation and outcomes (e.g. Plans, reports)
	Complete hospital clinical audits	HCA	
	Peer review hospital QA activities	HPA	
Reflection	Complete learning & professional reading reflection or workplace reflection	REFLP	Complete and upload Reflection Worksheet
	Complete the Action Plan in the patient feedback report (capped at 6 points per year)	PFAP	Complete and upload Action Plan
	Complete a CPD Learning Plan (capped at 6 points per year)	CPDLP	Complete and upload

CATEGORY 3: PROFESSIONALISM: CULTURAL AWARENESS, ETHICS AND ADVOCACY

CPDP REQUIREMENT: Minimum 10 points over 2 year cycle

2 points/hour

Subcategory	Activity	Code	Documentation
AGM Attendance	Attend Annual General Meetings	AGM	Sign attendance list
General Business Meeting	Attend General Business Meeting	GBM	Sign GBM Attendance Record

5 points/hour

Subcategory	Activity	Code	Documentation
Committee/Taskforce	Participate in College committee/task force or other Medical Colleges/Associations	CTTE	Retain documentation/ Correspondence
Professional Skills Workshops	Participate in other workshops	PWKSHP	Retain documentation/ Correspondence
e-Portal Modules	Complete a Cat 3 online module	See eLearning Portal Table below	

ELEARNING PORTAL CPD MODULES

Subcategory	Activity	Code	Points
Category 1 eLearning Portal Modules	Self-Assessed Case Studies	SACS	0.5 each case
	Self-Assessed Case Studies: Case 1 - 8		
	ACD Supervisors Training	SUP	2 each topic
	Topics 1 - 3		
	Using Webinars	WEB	2
	Skin Disease in Aboriginal and Torres Strait Islander Peoples	ATSI	1 each topic
	Topics 1 - 11		
	Dermoscopy – Integration in Clinical Practice	DCS	0.5 each case
	Case 1 - 19		
	Learning and Teaching in a Medical Context		
	Tutorials 1 – 7	LTT	1.5 each tutorial
Reading 1 - 6	LTR	1.5 each reading	
Category 3 eLearning Portal Modules	Aboriginal and Torres Strait Islander Health and Culture	AHCM	Refer to e-portal
	Tutorial 1 - 4		
	Mentor in the Workplace	MITW1	6
	Intercultural Competency for Medical Specialists	ICMS	Refer to e-portal
	Topics 1 - 6		
C 21st Global/Local Meetings	GLM		

	Topics 1 - 4		2 each topic
	Clinical Ethics	CE	6 each topic
	Topics 1 - 6		

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. CPD points allocated to these workshops fall in Category 3, sub category 'Professional Skills Workshop'

5. OTHER CONSIDERATIONS

Participants in Special Circumstances

Fellows leaving practice for extended periods due to 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 2018-2019 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. TOOL KIT

The CPD tool kit is a collection of information and worksheets to assist in the documenting of CPD activities. These are available on the e-Portal under CPD Activities → CPD support and Documentation. Activity worksheets are also available to download from the CPD Dashboard.