



CPD Providers

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Related Policies/Regulations	

PURPOSE

The purpose of this policy is to outline the accreditation of CPD by providers other than the ACD, and in line with the CPD framework.

SCOPE

This policy covers the process for accrediting CPD providers other than ACD. It also presents the framework for potential providers against which to measure their programs' suitability for recognition by ACD as counting towards CPD points for ACD Fellows.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

Not applicable

THE POLICY

The ACD provides a framework on the website that outlines areas of CPD available to the ACD Fellows. External providers can use the framework to determine into which Category and sub-category their intended activity would be accredited.

The provider should then apply to the Continuing Professional Development Committee for validation.

Committee Validation

- Provider completes the application form and lodges with the CPD Committee
- The Committee judges the activity against the framework
- The Committee determines whether the activity is valid. They notify the provider of the outcome.

The Framework

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	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	CTE	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	