



## Evidence of CPD activities

The ACRRM PD portfolio has been re-designed to be a self-reporting tool and most activities do not need to be formally accredited to claim CPD hours. The change to an hours-based system means that you now simply select the activity type, complete a few short questions to describe the activity and record the time you spent on it, to receive immediate CPD credit

You can choose to attach your evidence of participation to the activity or store it elsewhere.

There is a field for reflective notes which can often be used as your evidence for most activities.

Your PD portfolio will update immediately showing your progress in each of the PDP categories.

**Staff will audit 5% of PD portfolios per year and request your evidence if it is not in your PD portfolio.**

Life support and Maintenance of Professional Standards (MOPS) activities will be reviewed by the PDP Team before credit is allocated.

If you attend an activity that is accredited by ACRRM the education provider should report on your behalf if you supply your ACRRM member number.

You should retain records of your CPD activity for audit purposes. As ACRRM has a triennium cycle, you are required to retain your records for five years (the entire duration of the program or cycle plus an additional two years). You can choose to store your evidence with each individual activity in your PD portfolio or in a separate location, but you will need to produce it if you are selected for audit by the College. AHPRA may also choose to audit your CPD records, so it is important that you are able to produce evidence for your CPD activities on request.

### Certificates of attendance and reflective notes

If you attend a structured course (either face to face or online) a certificate of attendance/ completion is preferred\*, but if this is not available you may provide written confirmation of attendance from the education provider or your reflective notes.

The College recognises that for some practice-based activities such as peer discussions, practice analytics, clinical audits, review of medical records etc, it is more practical to provide your reflective notes or a summary of the activity results as evidence of having completed the activity. Reflective notes should document the key learnings from the activity and any changes to practice that you have planned or implemented as a result of the education. If you have made changes to your practice and measured your outcomes, you could also document the impact of those changes.

If you found links to other learning resources in the course of the activity, you might like to include them in the reflective notes field to refer to later. Your portfolio should be a useful reflective resource, as well as a place to document your activity and store your evidence.

*\* Certificates of attendance are mandatory for Life Support*

### Questions to help write reflective notes

- What were the main topics covered?
- What were the key learnings?
- Was this activity relevant to your practice?
- Why/ Why not?
- Will you change your practice as a result of this activity, and if so, how?
- Are there any barriers to implementing changes to practice, and if so, how will you overcome these
- Are there further topics that you will pursue as a result of this education?



## Patient information and CPD

It's important to note that you should never log any patient information in your PD portfolio. For activities where you have reviewed medical records and audited data, please just submit an overview of the activity and a summary of the results. Do not submit any identifiable patient data.

## Examples of reflective notes

This is not an exhaustive list of examples for each activity but intended to give some guidance on the types of notes you might keep.

- **Journal reading**

Evidence for personal journal reading or study would require only a record citing the journal article or study material and the time you allocated to the review.

1 hour (in Educational activity category)

Journal review; LeBlanc, K. and Campbell, K., 2020. Prediction, Prevention, Assessment, and Management of Skin Tears in the Aging Population. *Therapeutic Dressings and Wound Healing Applications*, pp.43-58.

Additionally, if you read this particular article which was to provide you with contemporary best practice guidance in this area, and you were to compare it to your current clinical practice, you would be reviewing your performance and could claim some time for that as well. Document any proposed changes to practice.

For example;

1 hour (in Performance review category)

Compared current clinical practice against contemporary clinical management of skin tears, added new guidelines for best practice to my clinical treatment considerations.

Journal; LeBlanc, K. and Campbell, K., 2020. Prediction, Prevention, Assessment, and Management of Skin Tears in the Aging Population. *Therapeutic Dressings and Wound Healing Applications*, pp.43-58.

- **Case based discussion**

2 Hours (in Performance review category)

Discussed DDx and Tx including pharmacological and psychological options of paediatric Pt presenting with COPD and associated anxiety. Considered current guidelines and discussed clinical assessment, acute and ongoing care options with Specialist GP and 2 senior Registrars.

- **University subjects**

If the education is directly relevant to your professional practice, your direct contact hours as well as your relevant research time could be counted towards your CPD requirements in the Educational activity category.

If during your studies, you do research or activities that lead you to review your performance or measure your outcomes you could also allocate time to Performance review and / or Outcome measurement using the 'Other' activity type.

E.g., 16 hours direct clinical education instruction on the dates x, y, z...etc', and 8 hours research into topic A, topic B and Topic C'. You may also like to add the syllabus from the University outlining the contact time and general topics.

- **Case studies**

Measuring outcomes or Reviewing performance during clinical review of 25 cases between the dates of x and y etc' and add the types of cases and what measure you compared them to, using cases of your own or those in your practice, or against an endorsed guideline.



- **Reviewing and planning your CPD**

You can claim credit for time spent reflecting on your CPD needs, reviewing what you have done and planning for the next year in the Performance review and/ or Outcome measurement category.

As a basic calculation, given the recommended hours per annum, if you attributed 2 hours per annum to Planning your CPD and then log one hour per week of activities across the required categories your CPD would be up to date.

If reviewing the previous year in order to plan your upcoming years CPD activities, you look back over the year and consider the patient cases for which you may have thought you could have done something better or different; and you would consider that as an area of opportunity to contribute to improving your clinical practice then claim as Performance review.

Also, you might look back at some cases/events where there was a specific outcome, either positive or negative, that you would like to investigate in more detail against other similar events, or you would like to undertake a course or activity to improve or reinforce your clinical skills or knowledge in this area and monitor if you make improvements or maintain high quality clinical care before and after these activities are undertaken, then claim as Outcome measurement.