Continuing Professional Development (CPD) Guidelines for Education Providers

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Introduction

Thank you for registering or continuing as an accredited education provider with ACRRM.

This guide is designed to support you in developing and delivering high quality educational activities and events that align with ACRRM's CPD program. It outlines the College's CPD framework, accreditation process, and practical guidance to help ensure your education supports rural and remote doctors in meeting their professional development obligations.

Whether you are seeking accreditation for a new activity or event, updating an existing one, or looking to better understand how your course content can support our members' learning and regulatory needs, this document will guide you through each step. It also includes information on integrating key elements such as performance review, outcome measurement, MOPS, mental health training, and rural procedural grants into your offerings.

We appreciate your commitment to supporting the rural and remote medical workforce and thank you for working with us to maintain and improve the standards of care for communities across Australia.

Essential Information

- ACRRM accredits the activity/event, not the education provider.
- Submission of the activity/event for accreditation is online via the "My Events" portal.
- A triennium is three years in duration. At the end of the third year of the triennium you will need to submit your activity/event for reaccreditation.
- The activity/event are credited in hours and not points.
- The activity/event will be assessed for eligibility for the Rural Procedural Grants Program (RPGP) when you apply for CPD accreditation.
- We ask for a minimum of two weeks to accredit your activity/event.
- You can save and edit a draft of your activity/event, but once you've submitted this to ACRRM for accreditation you can no longer change it.
- If you make a mistake or need minor changes to wording or learning objectives, or if you need to cancel an activity/event, please send us an email with the Activity ID number, the title and details of the changes. Please email the change to **cpd@acrrm.org.au**
- All accredited activities are only approved for the duration of the CPD cycle (e.g. 2026-2028) and need to be resubmitted at the end of the CPD cycle. Activities will not be automatically approved.

CPD Framework

ACRRM's CPD framework for the 2026-2028 accreditation cycle aligns with the Medical Board of Australia's (MBA) CPD Standard for Medical **CPD Standard for Medical Practitioners**.

The framework is divided into 3 categories. These are:

- Educational Activities (EA)
- Performance Review (PR)
- Outcome Measurement (OM)

CPD participants need to complete at least 50 hours of CPD annually from these 3 categories. While many courses attract EA hours, it is possible to receive a combination of EA, PR and OM credit for your education, depending on the content.

Within these 50 hours, CPD participants must complete 12.5 hours of EA, 25 hours combined in PR and OM categories, (with a minimum of 5 hours in each category) and then 12.5 hours made up from a choice in any of the 3 categories (EA, PR, OM).

EA includes medical education conferences, workshops, scientific meetings, seminars and courses, both online, hybrid and face to face. Distance education modules, and university courses related to clinical practice such as a Graduate Certificate, Graduate Diploma, Masters or Doctorate also receive credit under this category.

Courses tend to attract credit in the EA category, unless they have skills/simulation or scenario training with assessment or case-based discussion sessions. If applicable, this section of your education will attract PR and MOPS hours.

PR activities should include measures leading CPD participants to analyse and reflect on their actual work processes and may include feedback and/or assessment from peers, colleagues and patients.

Case-based discussion/case studies are popular and can be either one on one, in small group learning format, or via distance education. By using de-identified cases the education should prompt participants to analyse their clinical reasoning and decision making.

Multisource Feedback (MSF) activities, clinical attachments/clinical placements and skills simulation/practical training with a formal assessment (exam or assessment using a matrix with pass/fail grading) also receive credit under this category.

In the online application form, there is a section asking:

- Are there practical hands-on skills stations including a formal assessment within the activity/event and if so, how many hours?
- Are there case-based discussion sessions or scenario training where the participants could consider cases in relation to their own practice within the activity/event, and if so, how many hours?
- Is there any type of PR activity participants will engage in? (e.g. case-based discussion, assessment of skills/simulator/scenario/practical training, best practice reflective activity, MSF, peer review of teaching or practice or other PR activity).

This is the section PR hour credits will be drawn from.

OM activities measure the impact of the health care service or intervention provided on the health status of patients and seek to improve these outcomes. There are many OM activities including clinical audits, mortality and morbidity meetings, logbook reflection and reviews of medical records. By including a clinical audit in your activities, you can attract OM credits.

The College also has a Life Support requirement which will be either Advanced Life Support or Basic Life Support depending on the Fellowship status.

ACRRM Fellows are required to complete Advanced Life Support (ALS) training in each triennium as part of their compliance for CPD. To comply, an Advanced Life Support activity congruent with the Australian Resuscitation Council ALS guidelines must be completed.

Please note - ALS courses must be a minimum of six hours long, include pre and post reflective activities, have a robust assessment process and provide members with the following skills and knowledge:

- Recognition, assessment and management of the deteriorating patient using a structured ABCDE approach (aiming to prevent cardiac arrest)
- Treat cardiac and/or respiratory arrest, including manual defibrillation
- Management of life-threatening arrhythmias
- Preparing and planning for post resuscitation care
- Care for the deteriorating patient or patient in cardiac and/or respiratory arrest in special circumstances such as asthma, anaphylaxis, and pregnancy
- Lead a team, work as a team member, and use structured communication skills including giving an effective handover
- Consideration for end-of-life decision making

For the purposes of accreditation, that means that all participants are required to demonstrate competency in the skill stations provided, are advised of the outcome (satisfactory or otherwise), and are given guidance on how to remedy any deficits. Generally, this involves a marking matrix where participant performance can be graded in a consistent way.

What is Maintenance of Professional Standards (MOPS)?

Some General Practitioners (GPs) have an additional requirement to maintain their skills in one or more of the clinical areas listed here and this is referred to as MOPS. Depending on the content and structure of your activity/event, you may find that it receives some hours of credit for MOPS in addition to the main CPD category hours. For example, lectures with emergency content would not receive MOPS. However, Emergency case-based discussions or Emergency skills stations/scenario training with assessment would receive Emergency MOPS credit. MOPS credit will be allocated to those with case-based discussion, peer review, skills simulator training with assessment and scenario training.

To see if your activity/event meets the requirements for MOPS, please visit the section on MOPS on our **website**.

Specialist High-Level Requirements

Ahpra requires medical specialists to complete any specialist high-level requirement as mandated by their specialist College. This is additional mandatory CPD to maintain relevant qualifications and skills relevant to their clinical scope of practice. Specialities with specialist high-level requirements encompass anaesthesia, emergency medicine, general practice, pain medicine, psychiatry, radiology, sport and exercise medicine, surgery, intensive care medicine, and obstetrics and gynaecology. To see if your CPD meets the requirements, please visit the section on **specialist high-level requirements**.

Program-Level Requirements

The Medical Board of Australia has updated the CPD Registration Standards requiring all medical practitioners to now engage in CPD specific to:

- culturally safe practice
- addressing health inequities
- professionalism
- ethical practice

Each year, medical practitioners must complete one activity in their CPD that addresses each of these requirements, ensuring that they are relevant to their scope of practice. These are not additional, but need to be included as part of the required 50 hours of CPD.

Program-level requirements can be selected when submitting your activity for accreditation. Further information about these requirements can be found **here**.

Mental Health Activities

The General Practice Mental Health Standards Collaboration (GPMHSC) adjudicates activities for the following levels of mental health training:

- Mental Health Skills Training (MHST)
- Focused Psychological Strategies Skills Training (FPS ST)
- Mental Health Continuing Professional Development (MH CPD)
- Focused Psychological Strategies Continuing Professional Development (FPS CPD)

If you offer any of the above, please apply for accreditation with both the GPMHSC and ACRRM. Completion of MHST (Formerly Level 1 MHST) gives GP's training in the assessment, treatment, planning, and review of mental health issues that commonly present in general practice. It also provides access to specific Medicare item numbers for providing this service. There is no formal requirement for GPs to refresh this training each triennium, but completion of MH CPD courses is encouraged to maintain skills.

FPS ST is specific training in mental healthcare treatments based on evidence-based psychological therapies. GPs do need to maintain this training by completing FPS CPD accredited activities each subsequent triennium after the initial training.

When you submit activities to the GPMHSC, please advise that you are applying for accreditation with ACRRM. For more information on accreditation of mental health activities, please click **here**.

ACRRM Rural Generalist Curriculum

All CPD activities accredited by ACRRM must be relate to the ACRRM Rural Generalist Curriculum. This Curriculum guides the training of Medical Practitioners in the speciality of General Practice. The curriculum encompasses 8 Domains each with competencies and Learning Areas of Rural and Remote Practice. Please familiarise yourself with the **ACRRM Rural Generalist Curriculum**. You will be required to map your CPD activity to this curriculum as part of your activity submission.

Rural Procedural Grants and Event Eligibility

The **Rural Procedural Grants Program** (RPGP) is a government funded program designed to support GPs in maintaining their skills in anaesthetics, emergency, obstetrics, surgery and emergency mental health. GPs need to be registered in the program prior to attending an eligible training activity.

To qualify for the RPGP grant your activity/event will need to have a minimum of 6 hours of relevant face to face clinical content excluding breaks, or a minimum of 4 hours of clinical online content with interactive components or assessment, or for a hybrid activity, a minimum of 3 hours face to face and 3 hours online clinical content. We will assess your activity/event for the RPGP as part of our CPD accreditation process. Once your activity/event is accredited it will display the RPGP details, if applicable, in both your My Events dashboard and on the ACRRM website.

Considerations when developing an activity/event to maximise CPD

- How will your education help participants improve performance in the workplace, so patient outcomes are improved?
- Can you structure your activity/event, so it has elements of PR or OM activities within the content?
- Does your activity/event have an interactive component? (Quiz/Q&A/MCQ/Assessment)
- Can you include case-based discussion that prompts participants to reflect on their current practice?
- If you are teaching new skills or holding a simulation can you add an assessment element?
- Is your assessment element clear on the program you are submitting?
- Could participants complete a short audit prior to attending and review the results during the activity/event, or have a case-based discussion and consider cases in relation to their own practice? This would attract credit under PR and/or OM. Lecture-based sessions will attract credit under the EA category.
- Does your activity/event meet any program-level requirements? If so, indicate this when submitting your application by checking the appropriate requirements when prompted.

How to submit your activity/event for CPD accreditation

What information is needed in the application?

- A full course program showing session content including interactivity, session duration and breaks. A template and example are provided as an appendix in this guide, or you can create your own. Please ensure that your program states how many hours are requested for each CPD category (EA, PR, OM).
- Please ensure that the format of each session is clear with any case-based discussions/assessments/peer review sessions/lectures/exams/simulation sessions/Q and A sessions indicated.
- If your activity is an audit, please include the instructions for participants.
- Learning objectives - please see information below regarding formulating learning objectives.
- Details of pre and post activities exams/assessment.
- ACRRM curriculum and domains the event covers (you can choose from a list provided in the 'Add activity' online form).
- Any program-level requirements that your activity/event covers (e.g. Culturally safe practice, addressing health inequities, professionalism and ethical practice).
- Event type (face to face, distance, online or hybrid), and if it involves online modules, please provide temporary access to review these modules.
- For face-to-face courses you will need to indicate the location and dates for when it will be held.
- If any component is optional, such as an optional audit or self-reflection, please submit this as a separate activity/event for accreditation.

Formulating Learning Objectives

Learning objectives are essential for guiding clinical education. They clearly state what learners should be able to do after a CPD activity/event. Effective learning objectives are specific, measurable, and action-oriented using clear and actionable verbs that describe behaviours.

Examples of effective verbs:

- Knowledge/Recall: identify, list, define, name
- Comprehension: describe, explain, summarise, classify
- Application: demonstrate, use, perform, interpret
- Analysis: differentiate, compare, distinguish, analyse
- Synthesis/Evaluation: discuss, critique, evaluate, formulate

Sample learning objectives using verbs:

- Identify common causes of chest pain in adult patients.
- Describe the steps in performing a focused abdominal exam.
- Discuss the management options for acute asthma exacerbations.
- Demonstrate correct hand hygiene techniques.
- Evaluate ECG changes associated with hyperkalaemia.

Advertising your event

ACRRM accredits the educational event, not the provider. The ACRRM accreditation logo should only be used to promote your accredited event.

Once it's accredited your event will appear on our website. If you would prefer the event to not be published on our website, this should be indicated in the additional information field in the 'Add activity' online form.   Any additional advertising enquiries should be directed to the ACRRM Marketing team at **advertise@acrrm.org.au**

Make sure your event is accredited with ACRRM CPD, as only accredited events are eligible for promotion.

Certificates for CPD participants

Your certificate of attendance should include:

- the attendee's name
- the event name as per the accreditation
- the Course or Class ID
- ACRRM accreditation logo
- the date the education was delivered
- Provider/Organisation name
- The certificate should confirm attendance/participation. If the participant only attends 1 day of a 2-day event this should be reflected on their certificate.

Reviewing your accredited CPD details

Once your activity/event has been accredited, you'll receive a confirmation email. To check how your activity/event will appear on our website, log in and go to My Events, and click on the view button to the right of the event on your dashboard. This will display the web entry including the accreditation information. When advertising your activity/event, please include CPD accreditation details, per the example below:

THIS IS AN EXAMPLE ONLY

This event has been accredited in the 2026 – 2028 ACRRM CPD Program for:

- *2 Educational Activity Hours*
- *6 Performance Review Hours*
- *6 Emergency Medicine MOPS Hours*
- *1 Day Emergency Medicine Procedural Grant.*

Please provide your full ACRRM member number and name so we can report attendance to ACRRM on your behalf.

Uploading your attendance list

As an approved education provider with ACRRM, you have agreed to upload attendance on behalf of the CPD participants. Our members rely on you to upload their details when they attend an accredited activity/event so it's important to upload their details as soon as possible after the activity/event, using the specific ACRRM attendance list template available in your My Events portal.

- Please visit **here** for a short video on how to upload attendance using the ACRRM attendance list template.
- The template attendance list for reporting attendance after you have held the activity/event is available on your dashboard and has specific formatting. Please do not add any extra columns or information, other than what is requested, as this can prevent attendance from uploading correctly.
- ACRRM member numbers are at least 7 digits. If the member number looks wrong or you receive an error message, please contact us for further advice.
- Please ensure that the required fields are complete and only one date is present in the "Date completed" field. If the event ran over several days, please use the last date only (e.g. Activity runs from 21/11/25-23/11/25, please use 23/11/25 only).
- Please ensure that you are uploading your attendance list against the correct class ID.
- If your activity/event attracts the RPGP, participants in the RPGP should indicate on the attendance list they wish to claim with a 'Y.' When you upload the attendance list, please put the 'Y' in the Procedural Grants column under the relevant component. This autogenerates a RPGP claim for the attendee.
- Once you have uploaded your attendance report and received a successful notification, credit will appear instantly in members CPD portfolios.
- There is no need to submit an evaluation summary for your activity/event as ACRRM attendees have the opportunity to provide feedback as part of the attendance upload process. This helps to ensure that our accredited activities meet the members' needs.

Appendix 1 – Program Template

- When applying for accreditation, please submit a program that contains the information in the template below or simply use this template.
- All information must be completed.
- Break times/welcome activities are not included in the CPD hours.
- Any optional components to an activity/event must be submitted as a separate application for accreditation.
- Please ensure that your activity/event is a minimum of 30 minutes duration and covers at least one (or more) of the CPD categories below:

Category	Description
Educational Activity	This category includes activities that help you gain knowledge or skills. For example, lectures, presentations, meetings, distance education, and any self-directed formal study.
Performance Review	This category includes formal or informal activities that analyse and reflect on work performance. Reviewing performance includes measures that analyse and reflect on your own work processes such as feedback from peers, colleagues, and patients. Many practitioners already undertake some type of workplace appraisal, and time spent undertaking and reflecting on this activity can be claimed as a performance review. Peer review is also an important tool in reviewing performance, and ACRRM recognises that there is a range of peer review activities including structured one-on-one observations with feedback, small group case-based discussion meetings, online case discussion forums and ad hoc clinical discussions with colleagues. There are many other activities including clinical attachment, skills training with assessment, and practice accreditation that can be claimed as performance review hours. Many activities can be claimed in either the performance review or outcome measurement categories. Claim as performance review if the activity focused on reviewing systems and practices.
Outcome Measurement	This category includes activities where you can measure an outcome. Measuring outcomes can involve reviewing practice data and reflecting on your patients' health outcomes in activities such as clinical audits, morbidity and mortality meetings and practice analytics. Many activities can be claimed in either the performance review or outcome measurement categories. If an activity helps to analyse clinical outcomes it can be claimed as outcome measurement hours.

Click here to view the **CPD Matrix of activities**, which outlines how activities align with ACRRM CPD categories.

Activity Title		
Location or registration link		
Start and End Dates	Start Date:	End Date:
Activity Duration by CPD Category (not including pre/post activities)	**CPD Category**	**Number of hours (not including pre/post activities):**
	Educational Activity (EA)	
	Performance Review (PR)	
	Outcome Measurement (OM)	
	Total Hours =	
Is there any pre activity? If so, please list here	Pre activity description:	
	CPD Category:	
	Duration (hours) =	

Session times (include start and finish times for each session)	Topic/content (e.g. Trauma Scenario)	Delivery format (e.g., Lecture, case-based discussion, skills/ scenario training with assessment)	CPD Type and duration: EA/PR/OM (e.g. EA 30 minutes)	Presenter/additional notes (e.g. Dr Thomas Warren)
	Morning tea			
	Lunch			
	Afternoon tea			

Is there any post activity? If so, please list here	Post activity description:
	CPD Category:
	Duration (hours) =

Appendix 2 – Example Program Template

Activity Title	Trauma in the ED	
Location or registration link	Brisbane	
Start and End Dates	Start Date: 23/01/2026	End Date: 23/01/2026
Activity Duration by CPD Category (not including pre/post activities)	**CPD Category**	**Number of hours (not including pre/post activities):**
	Educational Activity (EA)	1 hour
	Performance Review (PR)	5 hours
	Outcome Measurement (OM)	
	Total Hours =	6 hours
Is there any pre activity? If so, please list here	Pre activity description: Pre reading of articles relating to Trauma in the ED	
	CPD Category: EA	
	Duration (hours) = 1	

Session times (include start and finish times for each session)	Topic/content (e.g. Trauma Scenario)	Delivery format (e.g., Lecture, case-based discussion, skills/ scenario training with assessment)	CPD Type and duration: EA/PR/OM (e.g. EA 30 minutes)	Presenter/additional notes (e.g. Dr Thomas Warren)
8:15am-8:30am	Registration			
8:30am-9:30am	Managing Trauma	Lecture	EA 1 hour	Dr Thomas Warren
9:30am-10:30am	Trauma Scenario	Small group case-based discussion	PR 1 hour	Participants present cases for group review/discussion
	Morning tea			
11:30–1pm	Skills Stations (rotation)	Scenario Training with assessment	PR 1.5 hours	Group 1: Child trauma assessment and management Group 2: Obstetric emergency cardiac arrest Group 3: Adult cardiac arrest
	Lunch			
1:30pm-3:30pm	Skills stations (rotation)	Scenario training with assessment	PR 2 hours	Group 1: Difficult airways Group 2: Elderly trauma management Group 3: Intubation
	Afternoon tea			
3:45pm-4:15pm	MCQ	Formal assessment	PR .5 hour	80% pass mark required

Is there any post activity? If so, please list here	Post activity description: Self-reflective activity –participants will reflect on their learning using a series of questions
	CPD Category: PR
	Duration (hours) = 0.5 hours
Total Duration of Activity (including pre/post hours)	7.5 hours