



# Australasian College for Emergency Medicine

## CPD 2021 Activity guide

From **1 Jul 2020 to 31 December 2021**, you need to record **50 hours** of CPD Activities. These hours are completed across the three areas of Educational Activities, Reviewing Performance and Measuring Outcomes. This guide can help get you started!

### Educational Activities (≥12.5 hours)

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Activities that focus on increased knowledge and skills

#### Online Learning

- Discussion forums and blogs
- Webinars and videoconferences
- Journal clubs
- Social media discussions
- ACEM Educational Resource Modules
  - Assessing Cultural Competency
  - Clinical Teaching
  - Critical Care
  - DMT Orientation
  - Indigenous Health and Cultural Competency
  - Leadership Online
  - Mentoring
  - Patient Safety Course
  - Workplace-based Assessment
- Other non-ACEM educational resources
- Medical questions
- Best of Web EM resources

#### Conferences

- Conferences
- Scientific meetings
- Seminars
- Presentations

#### Grand Rounds

- Grand Rounds

#### Courses

- Short courses
- Certificates
- Degrees
- Courses as a Facilitator

#### Lectures; Conferences; Courses

- Presentations
- Lectures

#### Workshops

- Workshop(s)
- Clinical supervision as a facilitator
- Communication skills
- Cultural competency
- Health advocacy
- Leadership and management
- Medical expertise
- Mentoring
- Prioritisation and decision making
- Procedural skills-based
- Professionalism
- Scholarship & teaching
- Teamwork and collaboration

#### Research

- Clinical trial
- Grant application
- Proposal
- Literature review
- Adjudicating
- Conducting
- Reviewing research

#### Supervision

- WBAs
- ITAs
- Reviewing trainee progress
- SIMG Structured References
- Trainee Learning Needs Analysis (LNA)
- ACEM item writing
- Examination questions
- Emergency medicine tutorials
- Bedside teaching
- Teaching preparation
- SIMG applicant assessments
- Invigilator or observer
- Practice exam
- Meeting with mentees

#### Journal Club

- Journal Club

#### Reading

- ACEM materials
- Journals/Articles
- Medical news articles
- Medical textbooks
- Review of literature

#### Peer Discussion / Peer Review of Educational Activities

- Academic meetings

#### Peer Review of Educational Activities

- Academic meeting
- Textbooks
- Curriculum
- eLearning activities
- Examination questions
- Guidelines
- Journal articles
- Teaching materials
- Textbook
- Medical college committee meeting
- Best of Web EM resources
- Journal articles

#### Teaching

- Session plans

#### Review of Guidelines

- ACEM Materials

#### Peer Review of Journal Articles

(if article discussed is one a participant has authored)

- Journal Club



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## CPD 2021 Activity guide

### Reviewing Performance (≥12.5 hours)

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Activities that can facilitate changes in your personal practice for better patient health outcomes

#### Peer review of Performance

- Balint Group
- Direct Observation as a reviewee
- WBAs and ITAs as an Assessee
- Structured Conversation
- Patient Feedback
- Regular Practice Reviews (RPR) as a Reviewee

#### Peer review of Medical Records

- Joint review of cases
- Peer review of cases - Retrospective or Active
- Presenting case for peer review

#### Peer review of Performance; Peer review of Medical Records

- Case-based discussion (CbD) as an assessee

#### Peer review of Educational Activities (of someone delivering educational activities)

- Journal article
- Best of Web EM resources
- Peer review of research
- Curriculum

#### Performance Reviews

- Regular Practice Reviews (RPR) as a reviewer

#### Review of Standards Adherence

- Observer - focused ED inspection
- Observer - routine or new ED
- Observer - special skills term (non-ED)
- Site inspector - focused ED inspection
- Site inspector - routine or new ED
- Site inspector - special skills terms (not ED)

#### Emergency Medicine Event Register

- Recording incident/s in EMER register
- Reviewing EMER register incident report/s

#### Review of Standards Adherence/Measure Outcomes

- Preparation for Site Accreditation

#### Review of Non-clinical guideline

- Non-Clinical guideline development & implementation

#### Peer discussion of cases, critical incidents, safety and quality reviews

- Complaint review
- Medical college committee meeting
- Professional organisation committee meeting
- Team debrief session
- AMC accreditation/assessment
- Senior ED Staff meetings

#### Reflection on Professional outcomes

- CPD Plan preparations
- CPD Plan review and reflection
- Professional Development Plan - Goal setting
- Strategic planning
- Survey

#### Audit of medico-legal reports

- Doctors' medico-legal reports - AMP

#### Review of Clinical Guidelines

- Clinical

#### Multi-source feedback; performance appraisal

- Multi-source feedback

#### Supervision

- Providing feedback to assessee as an assessor
- Mentoring program coordination



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## CPD 2021 Activity guide

### Measuring Outcomes (≥12.5 hours)

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Activities that can facilitate changes in your personal practice better patient health outcomes

#### Clinical Audit

- Clinical Quality
- Clinical trial
- Pathology, radiology, ultrasound and X-ray

#### Peer review of performance

- Quality improvements

#### Peer discussions of cases, critical incidents, safety and quality

- Peer discussions of cases, critical incidents, safety & quality reviews
- Critical incident monitoring
- Root Cause Analysis

#### Review of Clinical Guidelines

- Clinical

#### Emergency Medicine Event Register

- Recording incident/s in EMER register
- Reviewing EMER register incident report/s

#### Review of individual/team comparative data sets

- Benchmark performance against data sets

#### Review of medical records

- Documentation and Communication

#### Mortality and morbidity reviews

- Mortality and Morbidity meeting as an attendee

#### Audit

- Patient Flow
- Workforce
- Other

#### Clinicopathological correlation meetings; mortality and morbidity reviews

- Inter-departmental meetings – case review and interpretation of findings

### Other Requirements

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#### 12.5 hours in any of the above three areas

As well as a minimum of 12.5 in each of Educational Activities, Measuring Outcomes and Reviewing Performance, you also need to complete a further 12.5 hours from any of the above three categories.

#### Professional Development Plan

An annual Professional Development Plan needs to outline a current scope of practice, professional development needs, the planned activities to meet these needs and a reflection on if and how these were met during the year.

### Additional MCNZ Requirement

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#### Annual Conversation

MCNZ recertification standards require practitioners to participate in an Annual Conversation with a peer, colleague or employer about the practitioner's clinical practice. The goal of this activity is to facilitate reflection on developmental and personal needs, professional goals and their intended CPD activities for the coming year.

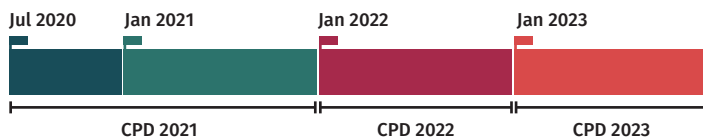


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### CPD 2021 at a glance

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From January 2022, the CPD year will be aligned with the calendar year. To facilitate this, there will be an 18-month CPD period from 1 July 2020 until 31 December 2021. During this 18-month period, your annual requirements do not change. This means you will have an extra six months to fulfil your 2021 CPD.

### Contacts and further information

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For more information on ACEM CPD program, please visit the [acem.org.au/CPD](https://acem.org.au/CPD) or contact the CPD team:

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