

ACEM Continuing Professional Development – FAQ's

Where do I find the activity guide and the list of procedural skills?

You can find the activity guide and the list of procedural skills on the CPD News and Help page, via the My CPD drop down menu in your My ACEM portal.

Where do I record my activities?

ACEM CPD is recorded in your My ACEM portal.

Log in with your username (your member ID) and associated password. If you are not sure of your password, click the forgotten password link to reset it.

How do I record an activity?

1. Log into your My ACEM CPD portal.
2. From the My CPD drop-down menu select **'Record My Activities'**.
3. Select **'Add new Activity'**
4. Fill out as required and select **'Save'**

What if my activity is not found in the drop-down menu?

You can record your own activity:

1. Select your Category and Activity Type
2. Start typing your activity name. If it is not in the drop-down menu you will be instructed to **'Click to create activity'**
3. By selecting this, the activity you typed into the activity search bar will automatically save as an activity in your own drop-down library

Why does my Activity drop-down library have so few activities to select from?

Your activity library will become a combination of the activities that you create, and the activities already listed.

When I'm recording my Procedural Skills, I can't find my hospital/site. How do I add it?

If your hospital/site is not found in the drop down list, type in your whole hospital/site name, and you will be prompted to create a hospital/site.

Please note: do not click the prompt until you have entered the full name of the hospital/site.

How do I attach a file to my activity?

If you need to attach a file while you are recording an activity, select **'Attach file'**, which you will find at the bottom right hand corner of the **'Record My Activities'** screen.

If you are recording procedural skills only, **'Attach File'** will be at the top right-hand corner of the 'Record my Activities' screen.

How do I record my Professional Development Plan?

1. Log into your My ACEM CPD portal
2. Select **'Professional Development Plan'** from the **My CPD** drop down menu
3. Select **'Add new Professional Development Plan'**
4. Select 'Save'
5. To record your reflection, open your plan by selecting the green pencil for editing. Write your reflection and select 'Save'.

Note: There is a tool tip guide on the right of the page to help you complete your PDP.

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How do I link an activity to my Professional Development Plan (PDP)?

To link an activity to your PDP whilst in Record my Activities:

1. Select '**Link Activity to Professional Development Plan**'. Click inside the box underneath
2. Save your recorded activity as per usual

Note: To check that it has linked, head to your PDP and you should see a number in the box labelled 'linked'. The number should reflect how many activities you have linked to your PDP.

When do I use the green pencil and red cross on the left-hand side of my records?

The green edit pencil allows you to open the record and make any necessary edits, such as recording a reflection for your Professional Development Plan.

The red cross allows you to delete any record that is incorrect or no longer required

I just completed a Cultural Competence activity. Do I have to complete another one?

Yes, the Cultural Competence CPD activity is a cycle CPD requirement which you will need to complete at least one approved activity every 3 years

Where will I find the list of approved Cultural Competency activities?

You can find the list of approved cultural competency activities on our website, [just follow this link](#), to our 2021 CPD Year page and scroll down till you see the heading 'Mandatory Cultural Competency'.

How do I record a Cultural Competence activity?

After successful completion of an ACEM cultural competence modules in the Educational Resources site, records of these modules will automatically be created in your CPD record and offset your cultural competence cycle CPD requirement (please note this can take up to 24 hours).

1. In your '**Record my Activities**' page, select the appropriate category and activity type for the cultural competence activity you are recording
2. If you have selected the right activity type, the approved cultural competence activity will be available from the drop-down menu in your activity library
3. If you cannot find this activity, contact the [CPD Unit](#) and they will assist you in recording this activity

How often am I required to complete a Cultural Competence Activity?

The Cultural Competence activity is a cycle CPD requirement which you will need to complete at least one approved activity every 3 years.

Can I do the same Cultural Competence activity again?

You will need to record a different Cultural Competence each cycle to offset this CPD requirement.

If you feel the need to complete the same Cultural Competence activity in order to consolidate your understanding of the topic, please contact the [CPD Unit](#) to inform them.

How do I know if a Cultural Competence Activity has been ACEM approved?

All approved Cultural Competence activities will be listed on the website under the CPD program details.

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Approved Cultural Competence activities will also appear in your drop-down activity library for you to select.

Who decides which Cultural Competence activities are to be assessed by the Indigenous Health Committee (IHC)?

All ACEM CPD participants are invited to submit an activity that they have undertaken and believe is an appropriate Cultural Competence activity, to the CPD Unit for review by a representative of the Indigenous Health Committee.

Your activity, if approved will be added to the list of approved Cultural Competence activities located on the **ACEM website** and the **My ACEM** portal '**News and Help**' page. The approved activity will also be added to the **activity drop-down menu** under the appropriate activity type, for all CPD participants to select.

How do I download (or export) a summary of my activities to Excel?

Select the '**Record my Activities**' page and select the '**Export Activities**' button above your grid of recorded activities. An excel spreadsheet will download automatically.

How do I check my progress on meeting my targets and completing my CPD requirements?

To track your progress with your CPD requirements, there are two places you can see your traffic lights. On your **home page**, or from the My CPD tab, select '**Monitor My Progress**'.

How do I apply for a CPD exemption?

To apply for a CPD exemption, select 'Monitor My Progress' from the 'My CPD' drop down menu. At the bottom of the page, select the 'Online Exemption Request Form' button, and fill in as required.

Why is my activity not showing in my tally?

Your activity may be future dated. You can identify future dated activities because they will be recorded in red. Once you have completed the activity, open the activity with the green pencil to edit and re-save it. Your activity should now be added to your tally. If you don't complete the activity within the CPD year, just select the red X to delete the record.

How do I verify future-dated activities?

To verify your future dated activity, open the activity by selecting the green pencil symbol and re-saving the activity.

Can I record additional activities after the end of the CPD year?

You cannot record any additional activities after the end of a CPD year.

How long can I edit and enter activities for in the CPD year?

You have from 1st January of any given year, until the 31st January of the following year.

Please note that while we transition from Financial year to Calendar year, the 2021 CPD year is 18 months, therefore activity entries for 2021 start from 1st July 2020 and conclude on 31st January 2022.

How Do I submit my annual CPD return?

In the past, there was a 'Submit' button when you had completed your annual CPD requirements. This formal submission function, and you no longer need to submit your CPD. To ensure you are compliant at the end of any CPD year, please check that your annual traffic lights are green. There will be a message sent to the Notifications section at

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the top of your My ACEM portal home page and you will receive an email once you have completed your requirements.

How do I access my CPD certificate?

For the 2020 CPD year you can access them via your Historical CPD in 'Review My CPD'. Make sure you change the CPD year to the relevant year you require.

(This will change in the years following: they will be available in Monitor my Progress)

What are the minimum Cycle CPD program requirements for Australia & NZ?

The minimum requirements for the CPD Cycle, for both AUS and NZ members are:

- 12 different Scope of Practice procedural skills by performance, teaching and supervision
- 1 each of ABC (Airway, Breathing and Circulation) procedural skills by performance

Can I apply for an exemption from the new ACEM CPD Program?

All Dual Fellow, Other Fellowship and International Equivalence exemptions are being reviewed by the CPDC in light of the College program change. Confirmation of these exemptions that can be applied will be made as soon as possible. Please note that these exemptions can be applied in retrospect where necessary.

All other exemptions previously applied in the Specialist and Non-Specialist CPD Programs can be applied to the new ACEM CPD program.

What happens if I am non-compliant with the new CPD program?

In accordance with the requirements of the regulatory authorities, the College audits a percentage of records annually. CPD participants who have not met their CPD requirements by the due date will automatically be selected for a CPD compliance audit where they will be given an opportunity to regain compliance with their CPD.

Will I have to participate in different types of activities to meet the requirements in the revised 3 activity categories?

The three prescribed CPD activity categories include the established list of CPD activities that have been mapped, recategorised and applied to the three categories. Group Learning, Research & Educational Development and Self-directed Learning now represent alternate learning modes for the new **Educational Activities** category. Quality Enhancement has been redefined into two categories recognising the value of both change facilitating activities such as **Reviewing Performance** and change evaluating activities such as **Measuring Outcomes**.

Additional activities continue to be acceptable provided those activities contribute to the individual's professional development as a practitioner in Emergency Medicine. Additional activities may be included in the CPD record under one of the three categories at participants' discretion.

Do New Zealand practitioners have additional requirements?

Practitioners registered to practice in New Zealand will also need to complete a structured conversation each year. This is an annual conversation with a peer, colleague or employer about the practitioner's clinical practice.

I work in non-clinical practice; how do I complete the annual Reviewing Performance requirement?

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Medical practitioners may work in a range of non-clinical professional areas, including management, administration, policy, teaching and research and as such Reviewing Performance activities may be carried out across multiple domains of clinical and non-clinical performance.

Informal or formal practice review of individuals or groups of doctors with feedback based on actual work processes. This includes activities where doctors are reviewing, reflecting and learning about their practice with colleagues, peers, co-workers and/or patients. Peer review may also include processes that accredited providers or employers may advise or mandate. The timing and frequency of undertaking certain CPD activities may vary.

Reviewing Performance Activities (≥12.5 hours annually)

Peer review of Performance

Balint Group

Direct Observation as a reviewer or reviewee

Structured Conversation

Regular Practice Reviews (RPR) as a Reviewee

Peer review of Medical Records

Joint review of cases

Peer review of cases - Retrospective or Active

Presenting own case for peer review

Peer review of Educational Activities

Educational Activities i.e. peer reviews you deliver educational activity and provides you with feedback

Performance Reviews

Regular Practice Reviews (RPR) as a reviewee

Peer review of journal articles

As an author of a journal articles i.e. other people provide you with feedback

Multi-source feedback; performance appraisal

Multi-source feedback

Review of Non-clinical guideline

Non-Clinical guideline development & implementation

Reflection on Professional Outcomes

CPD Plan preparations

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CPD Plan review and reflection

Professional Development Plan - Goal setting

Strategic planning

Survey

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

Complaint review

Medical college committee meeting

Professional organisation committee meeting

Team debrief session

Multi-source feedback; performance appraisal

Multi-source feedback

I work in non-clinical practice; how do I complete the annual Measuring Outcomes requirement?

Activities in this category are undertaken with the aim of reviewing and improving organisational practice within an individual, workplace or wider context. Outcome measures may centre on the individual's practice, as in a professional practice review, the workplace, as in routine monitoring through regular M&M meetings, or through projects designed to investigate broader aspects of Emergency Medicine and to promote practice improvement and enhanced patient outcomes.

This is a quality improvement process that includes review (internal or external) of a doctor's everyday work and resultant patient/health outcomes. The doctor can then analyse, reflect on and use the information gathered to develop their practice and identify professional development needs, with a view to improving patient care and health outcomes.

Activities in this category may include:

Measuring Outcomes (≥12.5 hours annually)

Review of data

Individual/team and comparative data

Benchmark performance against data sets

Peer discussions

Cases, critical incidents, safety & quality reviews

Audit

Patient Flow

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Workforce

Review of medical record

Documentation and Communication

Peer review of performance

Quality improvements and Root Cause Analysis

Still have questions?

Please contact the CPD team at the College: cpd@acem.org.au or call +61 3 9320 0408