CPD Home Program Guide

CPD MADE EASY

2025

Contents

Welcome Home

50 hrs

THANK YOU FOR CHOOSING **CPD HOME**. WE HOPE YOU ENJOY YOUR 2025 CPD JOURNEY.

OUR **PROGRAM**

We are proud to be in our third year of delivering a practical, easy-to-use website and mobile platform. Our CPD Program and platform have been meticulously refined to provide a comprehensive framework that addresses your scope of practice and supports career-long professional development at every stage of your medical career. Using our platform, you can streamline your CPD journey, ensuring you meet all requirements of the Standard, while maximising your learning experience. With CPD Home, you can be confident that all your CPD needs are met in one place.

YOUR **COMPLIANCE**

As your chosen CPD home provider, we are responsible for notifying Ahpra that you comply with the requirements of the Standard each year. This allows you to focus on your professional development, knowing that we are effectively managing your compliance status.

We have implemented system alerts on our website and app to ensure you complete your mandatory CPD requirements for the year. Our regular monitoring enables us to help you stay on track.

OUR **PLATFORM**

Your Dashboard allows you to track your progress through the CPD Tracker and serves as a centralised location to monitor your compliance.

Our CPD Home platform is designed with your convenience in mind. It allows you to quickly transfer completed CPD activities and supporting evidence from another accredited CPD home to our platform in one upload. You can also upload independently completed CPD activities, and the CPD hours will be automatically generated into your CPD Tracker. This feature also applies to activities completed through the CPD Home Catalogue, making it a comprehensive and user-friendly tool for managing your CPD compliance.

CPD HOME **SUPPORT**

CPD Home is here to provide the support and guidance you need to complete your mandatory CPD requirements. We understand the importance of your professional development and are committed to making your CPD experience as smooth as possible. If you need assistance or have questions along the way, don't hesitate to get in touch with our always helpful Customer Support Team who will endeavour to point you in the right direction. You can find our contact details at the end of this Program Guide, and on the **CPD Home website.**

CPD Home Program

Educational Activities
CPD ACTIVITIES ARE NOT LIMITED TO THOSE LISTED WITHIN EACH CATEGORY.

Min 12.5 hrs

	GENERAL LEARNING	LEADERSHIP & MANAGEMENT	PROFESSIONAL PRACTICE	RESEARCH	STRUCTURED EDUCATION
EDUCATIONAL ACTIVITIES	**Examples of CPD Activities:** - Conference - Course/Podcast/Small Group Learning/Webinar/Workshop - Lecture - Professional reading - Study tour	**Examples of CPD Activities:** - Accreditation Surveyor Training - Advocacy/Governance/Policy activities - Department/Facility/Practice management participation - Participating in a meeting (Board/Committee, etc.) - Report writing	**Examples of CPD Activities:** - Cultural safety, diversity, and inclusion - Educational visit - Medico-legal - Social media management - Well-being and self-care planning	**Examples of CPD Activities:** - Clinical guidelines development - Literature search - Research grant application - Scientific paper presentation	**Examples of CPD Activities:** - Participated in the development of coaching / mentoring programs - Participated in the development of CPD activities - Exam preparation/participation - University/VET qualifications
	Examples of acceptable Supportive Evidence: - Activity Log - Certificate of Attendance - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	**Examples of acceptable Supportive Evidence:** - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	**Examples of acceptable Supportive Evidence:** - Certificate of Completion - Correspondence by organiser - Meeting Log - Screen shot	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log - Screen shot - Testamur

OTHER EDUCATIONAL ACTIVITIES

Max 25 hrs

Reviewing Performance
CPD ACTIVITIES ARE NOT LIMITED TO THOSE LISTED WITHIN EACH CATEGORY.

CPD Plan (Completion of your written CPD Plan and end of year reflection meets the mandatory minimum 5 hrs of Reviewing Performance activities)

Min **5** hrs

REVIEWING PERFORMANCE

GENERAL LEARNING	MANAGEMENT & BUSINESS OPERATIONS	PEER REVIEW	PRACTICE REVIEW	PROFESSIONAL PERFORMANCE	QUALITY TEACHING & LEARNING
Examples of CPD Activities: - Clinical attachment - Journal Club - Skills simulator - Small Group Learning (SGL)	**Examples of CPD Activities:** - Development of policies and procedures - Digital health security implementation - Financial business management - Office record review - Review of standard operating procedures and policies	**Examples of CPD Activities:** - Audit and data analysis - Accreditation Surveyor - Assessment of jnr doctors - Case-based discussion - Formal second opinion supervision - Observation of teaching methods - Performance review - Procedural case observations - Review of educational activities	**Examples of CPD Activities:** - Accreditation - Audit and data analysis - Data set comparison - Department performance review - Hospital/practice QA activities review - Laboratory visit - Medical records review - Root cause analysis	**Examples of CPD Activities:** - 360° assessment - Individual performance appraisal - Mentoring program - Multi-source feedback - Procedural logbook - Supervision reflection - Well-being program	**Examples of CPD Activities:** - Academic/Educator/ Facilitator - Clinical teaching visit - Coaching/Mentoring - Editor/Sub-Editor - Examiner - Research Supervisor/ Investigator/ Co-Investigator
Examples of acceptable Supportive Evidence: - Certificate of Completion - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Correspondence by organiser

OTHER REVIEWING PERFORMANCE ACTIVITIES

Max **32.5** hrs

Measuring Outcomes

CPD ACTIVITIES ARE NOT LIMITED TO THOSE LISTED WITHIN EACH CATEGORY.

Min **5** hrs

MEASURING OUTCOMES

PATIENT OUTCOMES	NON-CLINICAL OUTCOMES	PUBLICATIONS	SAFETY & QUALITY
Examples of CPD Activities:	**Examples of CPD Activities:**	**Examples of CPD Activities:**	**Examples of CPD Activities:**
- Analysis of patient outcomes - Clinical audit - GP patient case analysis - Multi-disciplinary team meetings (MDT) - Patient care pathways/ Experience survey/Information review/ Practice meeting/ Satisfaction questionnaire	- Analysis of health project outcomes - Analysis of outcomes - Audit - Case analysis - Health program/process audit - Information review - Medical expert witness - Medico-legal report preparation and writing - Multi-disciplinary health meeting - Work protocols and pathways review/ Experience survey/Workplace meeting/ Satisfaction questionnaire	- Articles/Journals - Clinical Guidelines/Protocols - Health promotion - Literature review - Manuscript - Meetings with editors/Peer reviewers - Patient resources - Qualitative/quantitative data analysis of research	- Audits - Clinical indicator review - Hospital and simulation centre inspection/accreditation - Hospital QA procedural skills - Morbidity and mortality meetings - Practice accreditation - Practice improvement plan - Quality improvement incentives - Report preparation - Reviews - Risk and compliance management
Examples of acceptable Supportive Evidence: - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log	**Examples of acceptable Supportive Evidence:** - Activity Log - Meeting Log

OTHER MEASURING OUTCOMES ACTIVITIES

Max **32.5** hrs

How to achieve your CPD requirements

REST ASSURED, ACHIEVING YOUR PROFESSIONAL DEVELOPMENT HAS NEVER BEEN EASIER. WE HAVE STREAMLINED THE PROCESS. IT'S CPD TRACKING MADE SIMPLE!

CPD Plan

Use our CPD Plan to set your learning goals for 2025, identify your focus topic areas, and determine the activities that align with your registered scope of practice. You can update your plan throughout the year if you want to make any changes to your professional development direction.

Completing your written CPD Plan and reflecting on it at the end of the CPD year will automatically earn you five (5) CPD hours for Reviewing Performance. Complete our self-paced online module 'Planning for Learning' to help guide you through this vital step.

Engage in CPD Activities

As a medical practitioner, engaging in robust, evidence-based CPD activities is easy with CPD Home. Our Catalogue contains a broad range of CPD activities from our Certified Learning Providers, Partners and CPD Activity Sponsors.

These activities address the Standard, so you can find learning that aligns with your registered scope of practice. All activities logged in the CPD Home platform, whether completed through the Catalogue or recorded independently, are automatically added to your CPD Tracker.

Templates

We understand that completing a 'Reviewing Performance' CPD activity can be complex. To help you with this, we have created a set of templates to guide you through processes such as conducting an audit, performing a root-cause analysis, or writing a medico-legal patient report. These templates are available on the 'Resources' page once you log in to the CPD Home platform.

Supporting Evidence

Supporting evidence for your activities can be in various formats, like certificates of completion, testamurs, and statements of attendance. However, not all completed activities receive certificates. We have created supporting evidence templates to help you record activities that do not provide a certificate, such as participating in a multidisciplinary meeting. You can find the 'Activity Log' and 'Meeting Log' templates on the 'Resources' page after logging into the CPD Home platform.

Reflecting on CPD Activities

While this feature is optional, we recommend reflecting on your completed CPD activities. Reflection reinforces key messages learned and provides opportunities for self-assessment and identifying areas for improvement.

Mandatory requirements

TO COMPLY WITH THE STANDARD, YOU MUST COMPLETE A MINIMUM 50 CPD HOURS ANNUALLY. THIS INCLUDES COMPLETING YOUR CPD PLAN, LEARNING THAT ADDRESSES THE CAPE ASPECTS AND ANY SPECIALIST HIGH-LEVEL CPD REQUIREMENTS APPLICABLE TO SOME SPECIALTIES.

As of 1 January 2024, medical practitioners must comply with the Medical Board of Australia's revised Registration Standard: Continuing professional development (the Standard).

50 CPD HOURS

EDUCATIONAL ACTIVITIES
Min **12.5** hrs

REVIEWING PERFORMANCE
(INCLUDING CPD PLAN)
Min **5** hrs

Min **25** hrs

MEASURING OUTCOMES
Min **5** hrs

SPECIALIST HIGH-LEVEL CPD REQUIREMENTS
(IF APPLICABLE)

What are **CAPE** aspects?

CAPE IS AN ACRONYM OF FOUR VALUABLE PRINCIPLES MEDICAL PRACTITIONERS MUST FULFILL WITHIN THEIR CPD YEAR.

AS PART OF THE NEW CPD REQUIREMENTS, YOU MUST ENGAGE IN CAPE CPD ACTIVITIES ALIGNED TO THE MBA'S GOOD MEDICAL PRACTICE: A CODE OF CONDUCT FOR DOCTORS IN AUSTRALIA, 2020.

YOU MUST COMPLETE CPD ACTIVITIES ADDRESSING EACH OF THE FOLLOWING CAPE ASPECTS:

C — CULTURALLY SAFE PRACTICE
Is defined by the MBA (2020, pp.10) as "the ongoing critical reflection of health practitioner knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism".

A — ADDRESSING HEALTH INEQUITIES
Ensures that every person is entitled to high-quality healthcare regardless of their gender, ethnicity, geographic location and socioeconomic status.

P — PROFESSIONALISM
Duties, qualities and values embedded in medical practitioners to address the health care needs of individuals and communities with a commitment to maintain clinical skills, knowledge and judgement to deliver best practice models of care.

E — ETHICAL PRACTICE
Underpinning of the principles of care.

For more information on CAPE aspects, read our article **here.**

SPECIALIST HIGH-LEVEL CPD REQUIREMENTS

Completing specialist high-level CPD requirements is mandatory for some specialists. Specialist high-level CPD requirements describe any educational activities, reviewing performance, or measuring outcomes activities that must be included in a specialist's CPD program. Below are the specialty high-level requirements approved by the Medical Board of Australia for 2025.

Specialty	High-level requirement	CPD type

Anaesthesia	A specialist anaesthetist must:
	- complete at least one emergency response activity per year
	- complete at least one of the following activities per year to directly evaluate and reflect on their own clinical practice:
	  • structured patent survey
	  • peer review
	  • multi-source feedback
	  • clinical audit
		- Educational activity
		- Reviewing performance
		and/or
		- Measuring outcomes activity

Emergency medicine	A specialist emergency medicine physician (including all fields or specialty practice) must:
	- complete 3 core procedural skins per year
	  • 1x core airway procedural skill
	  • 1x core breathing procedural skill
	  • 1x core circulation procedural skill
		- Educational activity

General practice	A specialist general practitioner must: - complete a CPR (cardiopulmonary resuscitation) course every three years	- Educational activity

Intensive care medicine	A specialist intensive care medicine physician must:
	- complete an *airway management of critically ill patients'* activity ONCE every 3 years that:
	- is of a minimum 3 hours duration and involves an in-person practical workshop, preparatory and post activity components that specifically consider:
	  • airways assessment
	  • approaches to difficult airway and airway emergencies
	  • teamwork and leadership in an airway crisis
	  • familiarity with equipment
	  • CICO algorithms (can't intubate, can't oxygenate)
	  • management of tracheostomy emergencies simulation activities that should include performing intubation on appropriate mannequins to expose participants to difficult airway scenarios and include team-based responses.
		- Educational activity

Obstetrics and Gynaecology	A specialist obstetrician and gynaecologist must: - complete an in-person Basic Life Support (BLS) program every two years.	- Educational activity

Specialty	High-level requirement	CPD type

Pain medicine	A specialist pain medicine physician must:
	- complete at least one emergency response activity per year
	- complete AT LEAST ONE of the following activities per year to directly evaluate and reflect on their own clinical practice:
	  • structured patent survey
	  • peer review
	  • multi-source feedback
	  • clinical audit
		- Educational activity
		- Reviewing performance
		and/or
		- Measuring outcomes activity

Psychiatry	A specialist psychiatrist must: - complete a minimum of 10 hours of formal peer review per year	- Reviewing performance
Radiology	A specialist radiologist must: - complete anaphylaxis training as part or basic or advanced life support training once every 3 years	- Educational activity

Sport and exercise medicine	A specialist sport and exercise physician must:
	- complete WADA/Sport Integrity Australia anti-doping education every three years and
	- complete ANY ONE of the following courses in every three-year period.
	  • management of Sports Trauma course (MOST)
	  • basic cardiac life support course (BCLS)
	  • advanced cardiac life support course (ACLS)
	  • AFL Emergency Care Course
	  • immediate care in rugby course (lvl 2/3 course)
		- Educational activity

Surgery (except OMS)	A specialist surgeon (including all fields of specialty practice except OMS) must: - participate in the Australia and New Zealand Audit of Surgical Mortality (ANZASM) by completing all surgical case forms sent to the surgeon by ANZASM	- Reviewing performance and/or - Measuring outcomes activity

CPD Reports

Sometimes, you need a compliance record to show your CPD compliance is on track. This could be for a job application or for your current employer. We have created a set of reports that give you a real-time summary of your accomplishments. These reports can be printed as a PDF document.

The 'Progress Report' is evidence of your active participation in your CPD requirements. The 'CPD Report' provides a more detailed view, including a comprehensive list of completed CPD activities and the evidence associated with each one. You can generate these reports by logging into the CPD Home platform and clicking the 'Reports' tab.

CPD Monitoring

WE ARE HERE TO HELP YOU MEET YOUR CPD REQUIREMENTS. WE WILL PERFORM QUARTERLY MONITORING REVIEWS OF YOUR PROGRESS THROUGHOUT THE CPD YEAR TO SAFEGUARD YOUR COMPLIANCE AND PROVIDE ADEQUATE COUNSEL AND SUPPORT, IF REQUIRED.

The monitoring reviews will address key mandatory elements, such as completing your CPD Plan and CPD hours and uploading your supporting evidence. If we contact you, it simply means we're offering our assistance to help you stay on track.

CPD Audits

AS AN ACTIVE SUBSCRIBER, YOU MAY BE SUBJECT TO AN AUDIT BY EITHER CPD HOME OR THE MBA.

CPD Home Audits

At the end of the CPD year, we will conduct audits on 5% of our Subscribers to confirm the fulfilment of mandatory CPD requirements and the completeness of supporting documentation. If you claim to have completed an activity, you also need the accepted evidence in your CPD Activity Summary, so please ensure that this information is readily available in the event of an audit. If you are chosen for an audit and found to be 'Yet to meet' your CPD requirements, we will provide the necessary support to help you achieve compliance.

MBA Audits

When the MBA conducts an audit, it is essential to showcase compliance with the CPD Home Program for the specified reporting periods. The CPD Report is valuable evidence of fulfilling all obligatory prerequisites and obtaining the CPD Statement of Completion. In the event of an MBA audit, we stand ready to support you.

Evidence Retention

For verification purposes, please keep duplicates of your CPD Report upon reaching 50 CPD hours and fulfilling all mandatory requirements, in addition to the CPD Statement of Completion. Keep your annual CPD records for at least three (3) years after the conclusion of each CPD year.

Exemptions

REMEMBER, IF YOU FIND YOURSELF IN A SITUATION WHERE YOU NEED AN EXEMPTION FROM THE ANNUAL CPD PROGRAM, DON'T WORRY.

Exemptions may be approved upon application, especially if you are on extended leave and not engaged in clinical practice. In such cases, an exemption may be granted after you submit the Recognition of Exceptional Circumstance application form available from the CPD Home website. Rest assured that all applications will be reviewed case-by-case and may take up to six (6) weeks.

To get more information, read the CPD Home Exceptional Circumstances and Special Consideration Policy, which can be found on the CPD Home website, before applying for an exemption.

Extensions

ONCE THE CPD YEAR ENDS, AN AUTOMATIC GRACE PERIOD WILL BE ACTIVATED TO ALLOW YOU TO FINALISE THE PRIOR YEAR, UPLOAD YOUR SUPPORTING EVIDENCE AND REFLECT ON YOUR CPD PLAN.

An extension can be sought should you need additional time. Extension applications can be requested by emailing **enquiries@cpdhome.org.au**. Applications will be reviewed on a case-by-case basis.
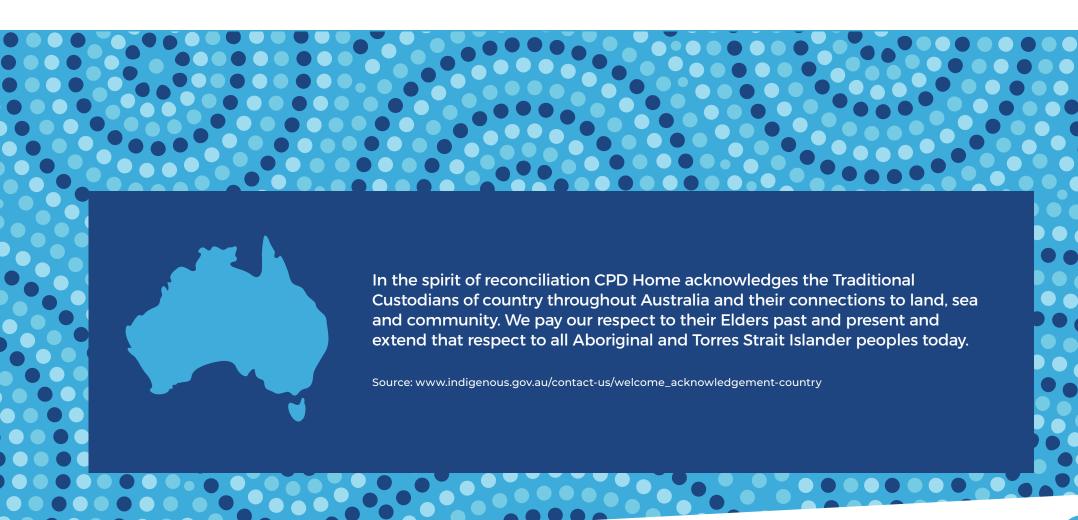
CPD Statement of Completion

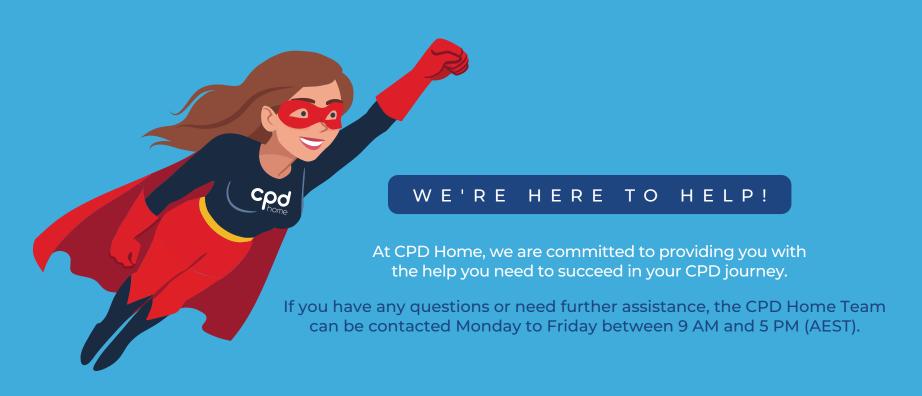YOUR CPD STATEMENT OF COMPLETION WILL BE AVAILABLE FOR DOWNLOAD UPON MEETING ALL MANDATORY REQUIREMENTS.

We are thrilled to celebrate your achievement with you and provide you with this official recognition of your hard work and dedication. If you do not meet the mandatory requirements, don't worry. We understand that challenges can arise, and we are here to support you every step of the way.

CPD STATEMENT OF COMPLETION
2025

CPD Home
CERTIFIES THAT

[Salutation Prefix] [First Name] [Surname]

[AHPRA #]

[CPD HOME ID #]

has fulfilled all mandatory CPD requirements and all privileges attached to meeting compliance of the Medical Board of Australia's (MBA)'s Registration Standard: Continuing professional development.

[10 October 2025]
DATE

DR AMIT VOHRA
EXECUTIVE EXD. CPDH OME

Disclaimer

In the spirit of reconciliation CPD Home acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Source: www.indigenous.gov.au/contact-us/welcome_acknowledgement-country

WE'RE HERE TO HELP!

At CPD Home, we are committed to providing you with the help you need to succeed in your CPD journey.

If you have any questions or need further assistance, the CPD Home Team can be contacted Monday to Friday between 9 AM and 5 PM (AEST).

cpdhome | AMA

1800 CPD HOME (1800 273 466)

enquiries@cpdhome.org.au
www.cpdhome.org.au