



## ANZCA and FPM CPD Program

### ANZCA provisional fellow – support document

#### 1. Purpose

The purpose of this support document is to highlight the provisional fellowship training (PFT) activities that can also be claimed in the annual [ANZCA and FPM Continuing Professional Development \(CPD\) program](#).

The support document includes:

- Tables of PFT activities eligible for CPD, including a list of activities which auto-populate from the Training Portfolio System (TPS).
- CPD portfolio breakdown – annual requirements for ANZCA provisional fellows.
- Useful resources to meet CPD requirements.

This document is primarily designed to support ANZCA provisional fellows to meet their annual CPD requirements from 2023. It may also be useful for ANZCA supervisors of training (SOTs).

This document is supported by the dedicated webpage [‘How can I meet my CPD requirements?’ – I am an ANZCA provisional fellow](#).

#### 2. Context

As an ANZCA provisional fellow, participation in the ANZCA and FPM CPD Program is a training requirement. The program prepares you for specialist practice and makes your transition to being a specialist anaesthetist (FANZCA) easier.

Specific activities of the ANZCA Training Program curriculum can be completed in PFT and submitted as an eligible activity for CPD.

Eligible activities must be completed during PFT to count towards your first CPD cycle. If you complete an activity in advanced training prior to joining the CPD program, unfortunately it cannot be claimed for CPD.

On completion of training, you will be automatically and seamlessly transitioned to the CPD program as a fellow participant. This provides ongoing access to services such as the ANZCA Library and other resources to support CPD. The CPD handbook section [annual CPD requirements for anaesthetists](#) includes information on your CPD requirements once you become a FANZCA.

You can find further information on CPD for ANZCA provisional fellows in the [CPD handbook](#).

#### 3. Auto-population from TPS to CPD portfolio

The [Training Portfolio System \(TPS\)](#) and [CPD portfolio](#) auto-population function provides synergy between the two systems to reduce data duplication. That is, if assessments are completed during PFT and logged in the TPS, the corresponding CPD activity entry will automatically be mapped over onto the CPD portfolio for later confirmation or editing. Please note, activities will take 24 hours to auto-populate.

The table below includes the current activities that auto-populate between the systems.

Activities completed by PFT		
TPS	CPD	
	CPD category	CPD activity
Multi-source feedback (MsF)	Category 1 Practice evaluation – Reviewing performance	MsF
<b>Scholar role activities</b>		
<ul style="list-style-type: none"> <li>Attend regional or greater conferences/meetings</li> </ul>	Category 2 Knowledge and skills	Learning sessions
<ul style="list-style-type: none"> <li>Complete an audit and provide a written report</li> </ul>	Category 1 Practice evaluation – Measuring outcomes	Clinical audit
<ul style="list-style-type: none"> <li>Critically appraise a paper published in a peer-reviewed indexed journal for internal assessment</li> </ul>	Category 2 Knowledge and skills	Reviewer/editor of journal
<ul style="list-style-type: none"> <li>Critically appraise a topic for internal evaluation and present it to the department</li> </ul>	Category 2 Knowledge and skills	Presenting

The [CPD activity guide](#) includes more information about CPD categories and activities.

#### 4. Training program activities mapping to the CPD program – manual entry

The below table of activities require manual entry into the CPD portfolio system. This provides the opportunity to become familiar with using the online CPD portfolio in anticipation of your admission to fellowship.

Uploading evidence to your CPD portfolio is optional and the evidence required is different for each activity. In certain cases, a screenshot of the activity record in the TPS would be sufficient, whereas in other circumstances, a formal certificate of attendance might be required.

The below activities do not map from the TPS to the CPD portfolio. Please note this is only applicable to trainees who are completing scholar role option b.

Role	Assessment as recorded in TPS	No.	CPD category	CPD activity
Scholar	Complete a postgraduate certificate or equivalent in research.	1 only	Category 2 Knowledge and skills	Courses towards a formal qualification
	Complete a postgraduate certificate or equivalent in teaching.		Category 2 Knowledge and skills	Courses towards a formal qualification
	Complete a significant contribution to a research project leading to a publication in a peer-reviewed journal.		Category 2 Knowledge and skills	Research, including grant proposals and trials and/or Publication of manuscript in peer review journal.

Role	Assessment as recorded in TPS	No.	CPD category	CPD activity
	Complete, to a publishable standard, a systematic review/ critical appraisal of a topic.		Category 2 Knowledge and skills	Could be research or publication
	Complete another activity in the area of research or teaching		Category 2 Knowledge and skills	Teaching or research

### 5. Workplace-based assessments (WBA) required during PFT - manually entered

The below table maps formative training program WBAs to the CPD program categories.

Trainee status	WBA	Focus of assessment	No.	CPD category	CPD activity
Trainee being assessed in an emergency response	<b>Case-based discussion (CbD)</b>	Negotiated as part of an approved provisional fellowship training program.	Minimum number of two assessments to be completed during PFT. More may be required as part of negotiated assessment of a PFT program	Category 1 Practice evaluation - reviewing performance	Case conference
PFT becomes an assessor	<b>Mini clinical evaluation exercise (mini CEX) &amp; Direct observation of procedural skills (DOPS)</b>	Negotiated as part of an approved provisional fellowship training program.	Negotiable: Number is dependent on the clinical environment.	Category 2 Knowledge and skills	Workplace-based assessment of trainees, including provision of feedback.
	<b>Case-based discussion (CbD)</b>		Minimum number of two assessments to be completed during PFT. More may be required as part of negotiated assessment of a PFT program		

Scholar role meetings are mapped to the CPD categories below:

Role	Core unit	Assessment as recorded in TPS	No.	CPD Category	CPD activity
Scholar/professional	BT, AT or PFT	Participate in existing quality assurance programs. May include clinical audit, critical incident monitoring, morbidity and mortality (M&M) meetings.	20 quality assurance meetings	Category 1 Practice evaluation	Can include any activities in practice evaluation.

## 6. ANZCA provisional fellow – CPD portfolio dashboard (home screen)

**ANZCA FPM** Continuing professional development

Dashboard Activities CPD Plan Evaluation Statements and certificates Support

Dashboard Add activity

PFT Enrolment Date 05/02/2024

**Category 1: Practice evaluation**  
25 HOURS REMAINING 1 ACTIVITY REMAINING

- Clinical audit
- MsF
- Patient survey
- Peer review

REVIEWING PERFORMANCE  
5 HOURS REMAINING  
0/5  
Cultural safety

MEASURING OUTCOMES  
5 HOURS REMAINING  
0/5

**Category 2: Knowledge and skills**  
12.5 HOURS REMAINING

0/12.5

**Category 3: Emergency response**  
1 ACTIVITY REMAINING

- Acute severe behavioural disturbance in the adult patient
- Anaphylaxis
- Can't intubate, can't oxygenate (CICO)
- Cardiac arrest
- Cardiac arrest - specialist pain medicine physicians
- Central nervous system oxygen toxicity (CNS-OT)

**Milestones**

- Write Plan
- Write Evaluation
- Certificate of compliance

Completed Yet to be completed

**Your CPD Status**

Membership ANZCA Provisional Fellowship Trainee  
Practice Type Clinical

**Resources**

- 2023 ANZCA/FPM CPD program
- ANZCA/FPM Events calendar
- CPD Emergency response recognition

Please note – the above dashboard is tailored to ANZCA provisional fellowship requirements.

### Pending activities

Pending activities are CPD activities that have been uploaded for you by the college such as ANZCA/FPM run events, and some Learn@ANZCA/TPS modules. These activities will be uploaded to your 'Pending' folder.

A purple 'View pending activities' tab will appear on your dashboard screen when you have pending activities awaiting your confirmation (alternatively, it can be accessed via the 'Activities' tab).

Simply click the 'View pending activities' tab, then click 'Confirm' to accept the CPD activity. If there is no 'Confirm' tab, this means the duration of the activity is unknown. In this case, click the 'Edit' tab, enter the hours spent on the activity and click 'Save'. The CPD activity will then move to your saved activities folder and be reflected on your dashboard.

### **PFT enrolment date**

This date maps across from your progression in the TPS. All CPD hours completed during PFT will go towards your first CPD year as a FANZCA.

For example, if you are a provisional fellow from 1 March 2023 to 28 February 2024, all CPD hours recorded during this time will count towards the first annual CPD cycle, which will run from 1 March 2024 to 31 December 2024.

This flexibility reduces pressure on you after achieving ANZCA fellowship and interlinks with the CPD program calendar cycle. These dates may be adjusted if you need to enter extended training (PFT-E).

### **CPD Plan**

Taking a small amount of time to plan CPD will assist in assuring that activities undertaken are meaningful and relevant to your needs. This is separate to your clinical placement plan.

Your [CPD plan](#) can be amended at any time during the CPD cycle. You should try to participate in the activities as planned. Should new information become available regarding learning needs, or unanticipated opportunities arise, your CPD plan can be amended.

Please note: The CPD portfolio is designed to timeout for security purposes, therefore we highly recommend saving your work regularly to avoid the loss of data.

### **Resources – Training Portfolio System**

To support your quick access between the two systems, click on red dots in the 'Resources' section in the bottom right corner of your CPD portfolio and click on 'Training Portfolio System' to access your TPS.

### **Useful resources to meet CPD requirements**

#### [Learn@ANZCA](#)

Learn@ANZCA (formerly Networks) is our online learning portal, comprising of a wide range of free online courses and resources to support the personal and professional development.

#### [ANZCA/FPM Events and courses](#)

Our events, meetings, courses, seminars, webinars, workshops, and evening lectures are developed by experts and tailored to CPD needs for anaesthetists, specialist pain medicine physicians, and the wider medical community. The [ANZCA events calendar](#) provides more details, including how to attend events in a specific area.

#### **Emergency response category**

Please note that you can complete either of the BloodSafe e-learning Australia online modules [Critical Bleeding](#) or [Postpartum Haemorrhage](#), as each satisfies a major haemorrhage activity. The college has also developed the [Perioperative Anaphylaxis Response online course](#), suitable for the anaphylaxis activity.

### **Still need more information?**

#### [Frequently asked questions \(FAQ\)](#)

We've collated answers to frequently asked questions from CPD participants and essentials for your CPD portfolio.

### **The CPD team is on hand to help**

Email: [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au) Call: +61 (0)3 9510 6299

**Change control register**

Version	Author/s	Reviewed by	Approved by	Approval date	Sections modified
1	CPD team Training lead		CPD Committee	2018	Created
2	CPD team			2023	Updated content to reflect 2023 ANZCA and FPM CPD program

© Copyright 2023 – Australian and New Zealand College of Anaesthetists. All rights reserved.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from ANZCA. Requests and inquiries concerning reproduction and rights should be addressed to the Chief Executive Officer, Australian and New Zealand College of Anaesthetists, 630 St Kilda Road, Melbourne, Victoria 3004, Australia. Email: [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)

ANZCA website: [www.anzca.edu.au](http://www.anzca.edu.au)