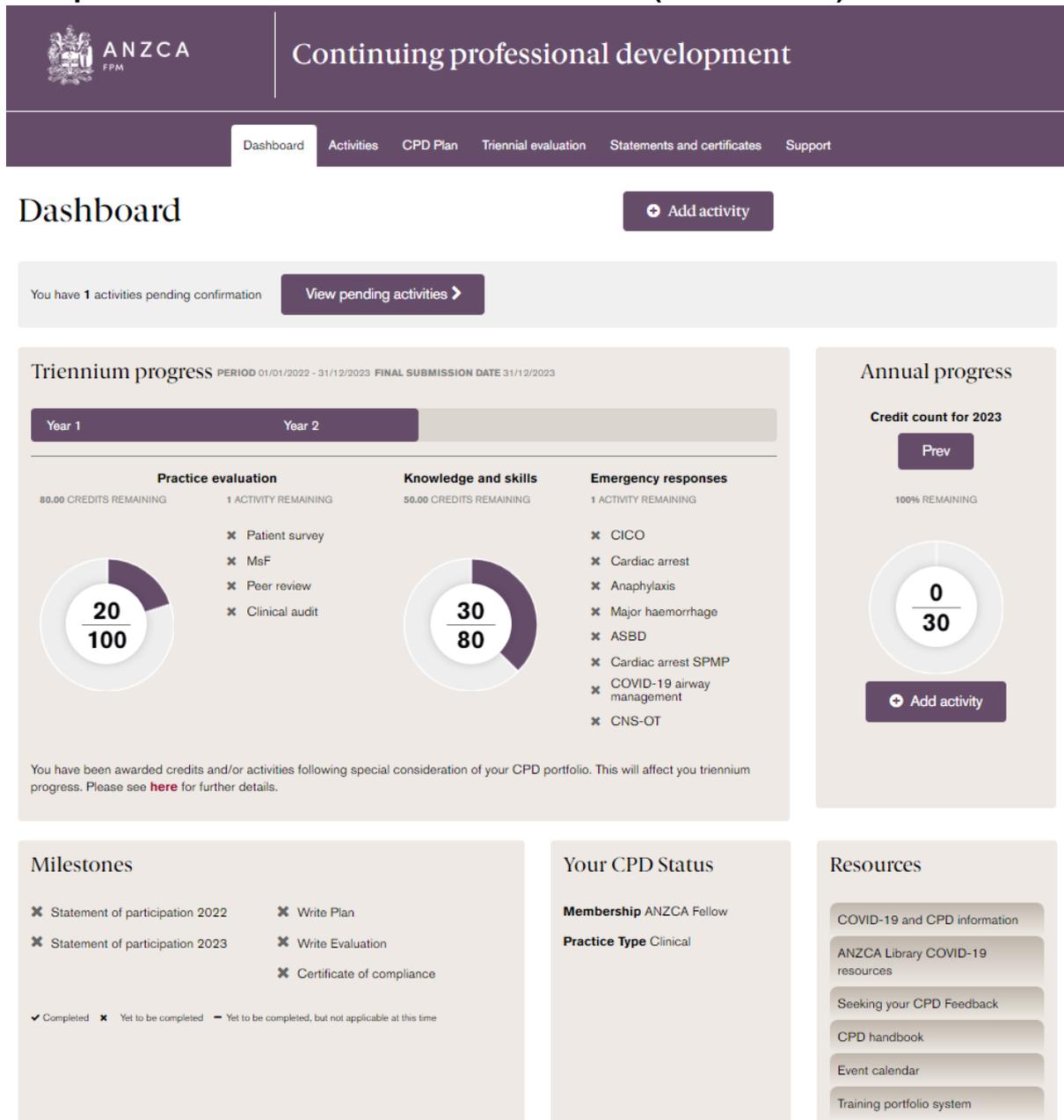


2022-2024 CPD portfolio – support document

The purpose of this support document is to provide participants of the ANZCA and FPM Continuing Professional Development (CPD) program a helpful guide to the online CPD portfolio. This includes detailed information on how to use the CPD portfolio dashboard and how to meet requirements for your 2022-2024 triennium.

Please note, this document is tailored to participants in the 2022-2024 triennium cohort, who have reduced requirements due to the transition to the annual program by 1 January 2024.

CPD portfolio – 2022-2024 triennium dashboard (home screen)



ANZCA FPM | Continuing professional development

Dashboard | Activities | CPD Plan | Triennial evaluation | Statements and certificates | Support

Dashboard [+ Add activity](#)

You have **1** activities pending confirmation [View pending activities >](#)

Triennium progress PERIOD 01/01/2022 – 31/12/2023 FINAL SUBMISSION DATE 31/12/2023

Year 1 | Year 2

Practice evaluation	Knowledge and skills	Emergency responses
80.00 CREDITS REMAINING	50.00 CREDITS REMAINING	1 ACTIVITY REMAINING
1 ACTIVITY REMAINING		
<ul style="list-style-type: none"> ✘ Patient survey ✘ MsF ✘ Peer review ✘ Clinical audit 	<ul style="list-style-type: none"> ✘ CICO ✘ Cardiac arrest ✘ Anaphylaxis ✘ Major haemorrhage ✘ ASBD ✘ Cardiac arrest SPMP ✘ COVID-19 airway management ✘ CNS-OT 	

20 / **100** **30** / **80**

You have been awarded credits and/or activities following special consideration of your CPD portfolio. This will affect you triennium progress. Please see [here](#) for further details.

Annual progress

Credit count for 2023

[Prev](#)

100% REMAINING

0 / **30**

[+ Add activity](#)

Milestones

- ✘ Statement of participation 2022
- ✘ Statement of participation 2023
- ✘ Write Plan
- ✘ Write Evaluation
- ✘ Certificate of compliance

Completed
 Yet to be completed
 Yet to be completed, but not applicable at this time

Your CPD Status

Membership ANZCA Fellow

Practice Type Clinical

Resources

- COVID-19 and CPD information
- ANZCA Library COVID-19 resources
- Seeking your CPD Feedback
- CPD handbook
- Event calendar
- Training portfolio system

Please note - information provided is for those in the 2022-2024 triennium completing CPD under the Clinical practice type.



Pending activities

Pending activities are CPD activities that have been uploaded for you by the college such as ANZCA/FPM run events and some Networks/Training Portfolio System (TPS) modules. These activities are uploaded to your 'Pending' folder. The purple 'View pending activities' tab will appear on your Dashboard screen (as above) when you have pending activities awaiting your confirmation (alternatively they can be accessed via the 'Activities' tab).

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

Practice evaluation credits for the triennium

This section shows how many Practice evaluation credits have been claimed in your current CPD cycle. 20 credits have already been applied to your CPD portfolio to support your reduced requirements. It also shows how many Practice evaluation credits are outstanding (e.g., 80 credits remaining in the portfolio image).

Mandatory Practice evaluation activities

This section shows how many mandatory Practice evaluation activities are remaining.

In this CPD cycle you are only required to **complete one mandatory Practice evaluation activity** (patient experience survey, multi-source feedback (MsF), peer review and clinical audit). Your CPD portfolio dashboard has been updated to reflect this.

Each mandatory activity is worth 20 credits. These credits count toward both your *Practice evaluation credits for this CPD cycle* and the *annual credits required for that specific year*.

Mandatory Practice evaluation activities

Displayed are the four mandatory Practice evaluation activities. Once you complete one of these, the 'x' next to it will change to a tick. Please note you are only required to complete one mandatory Practice evaluation activity for this CPD cycle.

Knowledge and skills credits for the triennium

This section shows how many Knowledge and skills credits have been claimed in your current triennium. 30 credits have already been applied to your CPD portfolio to support your reduced requirements (as shown on the portfolio image). It also shows how many Knowledge and skills credits are still outstanding (50 credits remaining on the portfolio image).

Emergency response activities

This section shows how many Emergency response activities are remaining (with one remaining in the portfolio image). Please note you are only required to complete one Emergency response activity for this CPD cycle.

You can choose from:

- Can't intubate cant oxygenate (CICO)
- Cardiac arrest



- Anaphylaxis
- Major haemorrhage
- Acute severe behavioural disturbance (ASBD) in the adult patient
- Cardiac arrest for Special pain medicine physicians (SPMP)
- COVID-19 airway management
- Central Nervous System oxygen toxicity (CNS-OT)

The emergency response activities do not receive credits; this category has its own requirement towards your CPD.

Once you complete an Emergency response activity, the 'x' next to it will change to a tick. You are not required to complete all eight, you are only required to complete one of these for this CPD cycle.

View credits claimed for other years of your triennium

The 'Prev' tab allows you to view how many credits you have entered in previous years of your current triennium. This can be beneficial if you have an 'x' *next to an Annual statement of participation* (in your 'Milestone' section) for a previous year, as you can easily click back to that year and see how many credits are remaining.

Credits entered for the current year

This shows how many annual credits have been claimed so far for the current year of your triennium (30 required in portfolio image). It also shows how many annual credits are outstanding (100% remaining in portfolio image).

Annual statement of participation (annual statement of completion)

A *Statement of participation* is an annual statement confirming the minimum credit requirement for that specific year has been met. It is used to demonstrate you are actively enrolled in an accredited CPD program. If there is an 'x' beside a statement, this means there are still outstanding credits for that year.

Please note: You will not gain access to any of your statements until you have completed your *CPD Plan*, they will all remain with an 'x'.

CPD plan

Taking a small amount of time to plan CPD will assist in ensuring that activities undertaken are meaningful and relevant to your needs. You can amend your CPD plan at any time during your active CPD cycle. You should try to participate in the activities as planned. Should new information become available regarding learning needs, or unanticipated opportunities arise, you can amend your CPD plan.

Please note: The CPD portfolio is designed to timeout for security purposes, we highly recommend you save your work regularly to ensure you do not lose any data.

Your CPD plan must be fully completed before you will gain access to any of your *Statements of participation* or *Certificate of compliance*.

Triennial evaluation

Our CPD program requires you to complete an evaluation of your program at the end of your CPD cycle. Evaluation helps you to assess your achievements and whether your learning needs were met.

Similar to the *CPD plan*, important to note the CPD portfolio is designed to timeout for security purposes, we highly recommend you save your work regularly to ensure you do not lose any data. Your triennium will not be complete until this last step has been completed.

Certificate of compliance

The certificate of compliance confirms that you have successfully completed your triennium. If there is still an 'x' next to your Certificate of compliance, this means there is something not fully completed, in which case we recommend you refer to the *CPD Portfolio dashboard - checklist*. A 'Tick' next to your *Certificate of compliance* in your 'Milestones' section indicates that your Triennium is complete.

2022-2024 CPD Portfolio dashboard - checklist

The below checklist will assist you checking your CPD portfolio has been fully completed and CPD requirements met.

Practice evaluation category			Status
1.	Credits	= Completed (minimum of 80 required)	
2.	Activities	= Completed (minimum of 1 required)	
Knowledge and skills category			
3.	Credits	= Completed (minimum of 50 required)	
Emergency responses category			
4.	Activities	= Completed (minimum of 1 required)	
Milestones			
5.	Statement of participation	= Both must be ticked	
	Write Plan	= Must be ticked (all 7 questions must be answered)	
	Write Evaluation	= Must be ticked (all 6 questions must be answered)	
	Certificate of compliance	= This will be ticked when all triennium requirements are successfully completed (unless selected for verification).	

Special consideration

If you find yourself unable to successfully complete your triennium due to exceptional circumstances, please review the [CPD Special consideration policy](#).

Submit button

There is no submit button, once you have successfully completed your triennium you will automatically move to your new triennium on 1 January following your final submission date.



Useful resources to meet CPD requirements

If you have completed the *CPD portfolio dashboard – checklist* and have outstanding CPD requirements, please consider the resources below.

[Learn@ANZCA](#)

Learn@ANZCA (formerly Networks) is our online learning portal, here you will find a wide range of free online courses and resources to support your personal and professional development.

[ANZCA library – Professional development hub](#)

This hub has been designed for participants of the ANZCA and FPM CPD Program and any medical professionals interested in resources for keeping up to date with current research in the area of anaesthesia and pain medicine, including those resources available through the ANZCA library. It covers information for all three CPD categories.

[ANZCA/FPM Events and courses](#)

Our events, meetings, courses, seminars, workshops, and evening lectures are developed by experts and tailored to CPD needs for anaesthetists, specialist pain medicine physicians, and the wider medical community. [ANZCA events calendar](#) provides information and booking on events in your area.

Emergency response category

Please note that you can complete either of the BloodSafe elearning 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](#), for the anaphylaxis activity.

Still need more information - [Frequently asked questions \(FAQ\)](#)

We've collated answers to FAQ from CPD participants and essentials for your CPD portfolio.

CPD team's on hand to help

Email: cpd@anzca.edu.au Call: +61 (03) 9510 6299