CPD handbook – appendix 29

ANZCA provisional fellows - 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)	Practice evaluation – Reviewing performance	MsF
Scholar role activities		
• Attend regional or greater conferences/meetings	Knowledge and skills	Learning sessions
• Complete an audit and provide a written report	Practice evaluation – Measuring outcomes	Clinical audit
• Critically appraise a paper published in a peer-reviewed indexed journal for internal assessment	Knowledge and skills	Reviewer/editor of journal
• Critically appraise a topic for internal evaluation and present it to the department	Knowledge and skills	Presenting

The [CPD handbook](#) 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	Knowledge and skills	Courses towards a formal qualification
	Complete a postgraduate certificate or equivalent in teaching.		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.		Knowledge and skills	Research, including grant proposals and trials and/or Publication of manuscript in peer review journal.
	Complete, to a publishable standard, a systematic review/ critical appraisal of a topic.		Knowledge and skills	Could be research or publication
	Complete another activity in the area of research or teaching		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	**Case-based discussion (CbD)**	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	Practice evaluation - reviewing performance	Case conference
PFT becomes an assessor	**Mini clinical evaluation exercise (mini CEX) & Direct observation of procedural skills (DOPS)**	Negotiated as part of an approved provisional fellowship training program.	Negotiable: Number is dependent on the clinical environment.	Knowledge and skills	Workplace-based assessment of trainees, including provision of feedback.
	Case-based discussion (CbD)		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	Practice evaluation	Can include any activities in practice evaluation.

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

PFT Enrolment Date 16/08/2023

Practice evaluation
25 HOURS REMAINING — 1 ACTIVITY REMAINING
- Clinical audit
- MsF
- Patient survey
- Peer review

0/25

REVIEWING PERFORMANCE
5 HOURS REMAINING
0/5
- Cultural Safety

MEASURING OUTCOMES
5 HOURS REMAINING
0/5

Knowledge and skills
12.5 HOURS REMAINING
0/12.5

Emergency responses
1 ACTIVITY REMAINING
- Anaphylaxis
- ASBD
- Cardiac arrest
- Cardiac arrest SPMP
- CICO
- CNS-OT

Milestones
✔ Statement of participation 2023   ✖ Write Evaluation
✔ Write Plan   ✖ Certificate of compliance

✉ Email available statements and certificates

✔ 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
Learn@ANZCA

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.

A 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. Details regarding your CPD plan are available in CPD Handbook Appendix 22 - CPD Plan.

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 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 anaesthesia and pain medicine.

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
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