

CPD Activities Evidence Guide

Educational Activities	Evidence
Courses - Lectures, seminars, workshops, conferences (online & face to face)	Statement of attendance, registration receipt, screenshots of activity details and/or learning
E/Learning modules	Statement of completion, activity summary, screenshots of activity details and/or learning
Reading/Listening - Journals, guidelines, webinars, podcasts	Statement of completion, reading/podcast log, journal subscriptions, screenshots, hyperlinks, article reference details
Academic studies /formal post graduate studies	Transcript of results, course outline, assessment checkpoints
Writing/preparing materials/developing resources and/or publications	Copies/links of writing/materials/resources, acknowledgement of participation form signed by supervisor/organiser, acceptance letter from publisher
Supervisor/examiner/educator *non-RACGP activity	Course outline, job description/letter of appointment, lesson plans, schedule, exam roster, marking allocations
Reviewing Performance	Evidence
Professional Development Plan	RACGP PDP tool or upload own reflective document
Meetings - Clinical Review, Practice, Morbidity and Mortality, Multidisciplinary Team, Case Review, Evidenced Based Journal Club, Peer Group Learning (with clinical focus)	Meeting attendance records/minutes, signed attendance sheet, certificate of attendance, reflection notes, letters/statements from organiser, proposal/review documents
Feedback - Peer Review/Feedback/ Multi Source	Teaching reviews, multisource feedback documents, records of interviews, self-reflection notes, mentoring/supervision review of GP registrars and medical students, workplace performance appraisal documents and/or self-reflection, patient satisfaction questionnaires/results and reflection.
Well-being - Creating/maintaining a self-care/ well-being plan	Self-care plan, course attendance certificate, reflection notes
Self-Reflection - Regular review of my practice	Journal entries/log, RACGP Reviewing Performance tool
Leadership activities - strategic planning, governance activities, committee meetings	Brief documentation e.g. first page of report, copy of agenda, invitations to participate, self-reflection notes
MCQs - Online multiple choice data sets	Statement of completion/results, screenshot of activity details and/or learning
Writing/preparing materials/ developing resources	Editing writing/materials, self-reflection or feedback by others to increase usefulness/impact
Supervised Clinical Attachment	RACGP SCA template, feedback and self-reflection of direct observations/supervision
Supervisor/examiner/educator *non RACGP activity	RACGP Reviewing Performance tool, management feedback and self-reflection of role, unit of study evaluations/student feedback
Measuring Outcomes	Evidence
Audit (Clinical or Non-Clinical)	RACGP Audit template, copy of summary report. *Patient data is de-identified.
GP Research	Reference to journal or publication, peer review notification, grant application, acceptance letter for presentation or publication, research enrolment documentation and completion of required data report or report findings. Completion of RACGP GP Research template
PDSA (2 cycles)	RACGP PDSA template, plan documents, data analysis results, actions from results, reflecting and modifying plan as required in cycle 2.
Quality Improvement	RACGP Measuring Outcomes Quality Improvement tool, documents to describe improvements or change, the impact or outcome expected and how you will monitor/evaluate the effectiveness of the changes. QA practice meeting attendance record, record of participation, record of interviews, data analysis/policy review.