Activities for your Continuing Professional Development (CPD) in 2023

Your CPD in 2023

From 2023, the Medical Board of Australia's Registration Standards require all registered medical practitioners to:
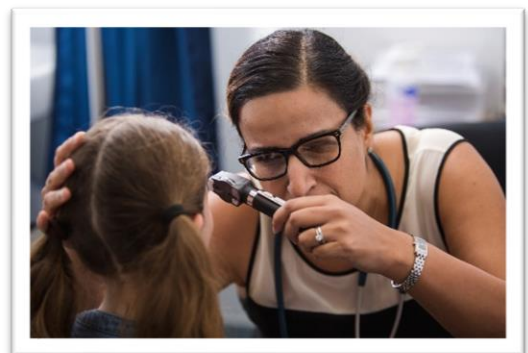
1. have a CPD home
2. record 50 hours of CPD annually, which includes a mix of:
   - educational activities
   - measuring outcomes and
   - reviewing performance
3. create a Professional Development Plan (PDP)
4. meet their CPD requirements annually

Activities for your CPD

We recognise that you are already doing CPD in your everyday work and professional activities.

This 'Activities for your CPD' guide has been designed to describe common CPD activities, providing guidance on which MBA activity type(s) they fit into, how you record completion of the activity and suggestions for the evidence that you may provide or retain relating to that activity.

You may also like to use this guide to help you to identify the activities that you are already doing and how they may be applied as CPD or to plan the CPD that best suits your work style, your circumstances, and your scope of practice.
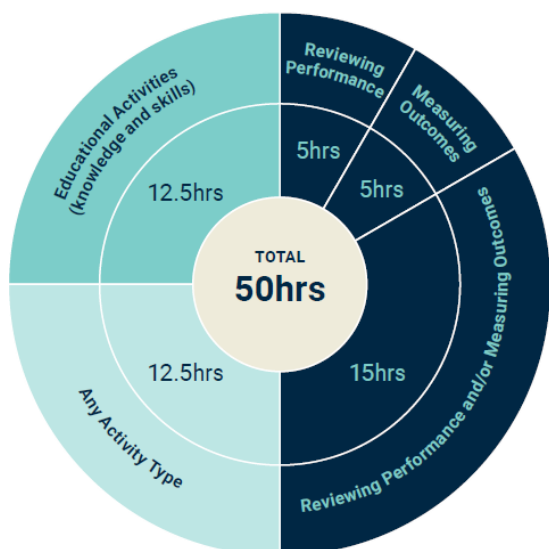
The MBA Activity types

Educational activities (knowledge and skills)	Activities that expand your general practice knowledge, skills and attitudes, related to your scope of practice. These activities will be very familiar and include learning opportunities like lectures, webinars, workshops, reading, podcasts and courses
Reviewing performance	Activities that require reflection on feedback about your work. Feedback might be from patients, peers or even from yourself. In each of these situations, you will receive information about your performance that can either validate what you already do or identify areas for improvement. Meaningful reflection on this information is where the learning occurs and can result in improved capability in your scope of practice
Measuring outcomes	Activities that use your work data to ensure quality results. When measuring outcomes, you use data from your work to show you are aware of current evidence and best practice in a particular area. You could achieve this by conducting activities like research, audits or evaluations. This type of learning can help you achieve high-quality performance in your scope of practice

Allocation of hours per activity type

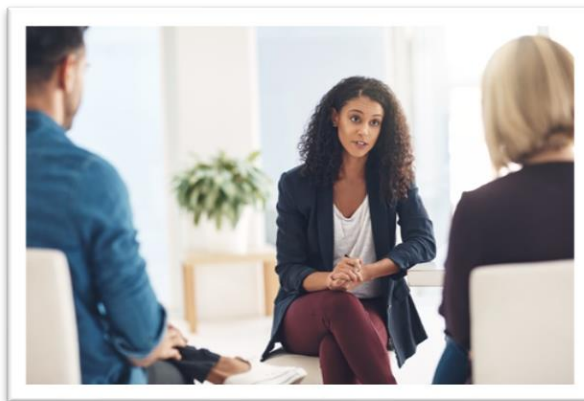| CPD activity type	Annual hours (minimum)
Educational activities (knowledge and skills)	12.5
Reviewing performance	5
Measuring outcomes	5
Measuring outcomes and / or reviewing performance	15
Any activity type	12.5
TOTAL	50

The wheel illustrates your options and minimum requirements.

Some CPD activities will fit neatly into one activity type, whereas others will be hybrid activities, having elements that fit into more than one activity type.

Activity guide

Click on any of the activities below to find out more about the activity, what activity type or types it may cover for your CPD, suggestions for similar activities, how you record activity completion and guidance on how you provide evidence for that activity.

As you review the activities, think about how you undertake the whole activity including preparation, discussions or collaboration with peers, self-reflection, feedback, and any outcomes that might follow as a result of the activity. These elements of the activity all form part of your CPD and can be recorded, demonstrating your achievement of relevant and effective CPD.

Traditional Educational Activities (predominantly EA but can include RP and MO)

- Courses (covers a range of CPD activity)
- Formal certification
- Higher education
- Online multiple-choice question datasets
- Reading
- Webinars / podcasts

Group learning activities (A mix of EA, RP and MO)

- Case discussion / reflection (covers a range of CPD activity)
- Clinical review meetings (incl. Mortality and Morbidity meetings)
- Evidence Based (Medicine) Journal Club
- Peer group learning
- Practice meetings

Reviewing Performance (RP) / Measuring Outcomes (MO) activities

- Audit / Mini Audit
- Case review / analysis (covers a range of CPD activity)
- Feedback / multisource
- Outcomes evaluation
- Planning self-care (for your health and wellbeing)
- Practice accreditation
- Professional Development Plan
- Quality Improvement (covers a range of CPD activity)

Professional Leadership activities

- Committees / Board participation
- Mentoring
- Peer reviewed paper/article (Publication)
- Research
- Supervised clinical attachment
- Supervision
- Teaching
- Writing / Preparing material (covers a range of resource development)

Traditional Educational Activities

Activity	Courses
Similar activities	Workshops, short courses, online modules, e-learning courses
Activity type	EA (can include RP activity)
Description	A variety of activities intended to extend and/or enhance your knowledge and skills. RACGP and our CPD providers will clearly identify the hours of a course that address the different activity types. As a guide: • Courses that focus on giving you information are typically EA only. • Interactive courses that contain role plays, small group discussion, active Q&A discussion or quizzes will typically include a mix of EA/RP activity.
How to record	**RACGP / Provider** Your hours will be automatically recorded **Quick Log** You can log additional time for post-course self-reflection or any other courses you complete
How to evidence	CPD Providers have 30 days to upload your hours. For any other course completions, outline who ran the course, when, what you learned. For additional self-reflection describe the course and how you intend to apply (or applied) your new knowledge/skills.

Activity	Formal certification
Similar activities	Higher education
Activity type	A mix of EA, RP and MO
Description	Enrolment and participation in a programme of education that leads to a formal certification or credentials. This activity will include formal learning, feedback and assessment. It can include supervision and participation in peer group learning.
How to record	**Quick Log** Any formal certification including post fellowship qualifications Fellowship award will attract CPD credit. Details will be provided to individuals based on their Fellowship date.
How to evidence	If you are obtaining formal certification from an organisation other than the RACGP, evidence of enrolment, coursework and/or scheduled examinations may be required. This can be uploaded through Quick Log.

Activity	Higher education
Similar activities	University education, participation in education pathway to obtain a formal certification
Activity type	A mix of EA, RP and MO
Description	Participation in tertiary education leading to the award of an academic degree, graduate certificate, graduate diploma, Masters or PhD.
How to record	**Quick Log**
How to evidence	Attach enrolment confirmation or upload academic transcript with course outline (s) per semester / year.

Activity	Online Multiple-Choice Question datasets (MCQs)
Similar activities	Quizzes
Activity type	EA and RP
Description	Online multiple-choice questions can be helpful to check your understanding of current evidence-based clinical practice or review your performance. Online structured MCQ datasets provide feedback that can be educational and enhance care quality and safety.
How to record	**RACGP/Provider** Your hours will be automatically uploaded for MCQs accredited as a CPD activity **Quick Log** Any MCQs completed manually or informally as part of your learning
How to evidence	CPD Providers have 30 days to upload your hours. For other MCQ completion, state the data source, (hyperlink, or if a manual publication), how your answers were marked and/or feedback provided.

Activity	Reading
Similar activities	Medical related journals, articles, clinical guidelines, toolkits, websites, patient/practice resources, reports
Activity type	EA (can include RP activity)
Description	Reading of materials (directly or indirectly related to patient care) that helps you be a more effective GP is EA activity. Reading can provoke self-reflection or is a result of self-reflection to prepare for an upcoming consult (s) or as part of your self-care. This associated self-reflection can also be logged as RP.
How to record	**Quick Log**
How to evidence	Identify what you read (hyperlink, article name, publication name) or attach a photo/screenshot. For EA only, outline why you read it, and if/how it was useful to you. If you are logging as EA and RP, ensure you outline the steps you will be taking to improve your care quality or safety.

Activity	Webinars / podcasts
Similar activities	Virtual education that includes recorded videos, lectures, and interviews
Activity type	EA
Description	Attending, viewing, or listening to educational content to enhance your knowledge and skills. Virtual education can be directly or indirectly related to patient care.
How to record	**RACGP / Provider** When you register prior to your attendance, your hours will be automatically uploaded. **Quick Log** Content accessed / viewed on demand.
How to evidence	CPD Providers have 30 days to upload your hours. For on-demand content, identify what you viewed/heard, why it was of interest to you, and if/how it was useful to you.

Group Learning Activities

Activity	Case discussion / review / analysis
Similar activities	Chart review, random case analysis, mini audit, small-group learning, peer group learning
Activity type	A mix of EA, RP, MO
Description	Case review, analysis or discussion can be undertaken formally or informally, independently or with others. Examining ways to improve patient outcomes and multisource feedback are MO whereas the process of giving and receiving feedback (including self-reflection) are RP. Case review/analysis is also a highly effective EA activity to acquire knowledge and develop clinical skills. **Random case analysis** uses a specific method of case note review, using a random selection of cases, which has proven useful in identifying blind spots or 'unknown unknowns' in a clinician's skills or knowledge.
How to record	**Quick Log**
How to evidence	A short summary of the aims of the case review, involvement of others, and how this activity was useful. For privacy reasons, do not attach detailed notes and please de-identify the patient.

Activity	Clinical review meetings (including Morbidity and Mortality)
Similar activities	Practice meetings, random case analysis, case review/analysis, Project ECHO
Activity type	RP and MO
Description	Clinical review meetings, either hospital-based Morbidity and Mortality meetings (M&Ms) or team-based arrangements in general-practice, enable multi-disciplinary teams to review the safety and quality of the care that is being provided. **Mortality and morbidity meetings** are a structured review of case outcomes from presentation to management, to improve systems and processes and clinical expertise in that setting. **Team-based care planning / clinical review meetings** offer GPs and care teams a similar opportunity to review patient care delivered across multiple settings, considering their whole of person care needs.
How to record	**Quick Log** If you are participating as an individual GP **GP-led Activity** Using this form will enable one GP to record the activity for multiple GPs on their behalf.
How to evidence	Summarise the meeting purpose, those in attendance, key discussion points and the main outcomes. For privacy reasons do not attach detailed notes and please de-identify the patient (s).

Activity	Evidence based medicine journal club
Similar activities	Case based learning, peer-group learning, practice meetings,
Activity type	EA, RP
Description	A CPD activity that enables GPs to plan, discuss and solve clinical questions that arise in their day-to-day practice or area of interest, in a peer supported environment using evidence-based resources.
How to record	**RACGP / Provider** Your hours will be automatically uploaded **GP-led Activity** Using this form will enable one GP to record the activity for multiple GPs on their behalf
How to evidence	CPD Providers have 30 days to upload your hours. For other clubs, summarise the meeting purpose, those in attendance, key discussion points and the main outcomes.

Activity	Peer group learning (PGL)
Similar activities	Small group learning, Project ECHO, communities of practice, case review/analysis, practice meetings, evidence-based medical journal club.
Activity type	EA, RP (with opportunity for MO)
Description	Small group learning undertaken by a group of peers involving case-based discussions, interaction, reflection, and support. Discussion topics prioritisation depends on participant need. For groups wanting to maximise MO, participants could share their own cases/experiences, review case data, evaluate patient outcomes, and participate in an evaluation of their experience in the PGL.

Activity Guide for your CPD, V. 1.0 January 2023

How to record	**RACGP / Provider** Your hours will be automatically uploaded
	GP-led Activity Using this form will enable one GP to record the activity for multiple GPs on their behalf.
How to evidence	CPD Providers have 30 days to upload your hours. For other groups, summarise the meeting purpose, those in attendance, key discussion points and the main outcomes.

Activity	**Practice Meetings**
Similar activities	Peer Group Learning, Case Based Discussion, Quality Improvement
Activity type	A mix of EA, RP and MO
Description	High value practice meetings (that help you learn, improve ways of working, share ideas) are CPD activities. You can record your hours based on the activity undertaken in each meeting.
	• Didactic presentations or information sharing is EA.
	• Discussion that improves practice or care quality is RP.
	• Review of practice data or outcomes is MO.
How to record	**Quick Log** Meetings can be logged separately, or you can log all your meetings at once.
	GP-led Activity Using this form will enable one GP to record the activity for multiple GPs on their behalf
How to evidence	Attach meeting agendas/notes, or a brief statement about the activity and how it was helpful/useful.

Reviewing Performance/ Measuring Outcomes Activities

Activity	Audits (including mini audits)
Similar activities	Quality improvement activity, PDSA (Plan Do, Study, Act)
Activity type	MO, RP
Description	Audits use data to evaluate the effectiveness of a healthcare team's (or solo GP's) clinical practices to ensure quality and safety of patient care. **Audits** can be time-intensive and whilst predominantly MO activity, can include other activity types. Review of current evidence for audit planning, or capacity building to conduct the audit, is EA activity. Conversations and quality improvement activities based on audit results tend to be a mix of MO and RP activity. **Mini audits** enable GPs to monitor their care quality and safety using an audit methodology but applied to a narrow focus and sample size. Mini audits can be conducted over the course of several clinical days, by the GP without colleague involvement, making them ideal MO and RP activity for locums and part-time GPs.
How to record	**Quick Log** For recording of mini audits only **GP-led Activity** Using this form for Audits will enable you to summarise your audit, and one GP can record the activity for multiple GPs on their behalf
How to evidence	Mini audits require 4-5 sentences that describe your audit scope, the data you gathered, and what you did as a result. Audits will generate substantial evidence that we advise you retain for three years. Evidence may include your audit template and or reflection on results and further action.

Activity	Feedback / multisource
Similar activities	Audit, Supervision, Mentoring, Plan, Do, Study, Act (PDSA)
Activity type	RP and MO
Description	Single and multi-source feedback can be a useful tool for GPs to measure outcomes and review performance. Feedback can be obtained as part of an Audit/Mini Audit, PDSA, Practice Accreditation or Quality Assurance activity. It can also be used to support teaching and learning for early career GPs. There are a range of survey tools GPs can use to obtain feedback from peers, patients, team members, and self-evaluation.
How to record	**Quick Log** Use Quick Log to record individual or group evidence
How to evidence	Provide notes that describe the purpose or focus of the feedback, the scope, the method of data collection (e.g., survey) and your involvement (whether directly as the recipient of the feedback or as part of the practice) and outcomes of the review. For an arranged MSF, a report will be generated. This can be uploaded as evidence

Activity	Outcomes evaluation
Similar activities	Writing, teaching, Plan, Do, Study, Act (PDSA), research, advocacy
Activity type	MO and RP
Description	Activity that involves the evaluation of programs, initiatives, incentives, or projects to determine if the planned activity achieved the desired outcomes. Outcomes evaluation could be undertaken for: quality improvement activity, teaching, writing, advocacy, clinical advisory and other professional leadership roles.
How to record	**Quick Log**
How to evidence	Outline the project/initiative you are evaluating, data source and type (qualitative, quantitative, mixed), your approach and key evaluation findings.

Activity	Planning self-care (for your health and wellbeing)
Similar activities	Professional Development Planning, mentoring, peer group learning
Activity type	RP and EA

Description	Development of strategies you put in place to manage your health and wellbeing. These could include peer support, a debrief with your local Doctor's Health Advisory Service, workshops on maintaining patient boundaries, managing conflict, stress and time management. Relaxation activities are not eligible as CPD.
How to record	**RACGP / Provider** Your hours will be automatically recorded **Quick Log** For planning activity you undertake on your own or with others
How to evidence	CPD Providers have 30 days to upload your hours. For other activity, describe your self-care needs and your strategy. You can also log additional reflection on the efficacy of your wellbeing strategies and activity.

Activity	**Practice accreditation**
Similar activities	Quality improvement activity, PDSA (Plan Do, Study, Act)
Activity type	A mix of EA, RP and MO
Description	Practice Accreditation is a time-intensive process that provides assurances that a general practice setting meets expected standards for safety and quality. Activity that improves knowledge and skills to complete the accreditation process is EA. Assessment of practice outcomes against standards, report writing / editing, and preparation for site visits is a mix of RP and MO activity.
How to record	**Quick Log**
How to evidence	Summarise your role in the accreditation process, your contribution and any outcomes/ improvements that will or have been made.

Activity	**Professional Development Plan (planning and review)**
Similar activities	Planning GP self-care and wellbeing
Activity type	RP
Description	In 2023, the Medical Board of Australia requires all medical professionals to complete an annual PDP. Developing your PDP will help you set your goals, plan your learning, monitor and review your progress.
How to record	**myCPD Home PDP Tool** You can use the PDP tool on your myCPD home. It will enable you to save drafts and review your PDP at any time. You can also opt to upload a PDP you have developed yourself. When finalising your PDP, you will be asked the hours you have spent developing and reviewing your PDP, which will be uploaded to your records.
How to evidence	Use of the myCPD home PDP tool will not require you to provide any further evidence.

Activity	**Quality improvement**
Similar activities	Audit, mini-audit, outcomes evaluation, Plan, Do, Study Act (PDSA)
Activity type	RP (can include MO and EA)
Description	Quality improvement (QI) activities are what you put in place to improve the safety and quality of your care, either as an individual or as a practice. QI activity can be generated as action items arising from practice meetings, practice accreditation, a Plan, Do, Study Act (PDSA) cycle, audits, or from clinical review meetings or case discussion. A **PDSA** is methodical approach to implementing and evaluating quality improvement changes by systematically breaking it down into manageable parts. PDSA and audit templates are available in the CPD resources
How to record	**Quick Log or** **GP-led Activity** Using this form for a PDSA will enable you to summarise your activity, and one GP can record the activity for multiple GPs on their behalf
How to evidence	Attach any templates used or notes that record the changes (even small ones) you put in place to improve care quality and safety.

Professional Leadership Activities

Activity	Committees / Boards
Similar activities	Advocacy, community leadership, clinical advisory roles, media engagement
Activity type	EA, RP and MO
Description	Leadership activities that relate to your scope of practice is recognised as CPD. Preparing for and undertaking your responsibilities may require you to investigate issues, review and compare data, prepare documentation, influence others or participate in a broad range of initiatives. You can log your activity as EA, RP and MO depending on the nature of your role and the activity itself.
How to record	**RACGP** Work you do with and for the RACGP will be automatically recorded. **Quick Log**
How to evidence	Add notes to Quick Log that describe the leadership activity, when it occurred, your role and the types of activities that you undertook relating to CPD.

Activity	Mentoring (mentor and mentee)
Similar activities	Peer support, peer group learning, self-care planning, PDSA (Plan Do, Study, Act)
Activity type	RP and EA (can include MO)
Description	Mentoring differs from leadership and teaching as it is a longer-term relationship between a student, registrar or colleague and a more experienced general practitioner, based on shared professional and personal interests. Mentoring can be provided formally or informally, the giving and receiving of feedback can support knowledge and skill acquisition (for the mentee) and teaching and leadership skills (for the mentor).
How to record	**RACGP** Work you do with and for the RACGP will be automatically recorded. **Quick Log**
How to evidence	Summarise the relationship, its duration, frequency of contact, nature of the interactions between mentee and mentor. Briefly describe the impact the relationship has on you as the mentor/mentee.

Activity	Research (participating in, or conducting)
Similar activities	Academic research, evaluation, quality improvement activity, PDSA (Plan Do, Study, Act)
Activity type	MO (can include RP and EA)
Description	Research involves either participation (in) or conducting relevant general practice research, and enables the development of research skills, reflective and critical thinking, and dissemination of the results of primary care research to the benefit of the Australian general practice population. Whilst predominantly MO activity, research does involve all three activity types, and will depend on your role in the research activity. The informal use of the term research, for activities such as literature review, background reading, investigation of current evidence, to inform an audit, PDSA, or developing educational content, is EA activity.
How to record	**Quick Log** Use for either participation in research and/or conducting research.
How to evidence	From myCPD home, use the RACGP's Activity Guides and Templates to help you conduct and record your research activity as CPD.

Activity	Supervised clinical attachment
Similar activities	Supervision
Activity type	A mix of EA, RP and MO
Description	A period of attachment with a health professional (supervisor) who is an expert in a specific area to provide an individualised and hands-on learning experience using real cases. Supervised clinical attachments can be delivered in a range of settings, from your place of work, other health/care settings. The case-based nature of these activities provide opportunity for a mix of activity types for both mentee and mentor.
How to record	**Quick Log**

How to evidence	Describe the circumstances and location of the clinical attachment, the scope of your supervisory role (time, frequency, teaching, any formalised assessment), how you prepared for the role, and how you used feedback to review theirs and your own performance (if applicable).

Activity	**Supervision**	
Similar activities	Mentoring, Supervised Clinical Attachment, Teaching	
Activity type	A mix of EA, RP and MO	
Description	Supervision is a core element of work based medical education for medical students, GPs in training, or GPs in other circumstances such as return to work arrangements. Supervision requires the development and maintenance of your knowledge and skills. It involves reflection on action through interacting with colleagues, deconstructing clinical decisions, sharing and testing ideas and skills. Therefore, supervision and teaching activities will meet EA, RP and MO activity types.	
How to record	**RACGP** Work you do with and for the RACGP will be automatically recorded. **Quick Log** For work you do to support GPs in other circumstances	
How to evidence	For Quick Log, describe the circumstances of your supervision (such as return to work arrangements, APHRA conditions), your supervisory scope (duration, frequency, teaching, any formalised assessment), how you prepared for the role, and how you used mentee feedback to review your performance.	

Activity	**Publication of a Peer Reviewed Paper / Article**
Similar activities	Research, Writing / Development of Resources
Activity type	EA and RP
Description	A CPD activity for a published written article or one accepted for publication after going through a peer review process. The peer review process can be involved and time-intensive, providing multiple opportunities to receive feedback to enhance your article/paper and acquire new knowledge and skills.
How to record	**Quick Log**
How to evidence	Describe the type of research, your role in the research/ writing team and the activities that you undertook to prepare, research, write, review and respond to feedback. Provide a link to the publication (if available)

Activity	**Teaching (medical education and assessment)**	
Similar activities	Lecturing, presenting, medical education delivery, webinar delivery, marking/assessment, examining	
Activity type	A mix of EA, RP and MO	
Description	There are a wide range of activities that fall under the Teaching umbrella that are a mix of activity types. • Lecturing, presenting and delivery of didactic materials is EA. • Delivery of education such as case discussion, moderation of Q&A, observing / providing feedback is RP. • Examination and assessment are a combination of MO/RP • Evaluation of feedback received on your teaching is RP	
How to record	**RACGP** Work you do with and for RACGP will be automatically recorded. **Quick Log** For activity undertaken for universities, organisations or CPD providers	
How to evidence	RACGP teaching activity will not require evidence. For Quick Log, course outlines, job description, lesson plans, schedule, exam roster, marking allocations, could all be suitable evidence.	

Activity	**Writing / preparing materials / developing resources**
Similar activities	**Writing of:** journals, articles, podcasts, guidelines, reports. **Preparation/Development of:** educational content, materials, patient resources, preparation associated with delivery/facilitation of a CPD activity.
Activity type	A mix of EA, RP and MO

Description	Writing and preparation of materials, including the reading you undertake, is predominantly EA. The process of editing your writing/materials, to increase its usefulness/impact, through use of self-reflection or feedback from others, is RP activity. Gathering data/evidence to evaluate the impact of your writing/materials is MO.
How to record	**Quick Log**
How to evidence	Attach a copy or link of your writing/materials, or feedback obtained during editing. Write a summary of the purpose of your writing, the work involved, and what you learned. Note that this reflection task, of what you learned or will do differently because of your writing, is also RP that you can log.