

Continuing Medical Education (CME) & Professional Development (CPD) Requirements

Overview

Applicable to Full Members and Fellows Only.

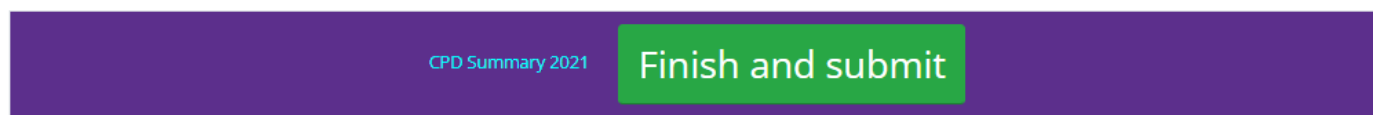
Reporting is via the member website area, on the *CPD Wizard* tab under the *Education & Training* menu.

Activities are regulated on a calendar year basis.

Activities for the CPD year can be input into the wizard at any time. The wizard no longer closes off. Just be sure to only record your activity according to the year it was actually performed in. For example: an activity performed in 2023 **must not be input into the 2022 CPD Wizard year.**

The College Board, Education and Membership Review Committee expect all annual CPD records to be uploaded no later than the 31st March of the following year.

ONLY WHEN YOU SEE AND HIT THIS BUTTON, WILL YOUR CPD RECORDS FOR THE YEAR BE SUBMITTED TO THE ADMIN OFFICE FOR PROCESSING. **Be mindful of the submission deadline mentioned above.**



The annual summary table will display once the first CPD activity is recorded for the calendar year.

Any shortfall in points or activities are shown in this summary table.

The above banner will not appear until all compulsory requirements have been met.

Some activity records require supporting evidence to be uploaded. The summary table will not update when supporting evidence is missing. You can check for missing supporting documents by scrolling to the table at the bottom of the CPD wizard webpage.

Generally, one hour of activity equates to 1 CPD point.

Points are capped for most activity types.

Note the few annual and triennial **compulsory** CPD activities and point requirements (refer table below).

Activities will fit into one or more of the below 4 CPD categories.

The CPD wizard will update all relevant categories as the activity is recorded.

CPCA CPD Categories

Categories	Category Types	Minimum Points & Requirements per Year/Triennium		Helpful Notes	Category Description
Category 1	Practice Audit	15 points min. per year PWS per year CPR per 3-yrs		Activity types that are applicable to each CPD Category: Page 3 to 5. Connect activity type to Wizard questions: Page 2.	Related to MBA/AHPRA requirements (mainly, some overlap)
Category 2	Performance Review	15 points min. per year	- 60 points min. per year		
Category 3	Maintenances of Knowledge & Skills	15 points min. per year 1 CPCA Conference per 3-yrs			
Category 4	Maintenance of College Membership Level	15 points min. (Full Member) or 30 points min. (Fellows) per year			Related to CPCA requirements (some overlap with above)

Help with Relating CPD Wizard Questions to CPD Categories

	Compulsory CPD Activities	CPD Category	Sub-Cat	Points (approx.)
	Did you attend a CPR course this year? (min. 1 in 3 years)	Practice Audit	1d	0 (0)
	Did you complete the annual personal workload survey?	Practice Audit	1a	15 (15)
		Maintenance of CPCA Membership Level	4a	0 (1)
Q. #	Wizard Questions	CPD Category	Activity Types	Points (approx.) (Cap)
1.	Did you collect a patient feedback survey?	Performance Review	2a	15 (30)
2.	Were you involved in a practice visit?	Performance Review	2b	4 (40)
			2c	3 (30)
		Maintenance of CPCA Membership Level	4l	3 (30)
			4m	6 (30)
3.	Did you alone or with others conduct a procedure audit?	Practice Audit	1b	3 (15)
			1c	3 (15)
		Performance Review	2d	3 (30)
		Maintenance of CPCA Membership Level	4f	3 (30)
			4h	3 (30)
			4i	3 (15)
4.	Did you attend any of the following clinical education events?	Performance Review	2e	3 (45)
		Maintenance of Knowledge & Skills	3c	2 (30)
			3d	2 (10)
			3g	2 (10)
			3h	3 (30)
		Maintenance of CPCA Membership Level	4d	3 (15)
5.	Did you attend the designated* College conference? In 2022: * CosDoc * Cosmedicon * NZSCM	Maintenance of Knowledge & Skills	3b	2 (48)
		Maintenance of CPCA Membership Level	4b	2 (48)
			4c	2 (48)
6.	Did you attend any other cosmetic conference anywhere else?	Maintenance of Knowledge & Skills	3a	1 (24)
7.	Did you do any online activities?	Maintenance of Knowledge & Skills	3e	1 (20)
			3f	1 (10)
8.	Have you been of service to your college?	Maintenance of CPCA Membership Level	4e	2 (15)
			4j	1 (30)
			4k	2 (15)
			4o	2 (15)
9.	Did you have an article published this year in a scientific journal	Maintenance of CPCA Membership Level	4g	15 (15)
10.	Did you provide medico-legal opinion or advice?	Maintenance of CPCA Membership Level	4n	2 (15)

For even more information on CPD activities that fit into the sub-categories, see below...

Useful notes obtained from pre-wizard CPD system

Sub-Category	Category Description	Detailed Description
Category 1 Practice Audit		
Category 1 Minimum 15 Points + CPR course (triennial)		
Cat 1a	Total Personal Workload**	A record of all treatments provided for the applicable year by you, the doctor (only). The link will not appear UNTIL you have completed the date fields for the year applicable to the workload. Be sure to take a screen shot of the final page that tells you that you have completed the survey. Upload this screen shot into your CPD record via the facility within. ** <u>The survey responses cannot be correlated to a member</u> (they are anonymous).
Cat 1b	Audit of a Selected Technique or Procedure -OR-	Member's choice. Upload a report that includes outcomes and complications for a technique or procedure along with changes to practice which occurred as a result of audit. Note: Findings can also be presented at CME meetings for additional points (see Cat 3c)
Cat 1c	Group of Doctors performing an audit of a technique or procedure.	Member's choice. Multiple doctors combining results for a technique or procedure. Upload a detailed report that includes outcomes and complications and changes to practice which occurred as a results of audit. Note: Findings can also be presented at CME meetings for additional points (see Cat 3c)
Cat 1d	CPR – No points allocated to this category.	College-approved course – to be taken or refreshed each triennium. Course must include use of defibrillation apparatus. Upload certification. Apply to College for recognition of course.

Sub-Category	Category Description	Detailed Description
Category 2 Performance Review		
Category 2 & 3 (Combined) In excess of 60 points required, with at least 15 points in both categories 2 & 3		
Cat 2a	Outcome Report based on 100 Patient Feedback Surveys	Results and action plan to be uploaded. (Report Template available: PDF / Microsoft Word)
Cat 2b	Practice Visit (Recipient)	Peer visitor(s) to observe you in practice for one day or more. Upload a report that includes visitor(s) name(s) and a brief explanation of the days learning activities with observations and recommendations. Your visitor cannot be a colleague from within your current workplace. (Log Sheet Template available: PDF / Microsoft Word)
Cat 2c	Practice Visit (Observer)	Visit peer's practice (i.e., NOT within your current workplace with current colleague) to observe for one day. Upload a report that includes name of doctor (host), practice name and provides details of the day's learning activities with observations and recommendations. (Log Sheet Template available: PDF / Microsoft Word)
Cat 2d	Clinical Presentation at a conference (can include a procedural audit presented to a CME Meeting) - Each	Open to Full Members and Fellows. Upload letter/email of invitation or conference program or certificate of attendance.
Cat 2e	Training/Teaching New Technique to Experienced Colleagues – Per Full Day	Open to Full Members and Fellows. (Log Sheet Template available: PDF / Microsoft Word)

Continued...Categories 3 & 4

Sub-Category	Category Description & Unit of Measure	Detailed Description
Category 3 Maintenance of Knowledge and Skills		
Category 2 & 3 (Combined) In excess of 60 points required, with at least 15 points in both categories 2 & 3		
Cat 3a	Attendance at Approved Scientific Meeting or Clinical Outcomes Meeting – Per Hour	Examples: MDO, Practice Management, Communication Skills, Teamwork, IMCAS, Cosmetex, etc. Please upload receipt/confirmation of your registration/attendance.
Cat 3b	Attendance at Designated CPCA Conference – Per Hour	As at 1/1/21, Designated conferences include: CosDoc, Cosmedicon, NZSAM Conference. Upload registration receipt or certificate of attendance.
Cat 3c	Attendance at CPCA Approved State CPD Meeting – Per Hour	Example: Meetings held in Brisbane, Sydney, Melbourne, Adelaide and Perth by College State Representatives; Dr Csilla Novak, Dr Adam Rish, Dr Paul Spano, Dr Sean Arendse and Dr Keturah Hoffman.
Cat 3d	Attendance at CPCA Sponsored or Approved Workshop – Per Hour	Example: One day basic training course run by college. Upload registration receipt.
Cat 3e	Self-directed Learning – Per Hour	Online journals, other online cosmetic medical resources and information websites. Record date, activity and time spent. (Log Sheet Template available: PDF / Microsoft Word)
Cat 3f	Self-directed Learning with CME Points (e.g., Medscape) – Points as allocated by the provider.	Where approved programmes provide points, insert the points value in cell required. Upload certification of points.
Cat 3g	Approved Small Group Learning – Per Hour	Example: Example: CPCA State Journal Club, training provided by suppliers, small peer group, etc. Provide details of people involved and time spent. (Log Sheet Template available: PDF / Microsoft Word)
Cat 3h	Approved Training for a Supplier – Per Day	Example: Training for Allergan, Galderma, Merz, Laser suppliers, etc. Details to be provided. Upload letter/email of invitation or proof of attendance.

Continued...Categories 4

Sub-Category	Category Description & Unit of Measure	Detailed Description
Category 4 Maintenance of College Membership Level		
Category 4: Minimum 15 Points for Full Members to Maintain College Membership Level		
Category 4: Minimum 30 Points for Fellows to Maintain College Membership Level		
Cat 4a	Total Personal Workload Report**	As per Category 1(a). <u>This component is a compulsory part of College Membership.</u> A record of all treatments provided for the applicable year by you, the doctor (only). The College has prepared an online questionnaire that can be accessed when adding this new CME record. Be sure to insert all applicable dates to see the RED LINK. When you get to the DONE page, please take a screen shot and create a document for uploading via the facility within your new record. **The content of this survey will not be seen by College staff or Board members. <u>The survey responses cannot be correlated to a member</u> (they are anonymous). The data will be collated for creation of an activity report of the College as a whole, for media use.
Cat 4b	Attendance at designated CPCA Conference – Per Hour (partial attendance only)	As of 1/1/21 the designated CPCA conferences include CosDoc, Cosmedicon or NZSAM conference. This category is applicable when you are NOT attending the full conference. However, please note: to maintain College membership, your attendance at a full designated conference is compulsory at least once in each triennium. See Cat 4c. Upload registration receipt.
Cat 4c	Attendance at designated CPCA Conference – Each conference (full term of the conference)	Currently CosDoc, Cosmedicon or NZSAM conference. Must attend the full event and attend at least once in every three years to maintain membership. Upload registration receipt.
Cat 4d	Teaching for College or Companies – Per Day	Teaching registrars. Log sheet required. (Log Sheet Template available: PDF / Microsoft Word)
Cat 4e	Mentoring– Per Hour	Mentoring new members. Log sheet required. (Log Sheet Template available: PDF / Microsoft Word)
Cat 4f	Presentations or Demonstrations - local conference– Each	At Official College Conferences and Workshops. Upload details (letter/email of invitation, conference program, or presentation slides).
Cat 4g	Publishing (per article)– Each	Publishing a paper in a scientific journal or approved College e-Journal. Upload details.
Cat 4h	Presentation(s) at approved overseas (NZSAM) conference–Each	At NZSAM. Upload details (letter/email of invitation, conference program, or presentation slides).
Cat 4i	Presentations at approved overseas (other than NZAM) conference–Each	Other overseas countries. Upload details (letter/email of invitation, conference program, or presentation slides).
Cat 4j	Service to the College – Board Member	Membership of the College Board.
Cat 4k	Service to the College – Per Committee	Membership of a College Sub-committee.
Cat 4l	Site Visit (Observer) – Per Day	Visit a Fellow's clinic for observation and professional discussion, as approved by CME Committee. Upload a report stating host's details, the days learning activities and the results with observations and recommendations. The visit CANNOT take place within your current workplace, with a current colleague (Log Sheet Template available: PDF / Microsoft Word).
Cat 4m	Site Visit (Recipient) – Per Day	Receive a visit from a Fellow or Member (who is not a current colleague from within your current workplace) for observation and professional discussions, as approved by CME Committee. Upload a report of the days learning activities with observations and recommendations. (Log Sheet Template available: PDF / Microsoft Word)
Cat 4n	Provision of Medico-Legal Opinion or Advice– Each	Advice given as an expert at MDO or legal request or expert witness report provided.
Cat 4o	Provision of content for Public Relation articles and/or Submissions to Regulatory Bodies	Where a member contributes to the promotion of the College and its causes. This can be by way of and not limited to any of the following aspects; being a spokesperson, being a provider of photographs and case studies, or by providing, in any other way, content for promotional material and/or submission/s to regulatory bodies. These contributions must only take place at the request of, and with the approval of the College Board or its appointed PR Consultancy firm (currently Bellamedia). Member suggestions for material are welcome but <u>must be approved</u> , as mentioned above.