



# CPD Online

## How to: Record my CPD Activities

This document will outline how to record CPD activities and procedural skills using the new ACEM Member Portal.

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## Where do I find the CPD Online platform?

ACEM CPD is recorded in the CPD Online platform, located in the [ACEM Member Portal](#).

[Log in](#) with your username (your member ID) and associated password.

If you are not sure of your password, click the forgotten password link to reset it.



User name:  
Harry Potter

Password:  
.....

Stay signed in on this computer

Sign in

[Forgotten password](#)

CPD Online is accessed via 'CPD' in the menu bar at the top of your Member Portal page

## Where do I record my CPD activities and procedural skills?

To record your CPD, navigate to the [Record my Activities page](#).

Hover your mouse over **CPD** at the top of the page, and a drop-down menu will appear. Select **Record my Activities**.

**Note:** if you are on a tablet or smartphone, select **Navigate to: CPD**, then **Record My Activities**.



## What happens if I participated in College or ACEM accredited activity?

Selected College activities (face-to-face meetings, teleconferences, workshops, etc.) and any ACEM CPD Accredited Activity (including procedural skills workshops) will be entered into your online CPD record by the CPD Unit staff. These activities will no longer appear in the CPD Online library; instead you'll be informed by email when the activity or the procedural skills have been recorded on your behalf. If in doubt, please ask the College staff member responsible for your activity or [contact the CPD Unit](#).

**Note:** Activities do not have to be accredited for you to record them, you can add it manually by creating your own activity

## How do I add an activity to my CPD record?

You can add new activities in the **Activity Editor** by selecting

1. **Add New Activity** button.
2. Adjust the month and year of the activity if necessary

## Record My Activities

Please be aware that the default CPD Year is now 2018. Change the year in the drop-down menu below to manage your 2017 CPD.

Cycle: 2018 to 2020

Administrator Options

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Activity Editor

**Add New Activity**

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My CPD Activities

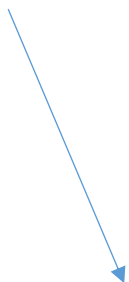
Search Activities

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Action: Submit selected activities to Annual Return

Apply the action

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activity	Activity Type	Category



**Add New Activity**

Use this Quick Search to find an Activity Type or example activities (e.g. Peer Review, Clinical Trial etc) and pre-populate your entry.

There are four CPD Categories and a separate procedural skills component to your CPD Program (unless you have an exemption). You are required to retain evidence of your CPD activities for at least three years.

Apply to Month / Year\* May 2018  
 ↑ Valid Date: T 2017 2018 2019 2020 CPD Year 2018

Category\* [Dropdown]

Activity Type\* [Dropdown]

Activity Name\* [Dropdown] [Create your own activity](#)

Comments: Please ensure you do not enter any identifiable/personal details of patients

Hours : Minutes\* 0 :00

**Domains**

Prioritisation & Decision Making	Professionalism
Scholarship & Teaching	Teamwork & Collaboration
Leadership & Management	Health Advocacy
Communication	Medical Expertise

Linked Goals: +

**Attachments**

Add files

View History

Cancel Save



### 3. Select the appropriate Category and Activity Type

Teaching, Research & Educational Development  
 Teaching  
  
 Comments: Bedside teaching, Emergency medicine tutorials, Ground rounds, Teaching preparation

### Which category and activity type do I use to record my activity?

If you are not sure which category or activity type to use, you can refer to the following lists located on the [‘CPD Programs’](#) page:

- CPD Programs Activities list, which is located in each CPD Category.
- Specialist CPD Program [Procedural Skills list](#).
- Non-Specialist CPD Program [Procedural Skills list](#).

4. If the listed activity names do not correspond to your activity, you can select “Create your own activity” and add your own.

[Create your own activity](#)

Name your activity

Cancel

**Note:** This activity will now save in your own personal CPD library. If this is a repeat activity, you will be able to locate it again using the ‘quick find’ search field.

Use this Quick to find an activity (e.g. "ASM", "SMACC" etc) and pre-populate the form below.

**medical students**

**Teaching medical students (MY LIBRARY)**  
 Category: Teaching, Research & Educational Development  
 Activity Type: Teaching - bedside, grand rounds etc.  
 Domains: Scholarship & Teaching, Communication



## 5. Enter a comment (optional):

The comments field is free text. Record any additional information about the activity, such as:

- Location of a conference or course
- The name of your committee
- Topics for teaching lessons
- Learning outcomes
- Specific dates

Note: Please ensure you do not record any private or patient details.

## 6. Ensure the hours/minutes are accurate:

Hours : Minutes\*   ▼

Accredited activities recorded by the CPD Unit will have the time already prepopulated but make sure this accurately reflects your actual activity. You can update this if necessary.

## 7. Select any appropriate Domains of Practice

### Domains

Prioritisation & Decision Making	Professionalism
Scholarship & Teaching	Teamwork & Collaboration
Leadership & Management	Health Advocacy
Communication	Medical Expertise

**Note:** Please see the Domains of Practice, below. You can also find more information about them on the [ACEM Curriculum Framework](#) on the ACEM website.



## Curriculum Framework for Emergency Medicine Domains of Practice Descriptions

This page contains the descriptions for each of the Domains within the Curriculum Framework for Emergency Medicine. These descriptions have been developed by the Authoring Subgroup of the CRP and have been ratified by the ACEM Board of Education and Council

### Medical Expertise

Medical expertise is the core of a FACEM's professional work, and provides the foundation for all of the other domains of practice. On completion of training, a FACEM will use their medical knowledge and skills to deliver safe and effective care to all patients in the emergency medical setting.

### Prioritisation and Decision Making

In emergency medicine, safe patient care requires timely and medically appropriate decision-making, often based on limited but evolving information. On completion of training, a FACEM will be able to prioritise and make decisions independently whilst working in dynamic circumstances.

### Communication

Effective communication is particularly challenging in emergency medicine where multiple exchanges occur with different people in a busy environment. On completion of training, a FACEM will establish optimal rapport and be able to communicate effectively in these circumstances, with speed and accuracy.

### Teamwork and Collaboration

Teamwork and collaboration in emergency medicine is of pivotal importance both within and beyond the emergency department. On completion of training, a FACEM will be effective at both managing and participating in an interprofessional team, particularly at times of high stress and medical emergency.

### Leadership and Management

A FACEM is skilled in management of self, multidisciplinary teams and the operational requirements of their workplace. On completion of training, a FACEM will be able to lead, supervise, and manage care within the emergency medical setting to ensure optimal patient safety and outcomes.

### Health Advocacy

In emergency medicine, there are multiple opportunities to advocate for those who are vulnerable, and to address disparities. On completion of training, a FACEM will be able to use their expertise and influence to protect and advance the health and wellbeing of all individual patients, communities and populations.]

### Scholarship and Teaching

A FACEM maintains and enhances their professional activities through a lifelong commitment to education and research. On completion of training, a FACEM will be able to make sound judgements regarding the creation, translation, application and dissemination of medical knowledge.

### Professionalism

Professionalism means demonstrating ethical practice, high personal standards of behaviour and adhering to a profession's regulations and duties. On completion of training, a FACEM will express, through application of these attributes, a responsibility to their patients, their colleagues, and to the community as a whole.



**My CPD Activities** display your recorded activities.

You can filter through your saved activities using the **Search Filters**.

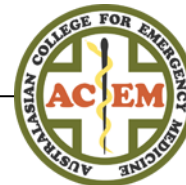
The screenshot shows the 'My CPD Activities' search filter interface. It includes a 'Search Activities' button and a 'Search Filter' section with the following elements:

- CPD Year (July-June):** A dropdown menu.
- Contains the text:** A text input field.
- Category:** A dropdown menu with a list of categories: Group Learning Activities, Procedural Skills Maintenance, Quality Enhancement Activities, Self-directed Learning Activities, and Teaching, Research & Educational Development (highlighted).
- Month:** A dropdown menu with 'All' selected.
- Special Query:** A dropdown menu with 'All - sorted by most recent first' selected.
- Linked to Goal:** A dropdown menu.

## Do I need to provide evidence of my activities?

You are only required to provide evidence of your CPD activities if you are selected for audit. Each year, 5% of CPD participants are randomly selected for audit of their CPD record.

If you have electronic evidence of your activity (i.e. a certificate of attendance), you can attach this to your activity at any time. You may find it beneficial to upload evidence as you record activities.



## How do I attach a file to my activity?

For a new activity:

Once you have populated the **Activity Editor**, select **Add files** to activate the Attachments field and follow the prompts.

Attachments

Add files

View History

Cancel Save

For an existing activity:

1. In your list of activities tick the box/es next to the activity/s, to which you would like to add an attachment
2. Select the drop down arrow in the Action box
3. Scroll down to 'Add an attachment to selected activities'

Action		Type	Category
Apply the action	<ul style="list-style-type: none"> <li>Submit selected activities to Annual Return</li> <li>Submit selected activities to Annual Return</li> <li>Confirm Future-Dated Activities have now been completed</li> <li><b>Add an attachment to selected activities</b></li> <li>Link a goal to selected activities</li> <li>Delete Selected Activities</li> </ul>		
	<input checked="" type="checkbox"/>	Teaching medical students	Teaching, Research & Educational Development

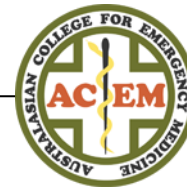
Select 'Add files'

Add files




Select 'Apply the action'

Apply the action





Success will be indicated by a number in the **Attachments** column

	<input type="checkbox"/>	Activity	Activity Type	Category	Mode	Month / Year	CPD Year	Hours	Attachments
 	<input type="checkbox"/>	ACEM - Annual Scientific Meeting (ASM)	Meetings, conferences etc - ACEM	Group Learning Activities		Nov 2016	2017	32.25	1




## Note:

- Maximum file size is 5 Mb.

## How do I edit an existing activity?

You can edit an activity from the **My CPD Activities** area.

Locate the activity and select the **green pencil icon** on the left-side of the page. Your activity will open in the **Activity Editor** above. Make any necessary changes, then save.

	<input type="checkbox"/>	Activity	Activity Type
 	<input type="checkbox"/>	ACEM - Annual Scientific Meeting (ASM)	Meetings, conferences etc - ACEM

To delete an activity from your record, select the **red cross**.

## Note:

You may submit your recorded activities to your annual return throughout the CPD Year

You cannot edit or delete an activity once it has been submitted to your annual return. If you need to edit a submitted activity, please contact the CPD team.

## Questions?

Still have questions? Please contact the CPD Unit:

[cpd@acem.org.au](mailto:cpd@acem.org.au)

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