

Acceptable and Unacceptable Documents for CPD Verification 2024

ACTIVITY	ACCEPTABLE DOCUMENTS FOR VERIFICATION	UNACCEPTABLE DOCUMENTS FOR VERIFICATION
Specialty Audit	Letter/email from Society/Association	Diary notes/self-confirmation
Clinical Unit Audit	Letter/email from head of department/head of unit or administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information.
Locum Logbook	Letter/email from peer who performed the review	Diary notes/self-confirmation, documents with confidential patient information.
MALT	Letter/email from peer who performed the review	Diary notes/self-confirmation, documents with confidential patient information.
Total Practice Audit	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with confidential patient information.
Selected Audit	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with confidential patient information.
Clinical Registry (with Peer review)	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with patient information.
Audit of Clinical Reports	Letter/email from head of department/head of unit or administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information.
Student Evaluation	Letter/email from head of department/head of unit or organiser of the evaluation (hospital, etc.)	Diary notes/self-confirmation, contract from employer
Surgical Assistant – Audit	Letter/email from head of department/head of unit or administrator	Diary notes/self-confirmation, power points, documents with confidential patient information.
ANZASM Case Form	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self-confirmation (only applies to CHASM participants)
1st line Assessment	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self-confirmation (only applies to CHASM participants)

2nd Line Assessment	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self-confirmation (only applies to CHASM participants)
Structured Conversation with a peer	Letter/email from peer	Diary notes/self-confirmation
Patient Feedback Survey	Letter/email from peer who performed the review	Diary notes/self-confirmation
Clinical Governance (MM/MDT/XRAY)	Letter/email from head of department, head of unit or administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information.
Mentoring	Letter/email from organiser of mentoring program	Diary notes/self-confirmation
Structured Practice Visit	Letter/email from peer who performed the visit	Diary notes/self-confirmation
CPD Coach	Confirmation letter/email of participation in coaching or Letter/email from coach who had coached you	Diary notes/self-confirmation
Performance Review	Letter/email from who performed the performance review (head of department/head of unit, supervisor, etc.)	Diary notes/self-confirmation, contract from employer
Accreditation review	Letter/email from organiser of the review	Diary notes/self-confirmation
Examiner	Confirmation letter/email from organisers	Diary notes/self-confirmation, confirmation from organisers (pre-event)
Attachment to a peer	Letter/email from peer	Diary notes/self-confirmation
MSF/360	Activity log and de-identified findings statement	Feedback form, self-confirmation
Health Assessment	Letter from GP	Diary notes/self-confirmation
Supervision	Letter/email from head of department/head of unit or organiser of the supervision (hospital, etc.)	Diary notes/self-confirmation, contract from employer
Research Activities	Letter/email from lead researcher/supervisor	Diary notes/self-confirmation, power points, documents with confidential patient information.
Journal Article Review	Letter/email confirmation from journal company	Diary notes/self-confirmation

Publication - Clinical text	Title/copy of the publication	Diary notes/self-confirmation
Publication - Journal	Title/copy of the publication	Diary notes/self-confirmation
Presentation to Peers	Event program, confirmation email from organisers (post event)	Diary notes/self-confirmation, email from organisers (pre-event)
Small Group Learning	Letter/email from head of department/head of unit or administrator	Diary notes/self-confirmation
Volunteer Activities	Letter/email from organiser of the service	Diary notes/self-confirmation
Rural Outreach	Letter/email from peer at outreach site/confirmation email/letter of outreach visit/logbook of outreach procedures	Diary notes/self-confirmation
Scientific Conferences	Certificate of attendance	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Online activities	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Cultural Safety, Cultural Competence & Health Equity Activities	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Development of Education material	Confirmation letter/email from attendance at meetings, copy of educational material	Diary notes/self-confirmation
Journal reading, podcasts	N/A	N/A
Tertiary Studies	Confirmation letter/email of participation in course and/or completion of the course	Diary notes/self-confirmation
Teaching - RACS Courses	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self-confirmation, confirmation from organisers (pre-event)
Teaching – Courses & Workshops	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self-confirmation, confirmation from organisers (pre-event)

Teaching SET & students	Letter/email from head of department/head of unit or organiser of the teaching (hospital, university, etc.)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
SET Assessment	Letter/email from head of department/head of unit or organiser of the teaching (hospital, university, etc.)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
Clinical Advisor	Letter/email from head of department/head of unit or organiser of the teaching (hospital, university, etc.)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
Committee Meetings	Letter/email from head of department, head of unit, head of committee or administrator, redacted minutes	Diary notes/self-confirmation, power points
Advisor to Government	Letter/email from department you advised	Diary notes/self-confirmation