

## OSLER CPD HOME: PROGRAM AND REQUIREMENTS

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### Introduction

Osler believes that self-driven lifelong education is a vital part of any medical professional's career. Osler's CPD Home Program and Platform encourages self-directed learning that meets the needs of the individual practitioner and Australian regulatory authorities. Osler CPD encourages proactive learning and the continuous improvement of the member's knowledge and practice. Medicine is an ever-changing field, and CPD assists practitioners to remain engaged with the most up to date research and information and reflect on and review their own practice.

### 1. CPD Requirements

The Osler CPD Cycle is 12 months based on the calendar year, from 1st January to 31st December inclusive.

Within the CPD Cycle, all Members are required to complete the following:

1. Develop an annual Personal Career Development Plan (PCDP)
2. Complete a minimum of 50 hours per year of CPD activities that are relevant to your scope of practice and individual professional development needs, comprised of:
  - a. a minimum of 12.5 hours in educational activities.
  - b. a minimum of 25 hours in activities focused on reviewing performance and measuring outcomes, with a minimum of five (5) hours for each category.
  - c. an additional 12.5 hours in any CPD Activities category or combination of categories, to reach the minimum requirement of 50 hours per cycle.
3. Complete at least one (1) activity that specifically addresses each of the following categories:
  - Encourage and promote culturally safe practice
  - Address health inequities
  - Maintain and develop professionalism
  - Maintain and develop ethical practice

#### **For Medical Specialists:**

4. If relevant, any specialist high-level requirements outlined by the Medical Board of Australia for a practitioner's speciality, which may be updated during a CPD year.

### 2. Personal Career Development Plans

A personal career development plan is a set of steps to help you identify your educational needs and undertake and review your chosen educational activities. A

plan should assist you in defining your goals and aims for the year ahead and should ensure you are doing all you can to provide the best possible care to your patients.

Osler's Personal Career Development Plan template recommends the following steps:

1. Objectives: Outline your career objectives for the year
2. Self-Evaluation: Conduct a self-evaluation and record your strengths and limitations (including a review of your previous CPD plan)
3. Yearly Plan: Outline the actions (using the SMART goal format) you will take to achieve your goals. You must include goals directly related to the 4 key pillars of the [Good medical practice: a code of conduct for doctors in Australia](#):
  - a. Professionalism
  - b. Ethical Practice
  - c. Health equity, and
  - d. Culturally safe practice
4. Review: Evaluate and reflect on your plan at either the end of the CPD cycle, or when you have completed entering all activity requirements for the year. This is an AHPRA requirement each year.

If you need help or support developing your Professional Development Plan, reach out to a supervisor or peer to discuss your objectives. Discussions with colleagues can support the development of your plan.

You can request a colleague or supervisor to review your plan from the app itself.

### 3. Recording Activities

The Osler CPD platform is designed to be intuitive and user friendly. CPD Home members can log on and enter completed activities at any time through [oslercommunity.com](http://oslercommunity.com) or the My Osler mobile app. Numerous help guides and support articles are available.

Each activity entered must be assigned to the relevant activity category; Educational Activity, Reviewing Performance and Measuring Outcomes.

Activities can also be tagged and classified as an activity that promotes cultural safety, addresses health inequities, maintains, and develops both professionalism and ethical practice, or as relevant to a specialist high-level requirement as outlined in Tables 1-4 below.

Members must verify that externally completed CPD activities meet the standard required by the CPD Home program, as outlined by Table 1 and Table 3 below, and add a learning outcome and any proof required per Table 2 below, before each activity can be saved. This includes for hospital-based learning for educational activities.

If a member is selected for audit, evidence of all activities is required and must be made available on request.

#### 4. Variations and Exemptions

Osler's CPD Program may offer exemptions and variations for members under the following circumstances.

- Parental leave
- Carer's leave
- Sick leave
- Bereavement Leave
- Cultural Responsibilities
- International Medical Graduate (IMG) with an AHPRA registration date after 30 June in the relevant year
- Other continuous leave period >6 months at the discretion of Osler

Pro-rata reductions and exemptions may only be applied for members taking more than 6 months completely free from work in any calendar year / CPD cycle. A member may have their CPD requirements exempted pro-rata for up to a maximum of 12 months.

International Medical Graduates first registered in Australia after the 1st July each year may be eligible for a pro-rata reduction to their CPD hours for that CPD cycle. The registration date on the AHPRA data base will be used to confirm eligibility.

To apply for an exemption or pro-rata reduction, all members (including newly registered IMGs) must write to the CPD Home Manager for approval via the Contact Us feature on Osler's website or mobile app. The CPD Home Manager, CEO and CMO will have delegated authority to approve exemptions. If an exemption requires further discussion, the CPD Advisory Group will be consulted before a final ruling is made.

Documentation or evidence may be requested. Examples of documentation could include:

- Medical Certificate
- Letter from employer
- Letter of support from independent persons
- Police report
- Statutory declaration
- AHPRA registration certificate

Exemptions cannot be approved if applied for after the 31<sup>st</sup> December for any given CPD year.

#### 5. Accessing and Transferring Records

Members in the Osler CPD Home program will be able to download their own CPD Certificate of Completion from the platform, which will be available before June 30 in the year following the CPD cycle.

At any stage during the cycle, members can download a progress report of their CPD activity to date, or export and share to themselves all their CPD activity data (by calendar year) in CSV format.

This information can be shared with relevant organisations at the discretion of the member.

## 6. Assessing Activities for CPD Recognition

While Osler does not review every activity entered, it is expected members will only submit activities which comply with Osler's standards, as outlined in Tables 1-4 below, and verify this through an acknowledgement required for each CPD activity entered on our platform.

To streamline the process of meeting our programs requirements and to enhance member experience, Osler has pre-approved content for use in its CPD Home Program - this is known as Recommended Content - which may be Osler content or accessed from a third party.

All Osler content is automatically approved Recommended Content. As such, it will automatically satisfy the standard required by the CPD Home program, as outlined by Table 1 and Table 3 below.

Third party content that is recommended by the Osler platform is also automatically approved. The process for assessing these activities is outlined in policy CPD Home: Recommended Content

Non-approved external activities will be reviewed as part of the audit process, covered in policy CPD Home: Audit Process.

## 7. Selecting activities

Osler's philosophy is that adult learning should be self-directed and self-motivated, thus members are able to make decisions regarding their own learning.

A list of activities and their corresponding categories are below:

### *Educational Activities Category*

- Reading, viewing, listening to educational material
- Active learning modules
- Study towards formal qualifications
- Supervised practice attachments
- Executive coaching and mentoring
- Lectures, forums, panels
- Small group sessions
- Courses and workshops
- Preparing formal educational materials
- Teaching
- Examining, assessing, and evaluating
- Supervising and mentoring
- Lecturing, participating in forums/panels
- Teaching in small group sessions/courses/workshops

- Presenting research papers/posters
- Convening/chairing educational meetings
- Leading or participating in research
- Reviewing ethics or grant proposals
- Publishing research or educational material
- Editing or reviewing research or educational material
- Preparing patient education materials
- Participating in committee for education or research
- Undertaking college educational roles
- Participating in clinical guideline development

#### *Activities for Reviewing Performance Category*

- Self-evaluation and reflection
- Direct observation of practice
- Review of work product
- Multi-source feedback
- Patient experience survey
- Workplace performance appraisal
- Peer review groups
- Direct observation of practice
- Participating in clinical governance/QA committees
- Review of work product
- Multi-source feedback
- Patient experience survey
- Medical services survey/ review
- Accrediting/auditing practices, hospitals, training sites
- Medico-legal work (report, expert witness)
- Multi-disciplinary team meetings

#### *Activities for Measuring Outcomes Category*

- Audit focused on practitioner's own practice
- Root cause analysis
- Incident report
- Quality improvement project
- Multi-disciplinary team meetings
- Audit (practice, national or international)
- Morbidity and mortality Meetings
- Case Conferences
- Assessing Incident reports
- Leading, analysing, writing reports on health care outcomes

## **8. Audit Process**

As required by the Medical Board of Australia, the Osler CPD Home Program will conduct an annual audit of 5% of participants, chosen randomly from its membership base.

Members will be notified if they are selected for an audit in January each year.

Further information on the audit process is found in policy document CPD Home: Audit Process.

## 9. Reassessment, Review and Appeals

Outside of the audit process, and after the completion of a CPD year, each member of Osler CPD Home will be notified of their CPD compliance for the preceding year.

If a member is not satisfied with the outcome of this notification, they can seek a resolution under the CPD Home: Reassessment, Review and Appeals Policy, which outlines the steps to follow.

### Revision History

Version	Date	Description/Comments
1.0	November 2023	
1.1	June 2024	Added description of External Content Accreditation
1.2	August 2024	Addition of policy content regarding Reconsideration, Review and Appeal process
1.3	November 2024	Exemption variation update
1.4	March 2025	Grammatical changes, reordering of information for members and updates to references to other policies
1.5	September 2025	Refined list of activities table
1.6	May 2026	Minor grammatical changes to Personal Career Development Plan and Recording Activities sections as well as inclusion of additional criteria for MO & RP activities in checklist.

**Table 1: Checklist used to assess quality of activity**

**Activity Checklist**

The following checklist is used to assess the relevance and education value of completed CPD activities.

	YES/NO
<b>Mandatory Criteria</b> <i>An activity should meet all mandatory criteria</i>	
Is the activity relevant to the member’s registered scope of practice?	
Does the activity align with a member’s Professional Development Plan (PDP) learning goals or outcome of a review of learning needs?	
Does the activity align with one of the three primary domains of CPD Activities? <ul style="list-style-type: none"> <li>● Educational Activities</li> <li>● Reviewing Performance</li> <li>● Monitoring Outcomes</li> </ul>	
Is the activity of sufficient duration, depth and quality to meet its learning goals?	
<b>Additional Criteria – Educational Activities</b> <i>Activity should meet 1 or more additional criteria</i>	
Is the activity a Recommended Content item, based on Policy CPD Home: Recommended Content?	
Has the activity previously been accepted as approved for Osler’s CPD Home Program?	
Is the activity accredited by an alternative Australasian CPD Home?	
Does the activity have learning outcomes widely recognised as relevant to the medical profession?	
Is the activity provided by an Australian Medical college, University Medical Faculty or Hospital?	
Is the activity provided by a reputable private organisation?	

<p>Does the activity satisfy an Osler program level requirement?</p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Ethical Practice</li> <li>• Addressing Health Inequalities</li> <li>• Cultural Safety.</li> </ul> <p><i>See table 3 below</i></p>	
Does the activity satisfy a specialist level requirement, defined by the member's chosen program?	
<p><b>Additional Criteria – Reviewing Performance and Measuring Outcomes Activities</b></p> <p><i>Activity should meet 1 or more additional criteria</i></p>	
<p>Is the activity is listed on AHPRA's list of recommended activities</p> <p><a href="#">Link to AHPRA</a></p>	
Is the activity accredited by an alternative Australasian CPD Home?	

## Proof Required

If chosen for an audit, members will need to provide evidence of participation in activities up to the minimum requirements as outlined in the program document. Evidence for activities must be provided by uploading the evidence documentation using the "Files" provision for each activity, or by email if requested to do so by the audit team.

Examples of suitable evidence are provided below

**Table 2: Proof Required**

### *Educational Activities*

<i>Activity</i>	<i>Examples of Evidence</i>
Reading, viewing, listening to educational material	Article name, date written, journal subscription receipt
Active learning modules	Details of module, date of completion, certificate of completion if available
Study towards formal qualifications	Confirmation of enrolment, any record of completion of subjects

Supervised practice attachments	Letter of confirmation or appointment
Executive coaching and mentoring	Notes from sessions, letter/email confirmation from coach or mentor
Lectures, forums, panels	Sign in sheets, Certificate of Attendance
Small group sessions	Sign in Sheets, Certificate of Attendance, Registration
Courses and workshops	Sign in sheets, Certificate of Attendance
Teaching	Copy of presentation, letter confirming involvement, program
Preparing formal educational materials	Confirmation letter/email confirming involvement
Examining, assessing, and evaluating	Mentoring program, Program Evaluation, Letter/Email of confirmation
Supervising and mentoring	Program, Copy of Presentation, Letter/Email of confirmation
Lecturing, participating in forums/panels	Copy of presentation, letter confirming involvement, program
Teaching in small group sessions/courses/workshops	Copy of research/posters
Presenting research papers/posters	Minutes of meeting, Program, Letter/Email Confirmation
Convening/chairing educational meetings	Confirmation letter/email
Leading or participating in research	Confirmation letter/email
Reviewing ethics or grant proposals	Copy of papers/educational material Confirmation letter/email
Publishing research or educational material	List of articles/educational materials Letter from author, editor, or organiser.
Editing or reviewing research or educational material	Copy of material Letter/Email Confirmation from appropriate organiser/supervisor
Preparing patient education materials	Minutes of Meeting Letter/Email Confirmation
Participating in committee for education or research	Minutes of meeting Letter/Email confirmation from College
Undertaking college educational roles	Minutes of meetings of development group
Participating in clinical guideline development	

	Letter/Email confirmation from appropriate group leader
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### Activities for Reviewing Performance

Self-evaluation and reflection	Brief summary of reflection/evaluation
Direct observation of practice	Deidentified report or summary of event
Review of work product	Report or summary
Multi-source feedback	Report or summary
Patient experience survey	Copy of deidentified survey
Workplace performance appraisal	Short summary Meeting confirmation with date and time
Peer review groups	Deidentified record of peer review Meeting confirmation with date and time
Direct observation of practice	Deidentified report
Participating in clinical governance/QA committees	Minutes of meeting Sign in Sheet
Medical services survey/ review	Deidentified copy of survey or copy of review report.
Accrediting/auditing practices, hospitals, training sites	Minutes of meeting Confirmation letter/email
Medico-legal work (report, expert witness)	Summary of work including dates Confirmation Letter/Email
Multi-disciplinary team meetings	Minutes of Meeting

### Activities for Measuring Outcomes

Audit focused on practitioner's own practice	Record of Audit Completion Confirmation Letter/Email from appropriate source
Root cause analysis	Deidentified summary report
Incident report	Deidentified Report
Quality improvement project	
Multi-disciplinary team meetings	Minutes of Meeting

Audit (practice, national or international)	Record of Audit Completion Confirmation Letter/Email from appropriate source
Morbidity and mortality Meetings	Minutes of Meeting
Case Conferences	Minutes of Meeting Certificate of Attendance
Assessing Incident reports	Deidentified Report
Leading, analysing, writing reports on health care outcomes	Deidentified summary report

**Table 3: Checklist used to assess suitability of program level requirement activities**

### Activity Checklist

The following checklist is used to assess the relevance and education value of completed CPD activities.

	YES/NO
<b>Mandatory Criteria</b> <i>An activity should meet all mandatory criteria</i>	
Is the activity wholly or substantially related to at least one clause of the <i>Good medical practice: a code of conduct for doctors in Australia</i> ?	
Is the activity of a sufficient duration, depth and quality to justify completion of the requirement?	
Does the activity satisfy the general checklist (table 1) for activities?	

Activities claimed must wholly or substantially meet at least one clause of *Good medical practice: a code of conduct for doctors in Australia* as shown below.

**Table 4: Mapping criteria**

#### *Professionalism*

Professionalism	2.1 Professional values and qualities of doctors
	2.2 Public comments and trust in the profession
Providing good care	3.2 Good patient care
	3.5 Treatments in emergencies
Working with patients	4.11 Adverse events
	4.12 When a complaint is made
Respectful culture	5.2 Respect for medical colleagues and other healthcare professionals
	5.3 Teamwork
Patient safety and minimising risk	8.2 Risk management
	8.3 Doctors' performance - you and your colleagues
Maintaining professional performance	9.2 Continuing professional development
Professional behaviour	10.3 Reporting obligations
	10.5 Medical records
	10.6 Insurance
	10.10 Curriculum vitae
Ensuring doctors health	11.2 Your health
Teaching, supervising and assessing	12.2 Teaching and supervising
	12.3 Assessing colleagues
	12.4 Medical students

### *Ethical Practice*

Providing good care	3.3 Shared decision making
	3.4 Decisions about access to medical care
Working with patients	4.2 Doctor patient relationship
	4.3 Effective communication
	4.4 Confidentiality and privacy
	4.5 Informed consent
	4.13 End of life care
	4.14 Ending a professional relationship

	4.15 Providing care to those close to you
Respectful culture	5.4 Discrimination, bullying and sexual harassment
Maintaining professional performance	9.3 Career transitions
Professional behaviour	10.2 Professional Boundaries
	10.7 Advertising
	10.12 Conflicts of interest
	10.13 Financial and commercial dealings
Undertaking research	13.2 Research ethics
	13.3 Treating doctors and research

### *Culturally Safe Practice*

Working with patients	4.7 Aboriginal and Torres Strait Islander Health and Cultural Safety
	4.8 Cultural safety for all communities
Working within the healthcare system	7.3 Health advocacy

### *Addressing Health Inequities*

Working with patients	4.6 Children and young people
	4.7 Aboriginal and Torres Strait Islander Health and Cultural Safety
	4.8 Cultural safety for all communities
	4.9 Patients who have additional needs
	4.10 Relatives, carers and partners
Working within the healthcare system	7.2 Wise use of healthcare resources
	7.3 Health advocacy
	7.4 Public health