

The Australasian College of Aesthetic Medicine



Continuing Professional Development Program©

HANDBOOK

2023-2025 Triennium



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Introduction

ACAM's Continuing Professional Development (CPD) program has been designed to ensure access by members and users to a range of educational activities which enhance their clinical, professional, and aesthetic skills.

Sound education and professional development lead to increased patient safety and creating effective Continuing Professional Development (CPD) Programs for its members and users is a cornerstone of ACAM's existence.

The college introduced a new framework for CPD recording in 2021, with a CPD Home dashboard capable of collating members and fellows CPD, producing a Completion Certificate. In addition, the Medical Board of Australia requires all registered medical practitioners, bar an exempt few, to belong to a CPD Home for the recording and collating their CPD. The Australian Medical Council is managing the CPD Homes project on behalf of the MBA. The new triennium begins in the 2023-2025 inclusive triennium.

ACAM has responded by providing members, fellows and CPD Home users (users) with a new CPD Home dashboard designed to meet all members' and users CPD needs under the Medical Board of Australia Professional Performance Framework. The college aimed to provide a facility for members and users that would last for the coming decades and ensure the engagement of members, fellows and users as adult learners and learning for their professional life. ACAM has been committed to the ethos of life-long practical learning, helping members, fellows and users identify their needs whilst encouraging all to access activities that are relevant to their scope of practice.

The college CPD Home dashboard has been designed to allow self-reporting within a flexible framework. The college recognises that day-to-day practice-based learning and traditional structured educational opportunities (workshops, short courses, conferences) are valid forms of education.

The CPD programs objectives are:

- To provide an endorsed Continuing Professional Development (CPD) Home which will meet the professional development requirements of ACAM and its CPD members;
- Provide a flexible and relevant framework of activities, meetings, short courses and other educational activities that provide multiple learning options within each category for meaningful individual professional development, which has ease of access and accessible record keeping;
- Recognise and respond to the scope and diversity of professional standards required of aesthetic practitioners;
- Provide the framework of a formal process that demonstrates the ongoing CPD activities of college members for maintaining Fellowship, recognition as a registered medical Practitioner and AHPRA registration, and
- Support members, fellows and users to fulfil their commitments to other professional bodies through cross-accreditation and communication.

Continuing Professional Development: Program Overview

Activity Levels

The ACAM CPD Program has five components: Mandatory Tier, Tier One, Two and Three and Special Recognition Activity Tier. Following is a breakdown of these sections, with some activity concepts (more can be added, and each section can be further defined).

Members, Fellows and users will need to achieve 150 hours per triennium made up of the following domains:

- 25% from Educational Activities
- 25% from Performance Review
- 25% from Outcome Measurement

The remaining 25% of CPD activities can be from the above domains. The college will retain the triennium structure of 150 hours over three years required to complete ACAM CPD Program.

Members, Fellows and users should note that CPD activities are reported to the MBA as points, not hours of activities, and activities from each domain and tier group should be completed. In addition to Tier One, Two and Three activities, there is a provision for Special Recognition Activity that includes completion of the ACAM Fellowship Pathway or an externally recognised academic award from an accredited university or similar institution.

You may only use the activity once on your CPD dashboard for the year that it is completed (i.e. for example, you may claim attendance at a conference, but only once in a single tier for the year that you attended; if you attend the following year, you may claim the next year in a single tier for that subsequent year you attended).

The ACAM CPD dashboard is the responsibility of the member or the fellow to complete appropriately, as explained in this guide. Please be aware that ACAM representatives will be required to conduct random audits on the completion and appropriateness of activities per the AMC guidelines for CPD Homes.

Mandatory

Mandatory activities are required to be completed before the college can issue the member or fellow with their CPD Completed Certificate. A completed CME certificate will not be awarded if these skills/certificates are not completed within the triennium. The mandatory activities *do* contribute to the annual point count; these activities are chosen to contribute to best practice guidelines, increasing practice standards and increasing patient safety in aesthetic medicine.

Tier One

These are higher-rated activities, recognising that they take more time and academic and professional investment. Nevertheless, these activities contribute to the annual and triennium point count.

Tier Two

Activities rated higher than Tier Three but reflecting more extended learning periods to complete than an activity classed as a Tier Three but not as much effort as Tier One activities (such as an article for the newsletter or a talk for members/users – virtual or otherwise). These activities contribute to the annual and triennium point count.

Tier Three

They are still considered essential activities but are nominally smaller timed activities, including a wide variety of more minor activities to engage members/users (journal clubs, reading a review article). These activities contribute to the annual and triennium point count.

Table One: Examples of Domains and Tier Relationships

Domain <i>Education</i>	Domain <i>Professional Development</i>	Domain <i>Outcome Measure</i>
Tier Two: Conference attendance (designated nominated providers' conferences) <i>Learning Sphere Communication skills</i>	Tier One Laser Safety Officer Course (nominated providers) <i>Learning Sphere Professional development</i>	Tier One: Clinical audit (to a maximum of 10 hours) <i>Learning Sphere Clinical Audit and reflection activities</i>
Tier One: Completing modules and learning from external nomination providers (for example, learndermatology.com) <i>Learning Sphere Professional development</i>	Tier One: Medico-Legal aspects of medicine (perhaps develop a module with MDO contribution to a maximum of 5 hours) <i>Learning Sphere Communication skills Medico-legal</i>	Tier Two: Pharmacological review (i.e. via ACAM module, with an 80% pass rate) <i>Learning Sphere Clinical Audit and reflection activities</i>
Tier Three: Self-recorded activities (reading a journal article, for example, 0.3 hours) <i>Learning Sphere Professional development</i>	Tier Two: Reflection activity <i>Learning Sphere Clinical Audit and reflection activities</i>	Tier One: Present a CPD-accredited course to ACAM members and users <i>Learning Sphere Contribution to College</i>
Tier One: Completion of the ACAM Fellowship Program	Tier One: Completion of the 6-month term as board observer, 10 points	

Special Recognition Activities

These activities are those activities that members, fellows or users undertake that confer an independent academic award (degree). As such, it is acknowledged that the participant has spent considerable time (generally considered 150 hours per completed Australian academic unit at the university level) qualifying. As such, members, fellows or users should be rewarded for their academic discipline; this activity will contribute to the member's annual and triennium point count and includes the completion of an award via one of ACAM's educational partners whilst completing an ACAM Fellowship Pathway.

Tier One, Two and Three Activities

Tier One, Two and Three attract points/per time period. The MBA guidelines state that 50 points (hours) of CPD should be gathered each year, with a total of 150 points (hours) over the triennium period.¹ Note the Medical Board mandates that activities must be catalogued as hours.² Therefore, participants would need to complete five Tier One activities per triennium, a minimum of five Tier Two and unlimited Tier Three activities, and their ACAM mandatory nominated activities for their Certificate of Completion to be issued.

CPDs will not be considered complete if Mandatory Tier One and Two activities are not completed, regardless of how many Tier Three activities are completed.

It is important to note that all activities can span several learning spheres³:

- Professional development;
- Communication skills;
- Medico-legal;
- Clinical skills;
- Clinical Audit and reflection activities; and
- Contribution to college (board observer role, assisting on committees, assisting with VIVA examinations, providing talks and presentations for college members, assisting with college-run courses).

Examples of Tier Activities (not absolute)

Tier One

Examples of Tier One (i.e. 2 points per hour for each completed activity) activities, a minimum of five activities conducted in a triennium, including:

¹ <https://www.medicalboard.gov.au/codes-guidelines-policies/faq/faq-general-registration-cpd.aspx>

² <https://www.medicalboard.gov.au/codes-guidelines-policies/faq/faq-general-registration-cpd.aspx>

³ Points can be awarded a number of ways, per hour for example, per activity or on completion of larger projects. CME however will not be considered complete without Mandatory, Tier One and Two activities completed as prescribed.

- Clinical audit (to a maximum of 10 hours)
- Peer Review (structure peer review activity to be developed by ACAM, downloadable format for completion, to a maximum of 10 hours)
- Case report (research and present to cohort, for example, an adequately referenced article for the newsletter and blog discussion with the author as moderator, active for two weeks to a maximum of 5 hours)
- Journal article review (research and present to cohort, for example, an adequately referenced article for the newsletter and blog discussion with the author as moderator, active for two weeks to a maximum of 5 hours)
- Communications skills to a maximum of 5 hours
- Anatomy review (i.e. via ACAM module, with an 80% pass rate)⁴
- Pharmacological review (i.e. via ACAM module, with an 80% pass rate)
- Laser Safety Officer Course (nominated providers)
- Prescribing, note-taking responsibility (perhaps develop a module with MDO contribution to a maximum of 5 hours)
- Medico-Legal aspects of medicine (perhaps develop a module with MDO contribution to a maximum of 5 hours)
- Psychology and common psychiatric disorders in cosmetic medicine, including the motivated patient (perhaps we could approach Roberta Honigan to help build this module to a maximum of 5 hours)
- Consultation techniques and the motivated patient (perhaps we could approach Roberta Honigan to help build this module) to a maximum of 5 hours
- Completion of the 6-month term as board observer, 10 points/hours
- Serving a year on an ACAM committee (membership committee, education) 10 points/hours
- Completing modules and learning from external nomination providers (for example, learndermatology.com)
- Self-Reflections (peer review, clinical audit, performance appraisal)⁵

Tier Two

Examples of Tier Two Activities (5 points/hour per each completed activity) a minimum of five activities completed in a triennium, including:

- Basics of business management course (nominated providers)
- Aseptic technique and sterilisation workshop (assigned providers)
- Completing a practice visit
- Hosting a practice visit
- Conference attendance (designated nominated providers conferences)
- Workshop attendance (designated nominated providers workshops)
- Reflection activity
- Presentation at a conference
- Courses from nominated suppliers (for example, Healthcert, Futurelearn etc.)

⁴ Using the *eskill platform* modules could be developed or strengthened and members can purchase access to complete a module and sit online quiz, for example over the period of a month.

⁵ As per the board mandated CME requirements. <https://www.medicalboard.gov.au/codes-guidelines-policies/faq/faq-general-registration-cpd.aspx>

- Short courses provided by academic providers (for example, <https://www.edx.org>, <https://lectuno.com>, www.ecamedicine.com, www.Scott-Eaton.com, www.studyprn.com, www.online.rmit.edu.au, or other nominated providers).

Tier Three

Examples of Tier Three Activities (variety of points for each completed activity) include:

- Journal club (each meeting, confirmed by another active member, 0.3 hours)
- Medline learning (generally reading an article and certificate is gained after many questions answered – free to participants, 0.3 hours)
- Peer case discussion (confirmed by another active member, 0.3 hours)
- Self-recorded activities (reading a journal article, for example, 0.3 hours)
- Procedure review/reflection activity (0.3 hours)

Special Recognition Activities

Examples of Special Recognition Activities (in the year of graduation, 30 hours/points awarded, the list is not complete but to serve as examples). CPD will not be considered complete if Mandatory Tier One and Two activities are not completed:

- Academic award in cosmetic or aesthetic medicine from a recognised and accredited university;
- Certificate in Primary Care Dermatology RACGP;
<https://www.racgp.org.au/education/professional-development/courses/certificate-of-primary-care-dermatology>;
- Post Graduate Diploma of Practical Dermatology Cardiff University
<https://www.cardiff.ac.uk/study/postgraduate/taught/courses/course/practical-dermatology-pgdip>;
- Certificate of Dermatology Dermcoll (Dermcoll.edu.au);
- Master of the Aesthetic Medicine Queen Mary University of London
<https://www.qmul.ac.uk/postgraduate/taught/coursefinder/courses/aesthetic-medicine-online-msc/>.

Note: Some of these activities are included in the ACAM Fellowship Pathway programmes. ACAM Members can complete their Fellowship with the same academic award if registered in an ACAM Fellowship Pathway; for more information, contact info@acam.org.au.

CPD Philosophy

Previously educational activities have been the main component of CPD; it is now recognised that undertaking self-reflective activities, which examine work practices and measure clinical outcomes are also essential components of reflective practice leading to quality improvement goals being met. Therefore, the college recommends each practitioner

identifies the most appropriate activities for their scope of practice at the start of each year, refer to the CPD Template, and review their learning needs throughout the triennium.

Effective CPD should strive to give the maximum benefit in practice improvement for the time spent undertaking the activities, and for this reason,

Performance review activities that focus on your work processes include feedback from peers, co-workers and patients. This can be through peer review sessions, case-based discussions, multi-source feedback, patient feedback and workplace appraisals.

Activities that focus on patient outcomes are also an essential part of the ACRRM program, including clinical audits, review of medical records, using practice software to analyse patient data etc.

Several activities in the framework can be either Performance Reviews or Outcome Measurements, depending on whether you are focusing on reviewing how you work or the clinical outcomes of your work.

For example, the Best Practice Guideline Activity can be claimed in either category. This quality improvement activity can be undertaken in your practice by researching best practices for a particular presentation, comparing your approach to that benchmark, identifying possible improvements (performance review), making changes to practice and re-evaluating (outcome measurement).

There is a guideline for undertaking this activity in the resources section of your PD portfolio, plus a list of useful links.

Planning and Reflection

Members and users are directly responsible for determining and planning what educational, performance review and outcome measurement activities are relevant to their current scope of practice. ACAM has provided a wide range of options for members, fellows and users to peruse and recommends that members/users implement a personal development plan (PDP), review their plan and update their CPD Home dashboard regularly. Your CPD requirements should be based on your analysis of identified areas of education and training that reflect individual educational needs, practice requirements and patient safety objectives.

To help individuals define their CPD needs, this five-step guide is suggested:

1. Identify Your Personal Training Needs

Identify your current knowledge and skills level and the knowledge and skills you would like to gain or improve in the next triennium. Then, in your learning plan, ensure that your chosen CPD goals are distributed over the triennium and tailored to suit your work and life

balance. Remember that 50 CPD points are required per year each year of the triennium ensure your selection of activities supports your current scope of practice.

2. Select Appropriate CPD Activities

ACAM has five mandatory activities for all members and fellows to complete before their Certificate of Completion can be generated. However, your choice of activities is the remainder of your individualised CPD plan. Planning your CPD ahead of time allows you to maximise conference and face-to-face activity attendance.

Members/users are also cautioned to look for cross-accreditation of activities as a mark of quality. For example, suppose a short course is accredited with ACAM, RACGP and ACRRM. In that case, the course is likely to be of a higher educational standard than a course that is not accredited or has attempted accreditation and failed. In addition, most accredited activities will be able to load your dashboard with the appropriate information for your CPD dashboard to be awarded your points; however, it is advised that you check your dashboard with the correct reporting information for your completed activities.

The PDP Activity Matrix is a guide to help you plan your nominated CPD activities. It is suggested that you gather your CPD requirements at a steady pace and load each activity as you receive your certificate so that your CPD is logged.

3. CPD Home Dashboard

Each member/user has a personalised dashboard that you access via your membership/user portal. If you are having difficulties accessing the portal or loading to your dashboard, please contact info@acam.org.au. Your dashboard should be able to produce a visual record of your CPD and, on completion of all triennium activities, generate a Certificate of Completion for your records.

The ACAM CPD Home Dashboard is designed to be a self-reporting tool, and activities do not need to be formally accredited to claim CPD hours. You can attach your evidence of participation to the activity. There is a field for reflective notes, which can often be used as evidence for most activities. Your CPD Home dashboard will update automatically, and you can check your progress. ACAM representatives will be required to audit a percentage of CPD portfolios each year and request your evidence if it is not loaded on your CPD Home dashboard. It is recommended that you retain your CPD records for audit purposes and a period of seven years after the completion of an activity.

4. Review your Continuing Professional Development

As the triennium progresses, you may find that your initial CPD plan does not quite suit your progress in specific areas; as such, it is recommended that you review your plan and ensure that you are adequately meeting your CPD needs, as they may change throughout the triennium.

5. Reflection and Continuing Professional Development

The desired outcome of CPD is to ensure each practising medical practitioner is practising to their professional best. It is important to note that skill education alone is no longer the whole standard of required educational outcomes to ensure a well-rounded practitioner. Reflection enables professionals to develop a philosophy of continual improvement, maintaining their clinical, medical and management skills. Reflection allows self-evaluation of these skills so that the individual learns to recognise and improve on areas they may not be happy with.

Guide to Range of CPD Claimable Activities

The guide below demonstrates the range and breadth of activities that a member, fellow or users can undertake and contribute to their CPD. The guide is incomplete and should be read in conjunction with the Tier Guide. In addition, contribution to college activities, such as contribution to differing committees or undertaking an ACAM board observership, is also awarded CPD points. For more information on committee positions and board observerships, contact info@acam.org.au.

Educational Activities

Conferences, workshops, scientific meetings, courses and seminars
CPD hours can be earned by attending medical education conferences, workshops, scientific meetings and seminars. Evidence can include a certificate of attendance or reflective notes.

Skills simulator/practical training

Structured learning activities involving small-group, intensive practical training. These activities can include emergency and procedural skills training or other workshops with scenario-based content. Where there is a formal assessment of skills, these sessions can be claimed as performance review hours under the Assessment of skills simulator/practical training activity type

Teaching in practice

Earn CPD hours by hosting inexperienced members or teaching others in your practice environment. ACAM Fellows are encouraged to take part in the peer learning process, and the reporting form at the end of the handbook can be used for recording this activity.

Educational visit

Practice visits to or by a respected peer, or expert in a particular field, to deliver a specific, targeted lesson are encouraged; the reporting form at the end of the handbook can be used for recording this activity.

Co-ordinating and moderating clinical forum discussions

Members are awarded CPD hours for moderating clinical forum discussions, face-to-face or online.

Development of relevant educational programs

CPD hours can be claimed for developing professional standards that impact the practice of peers and developing education programs relevant to rural or remote/clinical practice. This includes the development of or participation in ACAM assessments, workshops, examinations and VIVA examinations.

Distance education modules

Distance education is encouraged and can include a range of activities such as self-paced learning or part-taking in mixed course delivery with online lectures (for example). They can be undertaken in real-time or at any time suitable to the practitioner. Examples might include webinars, online modules, videos or podcasts and short courses.

Scientific presentation

CPD hours can be claimed for the presentation of a poster, paper or workshop at a professional, scientific or medical conference. Research and preparation time for the completion of the presentation can also be claimed. Claim in the educational activity category, unless your research for the presentation involved reviewing systems/performance (in which case claim in the performance review category) or reflecting on clinical outcomes (in which case claim in the outcome measurement category)

Self-directed learning

Examples of self-directed learning activities include reading journals and books, listening and watching educational podcasts or videos, using computer learning programs, reviewing scientific articles or undertaking self-assessment modules.

Supervision of doctors and nursing staff

A supervisor is a doctor responsible for the day-to-day supervision of a doctor or nursing staff as per ACAM policies. Supervision involves providing monitoring, guidance, and feedback on personal, professional and educational development in the context of the doctor's care of patients. This would include the ability to anticipate a doctor's strengths and weaknesses in particular clinical situations to maximise patient safety. This may be claimed twice in a triennium and the performance review category if the supervision activity prompts reflection on your practice and performance, evidenced by reflective notes.

Teaching programs: presenting/facilitating/instructing

Structured formal teaching/supervision of medical students or other doctors and nurses organised through a university medical education program, ACAM or delivering targeted education to peers.

University Courses

Accredited courses relating to your clinical practice can include a Graduate Certificate, Graduate Diploma, Master, and Doctorate. Evidence must include certification from your university.

Other Educational Activities

Any other educational activity not listed above that is relevant to your scope of practice. Please provide a detailed description when claiming PDP hours.

Performance Review

Multi-Source Feedback

Peer Feedback is the process by which groups of individuals (colleagues, co-workers, and patients) complete a survey to provide feedback on an individual doctor's performance. The doctor also completes a self-evaluation exercise and reflects on the results from all groups to identify areas for possible improvement. Comparative results from peers may also be provided, along with externally facilitated feedback, to inform the reflective process.

Patient feedback

Responding to patient feedback is useful in confirming the patient-centred nature of healthcare and improving patient outcomes. Processes and ideas for collecting and reflecting on patient feedback are available in the CPD portfolio, including a sample patient letter and survey. In addition, where the feedback has led you to measure your clinical outcomes, this activity can also be claimed in the Outcome measurement category.

Observation of clinical practice (peer review)

You have structured one-on-one peer review activity by a peer of your choice, either face-to-face or video. After an initial discussion with the reviewer on the scope of practice, learning needs and any specific requests for focused feedback, the reviewer observes consultations (with the patient's consent) and provides feedback for reflection and discussion between the reviewer and the peer. This activity can also be claimed in the

outcome measurement category if you have implemented changes resulting from the activity and re-evaluated your clinical outcomes.

Case-based discussion (peer review)

Either one-on-one or in a small group learning format, case-based discussions use de-identified cases to analyse clinical reasoning and decision-making. Cases can be discussed face to face or via distance education options, including video conferencing. Case-based discussion can also be claimed in the outcome measurement category, where the discussion has prompted changes to practice, which can then be evaluated.

Case studies

Case studies are similar to case-based discussions, but external cases may be reviewed rather than the practitioner presenting their case and discussing the outcome with colleagues. When this creates a reflection on your work practices, hours can be claimed in the performance review category. This activity can also be claimed in the outcome measurement category, where the case study has prompted changes to practice, which can then be evaluated.

Publications

Publishing relevant original work in a book or a peer-reviewed article, e.g., original research paper but can also include comments on quality improvement, short reports, letters to the editor, and other public discussion contributions. Non-peer-reviewed articles may also be claimed. For example, when an article requires research and leads to a performance review, hours can be claimed in this category; CPD may also be claimed in the outcome measurement category if the activity involves the evaluation of your clinical outcomes.

Scientific presentation

Where research for your scientific presentation involves reviewing systems/performance, CPD hours can be claimed in the performance review category, evidenced by reflective notes.

Clinical teaching visit/VIVA Examiner Role

A teaching visit by ACAM Fellows can become a formal clinical visit, which includes the provision review of practice policies and procedures. In addition, ACAM Fellows can participate in VIVA examination of those colleagues finalising their ACAM Fellowship Pathway. For further information, contact info@acam.org.au.

Formal workplace performance appraisal

Claim CPD hours for time spent preparing, participating in and reflecting on a formal workplace performance appraisal. The intention is to recognise the value in performance appraisal activities that members may already be completed for their employers and avoid unnecessary duplication of activity.

Assessment of skills/simulator / practical training

While skills/simulator/ practical training is considered an educational activity, the formal assessment component of structured learning activities involving small-group, intensive practical training provides an opportunity to review individual performance. It can be claimed as performance review hours.

Supervision of less experienced colleagues or members (performance review)

Whereby supervision of less experienced colleagues or members prompts reflection on the supervisor's performance, CPD hours can be claimed in the performance review category, evidenced by reflective notes.

Teaching programs - presenting/ facilitating/ instructing (performance review)

Whereby teaching, presenting, facilitating and instructing prompts reflection on the teacher's performance, CPD hours can be claimed in the performance review category, evidenced by reflective notes.

Clinical attachment

This is a period of attachment in another clinical setting involving hands-on clinical practice to learn or update specific skills or areas of knowledge.

A clinical attachment must include the following:

- Specific learning objectives
- Specific learning activities
- A clear process of monitoring the achievement of learning objectives
- Reflection on outcome

All clinical attachments must be supervised and signed off by an appropriate senior clinician; the reporting form at the back of the handbook can be used for this purpose.

Best Practice Reflective Activity

This quality improvement activity can be undertaken in your practice by researching best practice policies and reviewing their implementation in your practice. Compare your policies and procedures to the benchmarked resources and identify possible improvements. Claim performance review hours for this part of the activity. If you make changes to

practice and re-evaluate your policies and procedures, these activities can also be claimed in the outcome measurement category.

Medical Record Review (MRR)

Medical record reviews assess the quality of records and can highlight areas needing improvement. Completing a review of medical records involves identifying goals and review within a timeframe, conducting the review, recording data, analysing data and implementing required improvements. This activity can be claimed in either the performance review or outcome measurement categories. You may also choose to maintain and reflect on the procedural logbook, where a logbook is maintained for credentialing purposes; this option allows for reflection on procedures and outcomes and identifying opportunities for improved practice; this activity can be claimed in either the performance review or outcome measurement categories.

Other performance review activities

Any other performance review activity not listed above that is relevant to your scope of practice. Please provide a detailed description when claiming CPD hours.

Outcome Measurement

Clinical audit

A Clinical Audit is a process that seeks to improve the quality of patient care and outcomes by measuring current practices against best practices and implementing changes if required. Data is collected to assess the care that the individual practitioner provides to establish if changes in practice are needed. An audit should be relevant to the practice, address specific questions, and be likely to provide useful findings.

1. Identify the standards against which the audit
2. will be conducted
3. Data collection of current practice
4. Comparison of current practice against
5. The standard
6. Implement changes if required
7. Evaluate the effectiveness of changes

Undertaking an audit can be a simple process using the 'Plan, Do, Study, Act' methodology. Clinical Audit Basics guideline is available in your CPD portfolio, with audit examples for various practice types.

Medical Records Review (MRR)

Medical record reviews assess the quality of records and can highlight areas for improvement. Completing a review of medical records involves identifying goals and a timeframe, conducting a review, recording data, analysing data and implementing required improvements. Improvements completed in medical records review can be claimed in either the performance review or outcome measurement categories.

Morbidity & Mortality Meeting

Morbidity and Mortality (M&M) meetings allow doctors to learn from clinical outcomes and improve health care in public and private practice. Meetings are held regularly and are a useful tool for improving patient safety governance. M&M meetings improve accountability around record keeping and support ongoing professional development to improve processes for better patient outcomes.

Significant Event Analysis

Significant event analysis (SEA) is a quality improvement and learning tool used to reflect on patient safety incidents and identify ways to improve systems to enhance future patient care. A SEA activity examines underlying systems and deals with weaknesses to improve patient care. It is used as a tool to reduce the risk of repeat instances. Information on the event is collated and discussed, and processes are implemented as needed. Changes are monitored going forward and revisited as necessary.

Publications

Publishing relevant original work in a book or a peer-reviewed article, e.g., original research paper, quality improvement report, short report, letters to the editor, etc. Other publications, such as non-peer-reviewed articles, may also be claimed. Where research for publication involves outcome measurement, hours can be claimed in this category.

Practice Analytics

Practice software can collect and analyse data for outcome measurement and practice improvement. A resource will be available in the CPD portfolio, highlighting the value of structured data and what tools are on offer and how to structure practice analytics to suit various needs.

Maintain and Reflect on Procedural Logbook

Where a logbook is maintained for credentialing purposes, this option allows for reflection on procedures and outcomes and identifying opportunities for improving practice. Your procedural logbook may be used for several purposes, for example, as part of the completion of your Fellowship Pathway or, in some cases, in some states and territories, one is required for laser licensing.

Scientific or Clinical Presentation

When research for your scientific or clinical presentation involves reflecting on clinical outcomes, CDP hours can be claimed in the outcome measurement category, evidenced by reflective notes.

Patient Feedback

Responding to patient feedback is useful in confirming the patient-centred nature of healthcare and improving patient outcomes. Processes and ideas for collecting and reflecting on patient feedback are available in the CPD portfolio, including a sample patient letter and survey. This activity can be claimed in either the performance review or outcome measurement categories.

Observation of Clinical Practice (peer review)

Structured one-on-one peer review activity by a peer of your choice, either face-to-face or video. After an initial discussion with the reviewer on the scope of practice, learning needs and any specific requests for focused feedback, the reviewer observes consultations (with the patient's consent) and provides feedback for reflection and discussion between the reviewer and the peer. This activity can be claimed in the outcome measurement category if you have implemented changes due to the activity and re-evaluated your clinical outcomes.

Case-Based Discussion (peer review)

Either one-on-one or in a small group learning format, case-based discussions use de-identified cases to analyse clinical reasoning and decision-making. Cases can be discussed face to face or via distance education options, including video links and social media. Case-based discussion can be claimed in the outcome measurement category, where the discussion has prompted changes to practice, which can then be evaluated.

Case Studies

Case studies are similar to case-based discussions, but external cases may be reviewed rather than the practitioner presenting their case and discussing the outcome with colleagues. This activity can be claimed in the Outcome measurement category, where the case study has prompted changes to practice, which can then be evaluated.

Best Practice Reflective Activity

This quality improvement activity can be undertaken in your practice by researching best practices for a particular presentation, comparing your practice to that benchmark, and identifying possible improvements. If you make changes to practice and re-evaluate your outcomes, this can be claimed in the outcome measurement category. There is a guideline for undertaking this activity in the resources section of your CPD portfolio, plus a list of useful links.

Peer Observation of Teaching Audit

A structured observation of your teaching practice by a colleague to provide feedback on your clinical teaching, identify any strengths and areas for improvement and explore different approaches to teaching in the future. This process can be completed remotely via video conference or other platforms as well as face-to-face. A guideline and templates for this activity can be accessed in your CPD portfolio. This activity can be claimed in either performance review or outcome measurement categories.

Other Outcome Measurement Activity

Any other outcome measurement activity not listed above that is relevant to your scope of practice. Please provide a detailed description when claiming PDP hours.

Professional Standards

ACAM members, fellows and users are expected to complete CPD in Professional Standards. Activities to maintain and improve your professional standards include:

- ACAM Ethics Examination requires completing each triennium and is free to ACAM members, fellows, however CPD Home users it is NOT.
- Infection Prevention and Control Course
- COVID-19 Infection Control Course
- Laser Safety Officer Course
- Accredited Lift Support Course (CPR/BLS/ALS etc.).

The mandatory activities that require completion to gain your CPD Certificate of Completion also contribute to your overall PDP requirements.

Acceptable Evidence, Hints and Tips

Suppose you attend a structured course (either face-to-face or online). In that case, a certificate of attendance/ completion should be provided, which will be loaded to your dashboard as you log your CPD activity. PDF is the preferred format for these certificates. However, the college recognises that for some practice-based activities such as peer discussions, practice analytics, clinical audits, review of medical records etc., it is more practical to provide your reflective notes or a summary of the activity results as evidence of having completed the activity. At the end of this manual, the college provides a Pro-forma template to enable you to log this activity; note that the activity must be co-signed by another college member (i.e. practice visits).

Reflective notes should document the key learning from the activity and any changes to practice that you have planned or implemented due to the education. If you have made changes to your practice and measured your outcomes, you could also document the impact of those changes. If you found links to other learning resources in the course of the activity, you might like to include them in the reflective notes field to refer to later.

Your portfolio should be a valuable reflective resource and a place to document your activity and store your evidence.

Example of reflective notes

- What are the main topics covered?
- What are your key learnings?
- Was this activity relevant to your practice, and if so, how?
- After reflection, will you change your practice due to this activity?
- And if so, how?
- Are there any barriers to implementing changes to practice, and if so, how do you plan you overcome these?
- Are there other topics you will pursue as a result of this education?

Patient Identification, CPD and Privacy Laws

As per general privacy laws, you must ensure that you do not identify any patients or individuals when logging your CPD. Please ensure that any information, regardless of how small, is removed and that you have assured a signed consent is gained by the patient before us of their data or imagery. For activities where you have reviewed medical records and audited data, please just submit an overview of the activity and a summary of the results. Do not submit any identifiable patient data.

ACAM Policy and Procedural Manual

All members, fellows and users must familiarise themselves with the ACAM Policy and Procedure Manual. The ACAM Policy and Procedure Manual is the member's, fellow's and user's guide to how the college operates and the college's behavioural and academic expectations of members, fellows and users. If you have any comments concerning the ACAM Policy and Procedure Manual, please contact info@acam.org.au.

Maintaining Fellowship

All Fellows must meet the ACAM PDP requirements for each triennium to maintain their Fellowship. Where extenuating circumstances may prevent a Fellow from complying as mandated, the college will consider what support and assistance it can offer. A Fellow who is non-compliant 90 days before the conclusion of the triennium and remains non-compliant at the end of the triennium will be offered remediation.

If that fellow does not participate in the college's remediation process or is still non-compliant following remediation, Fellowship will be rescinded in line with college policy.

Fellows who are identified as requiring retraining to return to safe, independent practice may be recommended to enrol in ACAM Fellowship Pathway Program Three for retraining and evaluation of knowledge and skills as appropriate for a Fellow of ACAM.

Maintaining Membership and CPD Home User Status

All members and users must meet the ACAM PDP requirements for each triennium to maintain their membership. Where extenuating circumstances may prevent a member from complying as mandated, the college will consider what support and assistance it can offer. A member who is non-compliant 90 days before the conclusion of the triennium and remains non-compliant at the end of the triennium will be offered an opportunity to explain to the Board why their membership user status should be maintained.

Expired Members and Fellows

Expired members and fellows no longer have the privilege to use the Australasia College of Aesthetics Medicine's logo or claim they are current members or fellows. This means that expired members cannot display the logo on their letterhead, website, Twitter, Facebook and other social media tags.

Use of Post-Nominal

Current Members, Nurse Associates and Fellows may use the following post-nominal's:

- Member: Member ACAM
- Fellow: FACAM
- Nurse Associate: Nurse Associate of ACAM

Expired Members, Nurse Associates and Fellows may use the following post-nominal's:

- Member: Retired Member ACAM (year of retirement), i.e. 2016
- Fellow: Retired FACAM (year of retirement), i.e. 2016
- Nurse Associate: Retired Nurse Associate of ACAM (year of retirement), i.e. 2016

Accredited Courses

In addition to the college's courses, ACAM provides a list of accredited activities from external course merchants on the dedicated dashboard. The CPD team assesses each course and allocates CPD hours in the appropriate category. When you attend an ACRRM-accredited course, please provide your member number and request that the provider reports to ACAM to ensure that the activity is recorded for you.

Exemption from ACAM CPD Program

The ACAM CPD Program members may apply to the ACAM Board for a full or partial exemption from CPD requirements.

Exemption requests are to be made in writing, with supporting evidence, to the Association Manager info@acam.org.au.

Exemptions are granted for members who:

- Are working overseas and therefore exempt under the Medical Board of Australia regulations.
- On maternity leave (exemption will be offered for six months, extensions may be considered by application to the Board in exceptional circumstances);
- Or suffering severe ill health (a medical certificate will be required from your treating practitioner); and
- Are recognised specialists of an accredited college (except ACRRM and RACGP), whereby the bulk of the daily work can be considered aesthetic medicine. These individuals may furnish their respective college CPD to ACAM as the fulfilment of their CPD but still are required to complete the five mandatory CPD activities required of all members and fellows and part of ACAM maintenance of professional standards.

Please contact the CPD team at info@acam.org.au for more information.

Resources

Medical Board of Australia CPD requirements to maintain registration

<https://www.medicalboard.gov.au/codes-guidelines-policies/faq/faq-general-registration-cpd.aspx>

Medical Board of Australia CPD standards to maintain registration

<https://www.medicalboard.gov.au/Registration-Standards.aspx>

Medical Board of Australia Cosmetic Medical and Surgical Procedures Guidelines

<https://www.medicalboard.gov.au/Codes-Guidelines-Policies/Cosmetic-medical-and-surgical-procedures-guidelines.aspx>

RACGP Principles of Infection Prevention and Control

<https://www.racgp.org.au/running-a-practice/practice-standards/standards-5th-edition/infection-prevention-and-control>

RACGP Patient Feedback Requirements

<https://www.racgp.org.au/running-a-practice/practice-standards/standards-5th-edition/patient-feedback-requirements>

RACGP Steriliser Record System

<https://www.racgp.org.au/running-a-practice/practice-resources/ordering-publications/record-keeping-in-general-practice>

RACGP Standard for Afterhours and Medical Deputising Services

<https://www.racgp.org.au/running-a-practice/practice-standards/standards-5th-edition/after-hours-and-medical-deputising-services>

RACGP Guideline Female Genital Surgery

<https://www.racgp.org.au/clinical-resources/clinical-guidelines/key-racgp-guidelines/view-all-racgp-guidelines/female-genital-cosmetic-surgery>

RACGP Responding to a Cyber Security Incident

<https://www.racgp.org.au/running-a-practice/security/protecting-your-practice-information/responding-to-a-cybersecurity-incident>

RACGP Electronic Records

<https://www.racgp.org.au/running-a-practice/technology/clinical-technology/electronic-records>

RACGP Minimum Requirements for Clinical Information Systems

<https://www.racgp.org.au/running-a-practice/technology/reports/minimum-requirements-for-cis>

NSW Health Vaccine Storage and Cold Chain Management

<https://www.health.nsw.gov.au/immunisation/Pages/cold-chain-management.aspx>

NSW Health Clinical Ethics

<https://www.health.nsw.gov.au/clinicaethics/Pages/default.aspx>

CPD Program Template for Planning

Each member, fellow and user is expected to complete 150 hours of the ACAM CPD Program throughout the triennium. Each member and fellow are expected to complete 50 hours per annum of education to meet this requirement.

Referring to the Activity Matrix, each member and fellow must include various activities in their CPD Program from the multiple tiers to complete their CPD Program.

ACAM has five mandatory activities reflecting the niche medicine its members and fellows conduct. You must complete the following five activities to gain your Certificate of Completion. Your CPD Certificate of Completion is reported to the Medical Board of Australia (MBA) to demonstrate you have completed your CPD requirements to maintain registration as per their standards.

Activities such as CPR/BLS/ALC or equivalent do not need to be completed uniquely for ACAM; only one course is required during the triennium by the Medical Board of Australia, but that course can be used to fulfil multiple college (s) requirements. However, the course must be acceptable for the MBA.

The five mandatory activities that all members and fellows must be completed for their certificate to be completed are:

- Infection Prevention and Control Certificate;
- COVID-19 Infection Control Certificate;
- ACAM Ethics Examination;
- Laser Safety Officer Course;
- Accredited Life Support Course (CPR/BLS/ALS etc.).

The remainder of your CPD Program is self-structured and can include various activities, including contributions to your college. If you would like to explore this option (contribution to your college,) please contact info@acam.org.au.

Activity Matrix

Use this table to plan your CPD program 2023-2025

2023

Category	Education etc	Learning Sphere	Reflection	Hours	Tier	CPD points
Activity						

2024

Category	Education etc	Learning Sphere	Reflection	Hours	Tier	CPD points
Activity						

2025

Category	Education etc	Learning Sphere	Reflection	Hours	Tier	CPD points
Activity						

CPD Template for Peer Assignment of CPD



I ACAM Member Number.....

Undertook the following activity:

.....

Which involved the following:

.....

.....

.....

.....

Points claimed: Tier Claimed:

Domain: Learning Sphere:

I ACAM Member/User Number

Verify the above information:

Signature: Date:

28102022a

Please print, complete, save as a PDF and load to your CPD Dashboard.