**CPD Professional Development Plan (PDP) Template**

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 Lift 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 [secretary@acam.org.au](mailto:secretary@acam.org.au).

**Activity Matrix**

*Use this table to plan your CPD programme 2023-2025*

**2023**

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| **Category** | **Education** | **Learning Sphere** | **Reflection** | **Hours** | **Tier** | **CPD points** |
| **Activity** |  |  |  |  |  |  |
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**2024**

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| **Category** | **Education** | **Learning Sphere** | **Reflection** | **Hours** | **Tier** | **CPD points** |
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**2025**

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| **Category** | **Education** | **Learning Sphere** | **Reflection** | **Hours** | **Tier** | **CPD points** |
| **Activity** |  |  |  |  |  |  |
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**CPD Template for Peer Assignment of CPD**

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| E:\ACAM\Logo\Logo ACAM New .jpg  I …………………………………….. ACAM Member/User 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.