



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

**ACD CONTINUING
PROFESSIONAL
DEVELOPMENT**

Continuing Professional Development Handbook 2024

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1. Introduction

Medical practitioners who are engaged in any form of medical practice are required by the Medical Board of Australia (MBA) to participate in continuing professional development (CPD) that is relevant to their scope of practice in order to maintain, develop, update and enhance their knowledge, skills and performance to ensure that they deliver appropriate and safe care.

Through the Australasian College of Dermatologists' CPD Program, Fellows and CPD Customers are able to undertake relevant CPD activities and fulfill their MBA registration requirements.

All Fellows and CPD participants will be asked by the MBA to declare annually on renewal of registration that they have met the CPD standard set by the MBA (see [MBA Continuing Professional Development Registration Standard](#)).

As a CPD Home, ACD's CPD Program is accredited by the Australian Medical Council (AMC). ACD's CPD Program includes a range of activities to meet individual learning needs including practice-based reflective elements, such as clinical audit, peer-review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning.

This handbook outlines the ACD CPD Program, its requirements, the range of activities available and the method to record them. All participants are encouraged to review this handbook and to contact College for any enquiries.

Why have a CPD Program?

The primary reasons for having a CPD Program are to provide participants with an environment that:

- fosters the value of continuous improvement and development within the profession
- provides participants with opportunities to participate in activities that lead to professional development and improved health outcomes
- allows them to demonstrate their commitment to the maintenance, enhancement and continual review of their professional skills to patients, peers, regulatory bodies and the community
- enables effective monitoring and tracking of their own participation in CPD activities.

How long is the CPD Program?

The annual cycle will commence on 1 January 2024 and will conclude on 31 December 2024.

Who manages the CPD Program?

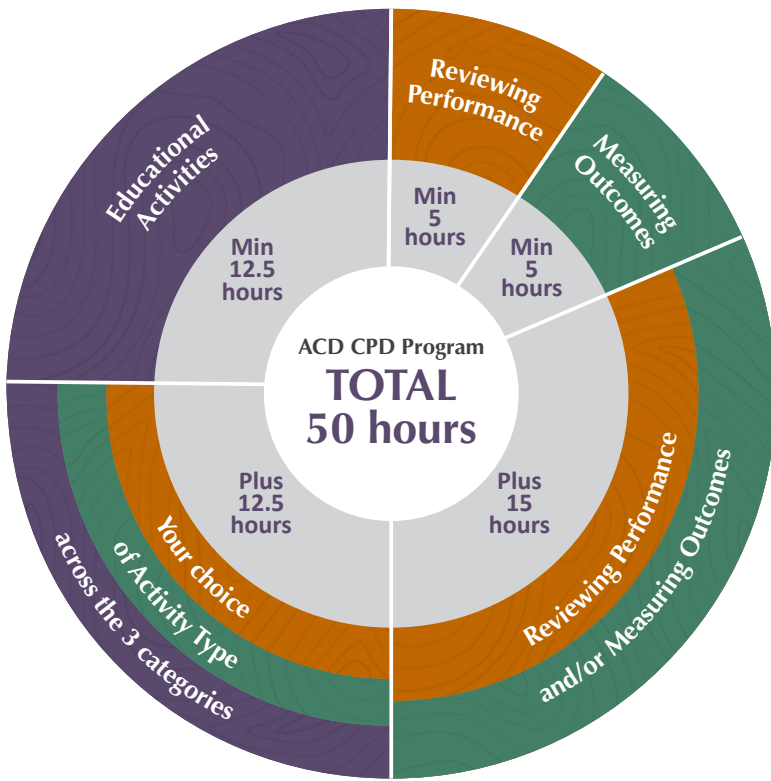
The Program is managed by ACD's CPD Committee. At the beginning of each cycle, a detailed guide to the Program is distributed to all Fellows and CPD participants. Any further updates are given in *The Mole*, as well as via email or the College's website.

Fellows and CPD participants who have any comments about the program are encouraged to forward these to the CPD Committee via cpd@dermcoll.edu.au.

2. Program Requirements

What do I need to do?

The CPD Program as stipulated by the MBA requires a minimum of 50 hours to be accumulated per year. Activity and Category requirements are as follows:



- Complete one **Professional Development Plan (PDP)** per year
College has created a template, available [here](#). You may create your own if you wish.
- **Category 1 Educational Activities**
– Obtain a minimum of 12.5 hours
- **Category 2 Reviewing Performance** and **Category 3 Measuring Outcomes**
– Obtain a minimum of 25 hours with a minimum of 5 hours in each category
- Obtain the remaining 12.5 hours over any of the three categories.

A wide range of activities are eligible for CPD. These are grouped into three categories as outlined below.

CATEGORY 1 Educational Activities	CATEGORY REQUIREMENTS
	Maintenance of Contemporary Clinical Knowledge & Skills/Research, Learning & Teaching
	<i>A minimum of 12.5 hours must be completed during the 2024 program.</i>
	Educational Activities incorporates the maintenance of knowledge and skills for obtaining information to make clinical decisions and treatment management plans, along with conducting procedures in a safe and ethical framework. It also addresses a commitment to research and/or learning, and/or teaching and provides a range of opportunities for practising dermatologists to demonstrate their ongoing education. Includes participation in structured learning, self-directed learning, education events, involvement in leadership roles and College activities.
	Activities Attendance Worksheets can be found here for documentation purposes.

CATEGORY 2

Reviewing Performance

CATEGORY REQUIREMENTS

Reviewing and reflecting on performance and work processes

A minimum of 5 hours must be completed during the 2024 program including a Professional Development Plan.

Activities that require feedback and reflection on your work. Feedback can come from a variety of sources, including peers, colleagues, patients and even yourself. These situations will provide you with information regarding your performance, either validating what you are already doing, or highlighting areas in which you may improve.

Includes measurement of outcomes of care, benchmarking of performance with peers and reflecting on patient outcomes.

Reviewing Performance Worksheets can be found [here](#) for documentation purposes.

CATEGORY 3

Measuring Outcomes

CATEGORY REQUIREMENTS

Measurement of outcomes of care, auditing and reflection.

A minimum of 5 hours must be completed during the 2024 program.

Measuring outcomes involves measurement of health outcomes, such as an audit of your practice or management against standards or guidelines, such as incident reporting or reviews.

It includes reviewing and reflecting on actual work processes and can include feedback from peers, colleagues and patients.

A personal reflection on how an activity you have engaged in has contributed to your personal development and improvement to your scope of practice can also be included in this category.

Measuring Outcomes Worksheets can be found [here](#) for documentation purposes.

3. CPD Program Level Requirements

PACE Requirements

College provides a range of tools and resources to help you navigate the new CPD requirements relating to professionalism, addressing health inequities, cultural safety and ethical practice in Australia. Doctors should strive to always be advocates of their patients and in doing this, strive for equitable health outcomes for all communities, particularly communities that are socio-economically disadvantaged. Good medical practice is culturally safe, professional, and ethical.

A Code of Conduct for Doctors in Australia

The Good Medical Practice Code of Conduct describes what is expected of doctors registered to practise medicine in Australia. It sets out the principles that characterise good medical practice and makes explicit the standards of ethical and professional conduct expected of doctors by their professional peers and the community.

College will continue to identify, develop and approve activities that align to this Code of Conduct.

Click [here](#) to view the Good Medical Practice: A Code of Conduct for Doctors in Australia

Program-level requirements – PACE Objectives

From 2024, all College CPD program participants will be required to engage in activities for:

- Professionalism
- Addressing health inequities
- Culturally safe practice
- Ethical practice

There are no specific numbers of hours that should be allocated to these activities; however, your professional development plan (PDP) should consider some of these.

Please note that you will be able to track hours spent on these activities from your CPD portal dashboard.

College's commitment to equitable healthcare

College recognises the vast inequities faced by First Nations peoples in Australia's healthcare system and recognises there is always more work to do to bridge this gap.

Please follow the link below to learn more about our commitment to equitable healthcare in Australia, including our [Reconciliation Action Plan](#) and more generally on the [Aboriginal and Torres Strait Islander Engagement](#) page of our website.

Cultural safety

The National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020–2025 provides the following definition:

"Cultural safety is determined by Aboriginal and Torres Strait Islander individuals, families and communities. Culturally safe practice is the ongoing critical reflection of health practitioner knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism."

– Ahpra & National Boards

Please click [here](#) to read the full Strategy 2020–2025.

Consistent with the Strategy 2020–2025, it's expected that your CPD activities allow critical reflection on your clinical practice in relation to:

- Aboriginal and Torres Strait Islander approaches to health
- the continuing impact of colonisation, racism and bias on health outcomes on Aboriginal and Torres Strait Islander peoples
- rights-based approaches to improving health services (including outcomes and access).

Health inequity

According to the Australian Medical Council (AMC):

“Different access and outcomes for different groups of people may present differently depending on the specialty and location of a practitioner’s practice. Good medical practice recognises the role of the practitioner as a champion in the system, and also the specialty responsibilities in securing equitable health experiences and outcomes for Aboriginal and Torres Strait Islander patients.”

– Australian Medical Council

The Australian Institute of Health and Welfare

The AIHW also publishes numerous resources on the issues of health inequity among many communities including LGBTQI+ and people living with a disability – refer to [link](#). There are many ways to demonstrate your compliance with this requirement including through targeted learning and undertaking an audit of the cultural safety of your practice. You may be doing several activities already that align with the Code of Conduct for Doctors in Australia.

Professionalism and Ethical Practice

All College CPD program participants are strongly encouraged to include activities relating to professionalism and ethical practice in their professional development plan (PDP) during future CPD cycles.

On completing your reflection, it may be helpful to consider the following questions:

- How did the activity demonstrate professionalism and ethics?
- What professionalism and ethics elements have you learned through undertaking the activity?

How can I meet these CPD requirements?

It may be helpful to consider engaging in the activities listed on the following pages.

Please note that College will continue adding to these lists, in consultation with organisations, healthcare professionals and other individuals.

CATEGORY 1

Educational Activities

PACE REQUIREMENTS

Maintenance of Contemporary Clinical Knowledge & Skills/Research, Learning & Teaching

Cultural Competency	Aboriginal and Torres Strait Islander Health and Culture Module, Intercultural Competency for Medical Specialists Module. Participate in cultural safety programs, activities and reading through your employer, or as self-directed learning.
Professional and Ethical Practice	Complete other professionalism and ethics programs, activities and reading through your employer, or as self-directed learning.
AIDA Workshop	A clinically focused workshop designed to assist medical practitioners integrate cultural safety into their practices to improve healthcare for Aboriginal and Torres Strait Islander patients.
Personal Reading and Study	Reading and implementing into practice information from College's community resources and campaigns . Reading relevant published works via journals.
Meetings and Conferences	Attend sessions such as Ethics and Professionalism, Indigenous Health updates. Attend College's biennial Rural Dermatology Meeting to understand issue maldistribution of health services, service delivery in remote communities and clinical updates in the context of Aboriginal and Torres Strait Islander peoples. Enrol in program such as Rainbow Health Introduction to LGBTQI+ Inclusive Practice.

CATEGORY 2

Reviewing Performance

PACE REQUIREMENTS

Reviewing and reflecting on performance and work processes

Professional Development Plan (PDP)	Consider activities that will help you to develop a culturally safe practice and include these in your professional development plan (PDP).
Committees	Any time devoted to committees such as the Professional Standards Committee, Aboriginal and Torres Strait Islander Committee or the Rural and Remote Services Committee.
Peer Review/Feedback	Seek feedback from your patients, their families, and communities to review your performance and measure outcomes — this could include patient satisfaction surveys or practice staff surveys.
Review and update your services	Review and share College's Community resources with patients and request feedback e.g. Caring for the Skin You're in Podcast series – see link . Helps, helps videos and stories – see link . Patient Support Groups – see link .

Measurement of outcomes of care, auditing and reflection

Non-Clinical Audit	Review your practice against cultural safety standards and frameworks for marginalised groups using the NSW Health self-assessment tool.
Non-College Activities	Complete other professionalism and ethics programs, activities and reading through your employer, or as self-directed learning.
Quality Improvement Project	Undertake a review of your practice website and general communications to ensure they reflect PACE objectives. Identify opportunities to make changes.
Review of Medical Records	Medicolegal work (report, expert witness), Clinical case review, root case analysis in the context of the PACE objectives. Identify trends and improve your professional understanding of your speciality and in particular you patients and everyday practice.

4. Managing Your CPD Hours

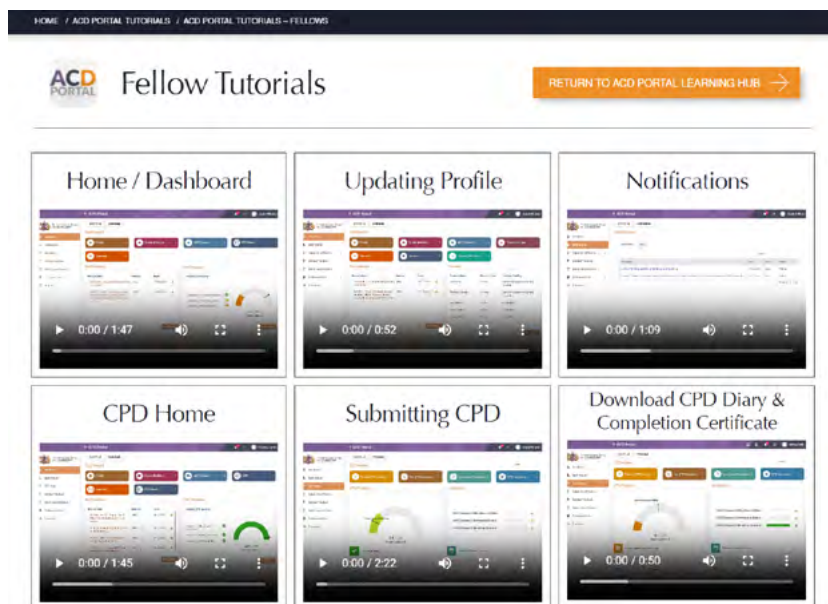
How do I record my hours?

Participants are responsible for recording and tracking their participation in CPD activities with College.

Participants must record their participation via the CPD Portal, which is accessed via the College website. You may be required to submit relevant documentation to verify your activity. In all cases, participants should retain verification of participation in case they are selected for a verification audit. Documentation must be kept for a period of three years after the completion of the current CPD cycle. *For information about completing non-accredited activities not listed in the category descriptions below, please refer to the CPD Policy (Section 15 Choosing CPD Activities).* Participants without access to a computer may contact College for support in uploading their activities/forms.

Instructions for entering hours

Refer to [Fellow Tutorials](#) available online. There are several short videos available to assist you in navigating the CPD Home and submitting CPD documentation and downloading your CPD Diary and Completion Certificate.



Verification Audit

College undertakes random participation audits to maintain its external accreditation of the CPD Program. As is accepted practice in many other medical colleges and professional associations, 5% of participants (both Fellows and CPD Customers) will be asked to provide documentation to support their CPD claims at the end of each CPD period. Randomly selected participants will be notified in writing and asked to provide supporting documentation.

Unless selected for verification, participants are not required to submit documentation to the College, however College advises participants to keep their records as they may be audited by AHPRA.

Details of required verification documentation are listed in the [CPD Policy](#).

Certification

All Fellows and CPD participants who meet the requirements of the program will be issued a certificate at the conclusion of the CPD period.

CPD Categories and activities

The following tables outline high level sub-categories and activities you could participate in as part of your CPD cycle to meet requirements. ***A more comprehensive listing of activities is available in the [CPD Program Definitions document](#).***

CATEGORY 1 Educational Activities		SUB-CATEGORIES AND ACTIVITIES TO MEET REQUIREMENTS
Maintenance of Contemporary Clinical Knowledge & Skills/Research, Learning & Teaching		
<i>A minimum of 12.5 hours must be completed during the 2024 program.</i>		
Sub-category	Activity	Documentation
Online Discussion Groups	Reading (without commenting) online forums (College Dermo Group, Mohs Group), other online forums as approved.	Enter details online
Professional Reading and Study	Formal/informal study, personal research, study and reading educational magazines (hardcopy or online), podcasts and webinars.	Enter on reading log and upload to portal
Meetings and Conferences	Includes ASMs, AGMs, conferences, Clinical Meetings, Institute meetings, attending (not presenting) Grand Rounds, Symposia, Journal clubs and other meetings, courses or workshops related to your scope of practice.	Certificate of attendance or signed attendance record
Supervising and Teaching	Teaching and supervising clinicians e.g. medical students and registrars, either by formal presentation, case discussion or by example, where this activity is by intention and outside of everyday clinical practice. Also includes teaching formal programs and College education programs.	Retain records of date, duration and notes.
College Educational Materials	Prepare/develop/review/evaluate/mark exams, assessments, online modules, quizzes, A to Z of Skin, ACD Examiner, Exam Author, Assessor and Training Supervisor materials.	Retain documentation/correspondence
Upskilling	Including, but not limited to laser therapy, surgical procedures.	Retain documentation
eLearning Portal Modules, Other Modules	Complete ACD online modules or modules from other sources such as medical indemnity groups.	Certificate of Completion
Cultural Competency	Aboriginal and Torres Strait Islander Health and Culture Module, Intercultural Competency for Medical Specialists Module.	Retain documentation/correspondence
Workshops	The planning, implementation and post-workshop evaluation. The workshop has an educational focus and is relevant to your scope of practice.	Retain documentation/correspondence
Other	Other educational activities.	Retain documentation/correspondence

CATEGORY 2

Reviewing Performance

SUB-CATEGORIES AND ACTIVITIES TO MEET REQUIREMENTS

Reviewing and reflecting on performance and work processes

A minimum of 5 hours must be completed during the 2024 program including a Professional Development Plan (minimum of 25 hours across categories 2 & 3)

Sub-category	Activity	Documentation
Professional Development Plan (mandatory)	Complete one (1) Professional Development Plan. A projected yearly plan of your requirements for ongoing professional development, based on reflection of your current practice and educational needs. The PDP is an annual mandatory requirement for all ACD CPD Program participants.	Retain documentation – PDP template available .
Quality Assurance (QA) Management	Participate in QA meetings, peer training, clinical practice operations meetings, QA Committees, Clinical Governance.	Sign Clinical Practice Operations Meetings Record
Committees	External committees, organising committees, ACD committees, working parties, project groups.	Retain documentation/ correspondence
Clinical Review Meetings	Morbidity and mortality meetings, multidisciplinary team meetings, presenting at grand rounds, case review meetings.	Retain documentation/ correspondence
Peer Review/ Feedback	Peer review, involvement in peer review group discussions, workplace performance appraisal, mentoring review, 360 degree multisource feedback, teaching reviews.	Retain documentation/ correspondence
Contributing to Online Forums	Commenting on online forums such as Dermo, e.g. threads asking for advice or discussion on practice.	Contact College for deidentified documentation if audited.
Medical Indemnity Groups	Attend medical indemnity meetings, workshops or webinars relating to performance review.	Certificate of Completion
Health and Wellbeing Activities	Wellness/medical health questionnaires and activities/ webinars. Appropriate educational courses that support your health and wellbeing. See CPD Program Definitions document for key topic areas.	Certificate of Completion
Performing a Procedure with a Peer	Reviewing and reflecting upon either current practice before operating with a colleague, or feedback and experience gained from operating time with a colleague.	Retain documentation/ correspondence
Peer Review of Publications	<ul style="list-style-type: none"> Journal articles, chapters or medical publications Research Curriculum or examination questions. 	Retain documentation/ correspondence
Satisfaction questionnaires	Practice visit patient satisfaction questionnaire, self-adapted satisfaction questionnaire.	Retain documentation/ correspondence
ACD Site Visits Feedback and Reflection	ACD practice visits, visiting Fellow performance feedback and reflection.	Retain documentation/ correspondence
Self-evaluation and reflection for any activity	A process of exploring and examining ourselves and can help improve on future performance.	Complete the Self-evaluation and Reflection form .
Other	Other educational activities.	Retain documentation/ correspondence

Measurement of outcomes of care, auditing and reflection

A minimum of 5 hours must be completed during the 2023 program (minimum of 25 hours across categories 2 & 3)

Sub-category	Activity	Documentation
Clinical Audit	Surgical Audit (Mohs), management of a specific clinical issue, monitoring adherence to standards/guidelines, pathology audit, group audits.	Retain completed audit document
Non-Clinical Audit	Medicolegal reports, cultural safety, recommendations uptake, workplace assessment reports, supervision, record keeping, funding success, bullying/harassment, standards of confidentiality, data security etc.	Retain documentation/ correspondence
Compare processes or health outcomes with best practice	Evaluate and improve the effectiveness of a process which contributes to the safety, effectiveness or efficiency of healthcare delivery.	Retain documentation/ correspondence
Analysis of patient outcomes	An audit of a clinicians practice or aspects of practice against an agreed standard with the aim of ensuring practice meets defined standards or as a way of measuring improvements in practice outcomes as a result of practice change.	Retain completed audit document
Registry Involvement	Reviewing entered data, benchmarking, and analysing registry data or evaluating one's own data quality, documentation completeness, and patient outcomes.	Retain documentation/ correspondence
Quality Improvement Project	Undertake a quality improvement project in your practice or place of work. A project that looks at health care standards within a hospital and/or private practice and aims to improve them.	Contact College for deidentified documentation if audited.
Review of Medical Records	Medicolegal work (report, expert witness), Clinical case review and Root Cause Analysis (RCA). See CPD Program Definitions document for detailed descriptions.	Retain documentation/ correspondence
Publishing	An article that has been through a rigorous peer review process. Including – publications, textbooks, chapters, journal articles, literature reviews e-learning activities.	Evidence of published article that references your you
Clinical research projects	Principal investigator in a clinical research project including study design and patient selection. Including retrospective outcomes analysis, observational studies & clinical trials, including multi- centre and smaller local studies.	Copy of project brief that shows your name
Research (other)	Research project involving analysis and reflection of outcomes, survey development including grant applications or a PhD.	Retain documentation/ correspondence
Presentations	Prepare and present presentation/poster, podcast or audio recording.	Retain documentation
Resources based on review of data/ information	ACD practice visits, visiting Fellow performance feedback and reflection.	Retain documentation/ correspondence
ACD Site Visits	ACD Accreditation visit report, ACD practice visits – visiting Fellow final written report including review.	Retain documentation
Mohs	Completion of Mohs Micrographic Surgery course, Mohs Quality Assurance.	Retain documentation
Other	Other outcome measuring activities	Retain documentation

5. Documentation

The following list contains examples of documentation that can be used for CPD.

Documentation type	Description
Academic	Correspondence from employer detailing role/confirmation of role
Advocacy	Log of activities and/or documentation of involvement
AGM	Confirmation can be provided by College
Analysis	Log of activities
Appraisal	Log of activities or documented discussion with dates and duration
Assessing	Confirmation letter from an administrator validating the role
Audit	Certificate of audit registration, completion, or involvement; audit online with review against best practice standards, recommendations, and implementation details; Activity log detailing the process, outcomes, and reflections on the learning experience; Brief summary highlighting recommendations and subsequent changes made
Board Membership	Confirmation letter verifying participation, meeting log, or redacted agenda
Business Management	Confirmation letter from employer/employee confirming participation; activity log; diary entry
Business Operations	Confirmation letter from employer/employee confirming participation; activity log; diary entry
Case-Based Discussion/ Case Conferencing	Deidentified meeting notes; signed attendance documentation; diarised entries
Chair	Verification letter from organiser/administrator/employer certifying the role; minutes of the meeting noting the chair
Clinical Attachment	Deidentified meeting notes; signed attendance documentation; diarised entries
Coaching	Confirmation letter from employer or committee chair/secretariat; deidentified minutes; activity log
Committee Participation	Confirmation letter from employer/committee chair/secretariat; deidentified minutes; activity log
Conference	Certificate of attendance
Convenor	Confirmation letter from organiser or administrator; copy of the program
Course	Certificate of completion
CPD Professional Development Plan	Completed PDP
Data Collection/Review	Activity log and outcomes statement
Director	Confirmation letter from organiser, administrator, employer certifying the role
Discussion	Signed attendance from relevant parties confirming the activity
Editing	Title/copy of publication/items edited
Educational Material	Title/copy of publication/items edited; activity log
Examiner	Confirmation letter from organiser/administrator/employer certifying the role
Expert Witness	Confirmation letter from organiser/administrator/employer certifying the role
Formal Qualification	Course statement of participation/attainment/completion
Forum	Certificate of attendance
Governance	Confirmation of attendance correspondence
Grand Rounds	Deidentified meeting notes; signed attendance documentation; diarised entries
Group Learning	Deidentified meeting notes; signed attendance documentation; diarised entries
Guidelines	Title/copy of guideline, activity log and outcome statement
Health and wellbeing activities	Activity log, certificate of completion

Documentation type	Description
Information Search	Diarised information search including the title/topic, duration, and date
Inspection/ Accreditation	Activity log and outcomes statement
Journal Club	Signed attendance sheet
Management Meetings	Signed attendance sheet
Masterclass	Certificate of attendance/completion
Medico-legal	Activity log; correspondence of organiser/employee
Meeting	Agenda, signed attendance sheet; correspondence from organiser confirming participation
Mentoring	Correspondence from organisation/partnership confirming mentorship; activity log
Module	Certificate of completion
Multi-source Feedback	Certificate of completion/attendance/correspondence of participation
Observation	Correspondence from organiser confirming participation
Online Education	Certificate of completion
Panellist	Correspondence from organiser confirming participation
Patient Feedback	Activity log; deidentified findings statement
Peer Review	Correspondence from organiser confirming participation; logbook/diarised entry, description of review
Performance Review	Activity log, outcomes statement
Podcast	Certificate of enrolment/completion; activity log
Practice Management	Correspondence from organiser/employer confirming participation, activity log
Policy Work	Correspondence from organiser/administrator seeking involvement/feedback/minutes
Poster	Title/copy of poster, activity log
Presenter	Correspondence from organiser/administrator/employer; program
Professional Reading	Diarised entries or ACD reading log: listing articles, journals, books, or text read including title/journal/book, duration and date
Publication	Title/copy of publication, activity log
Quality Assurance	Activity log and outcomes statement
Quality Improvement	Activity log and outcomes statement
Records	Activity log and outcomes statement
Reflection	Activity log and outcomes statement
Report	Confirmation letter from organiser confirming participation, activity log
Research	Title/copy of research project, activity log
Seminar	Certificate of attendance/completion
Supervision	Correspondence from organiser/administrator/employer certifying role; or activity log detailing process
Survey/Questionnaire	Title/copy of questionnaire, activity log
Teaching	Confirmation letter from organiser/administrator/employer; activity log; copy of roster
Visit	Activity log and outcome statement; correspondence on details, signed attendance sheet/statement of visit
Volunteering	Confirmation letter from organisation confirming participation and activity log
Webinar	Certificate of attendance or completion
Workshop	Certificate of attendance or completion
Other	Evidence relevant to the activity type, certificate of completion, certificate of attendance

6. CPD from External Sources

College recognises that participants undertake professional development in a wide range of areas outside of the ACD Program.

Hours gained from activities from CPD programs of other recognised medical colleges/professional organisations or other professional bodies to which Fellows belong may be recognised by the ACD CPD program provided that:

- the activities are within relevant scope of practice
- the activities fall within the descriptors associated with the various ACD Categories
- clinical activities that fall within the descriptors of Category 1 of the CPD handbook are of a dermatological nature
- the participant provides College with supporting evidence
- professional activities undertaken in relation to an individual's private practice can also be used for CPD.

For information about completing non-accredited activities not listed in the category descriptions below, please refer to the CPD Policy (Section 15 Choosing CPD Activities).

7. Other Considerations

Participants in Special Circumstances

Fellows or CPD customers who are not practising for extended periods due to illness or other personal reasons may apply to be considered for a period of exemption from CPD requirements until they return to practice.

Participants working part-time

Fellows or CPD customers working part-time are expected to provide the same quality of care to their patients as their colleagues who work full-time. Consequently, program requirements are the same for those working part- or full-time.

New Participants

Fellows who are admitted to Fellowship of the College during the 2024 CPD Program, and other CPD customers who join the program during the cycle, are expected to meet pro-rata requirements.

Retired Fellows

Retired Fellows who continue to hold full registration are required to participate in the full CPD program. Retired Fellows who are no longer registered for practice do not need to complete any CPD.

Further information

Further information regarding the above considerations can be obtained from:

- [MBA Recency of Practice Registration Standard](#):
- [ACD CPD Policy](#)

8. CPD Support and Resources

Support

Email

For any queries and/or support relating to your CPD program, and/or support with activities, please contact the CPD team at: cpd@dermcoll.edu.au.

Please provide as much detail in your email as possible such as attaching relevant documents or providing screenshots.

If you're experiencing issues with the CPD portal please lodge an IT ticket via: helpdesk@dermcoll.edu.au

Phone

If you wish to speak to a member of the CPD team, please phone: +61 2 8741 4123. If your call cannot be answered at the time, please leave a detailed message and a team member will call you back.

ACD Portal Tutorials

College provides a number of online tutorials to help you successfully navigate the CPD Home. To view the library of tutorials, please click [here](#).

Resources

CPD Policy	Click here
CPD Program Definitions	Click here
CPD Professional Development Plan – Your Guide	Click here
CPD Professional Development Plan template	Click here
CPD Professional Reading Log	Click here
CPD Self-evaluation and Reflection tool	Click here
CPD Educational Activities Worksheet	Click here
CPD Reviewing Performance Worksheet	Click here
CPD Measuring Outcomes Worksheet	Click here

Instructions and support documentation including activity worksheets are available on the e-Portal under CPD Activities/ CPD support and Documentation. Activity worksheets are also available to download from the CPD Dashboard Worksheets.



College staff are here to support you in your CPD participation. If you need assistance with your CPD, please contact the Membership & Professional Services team at cpd@dermcoll.edu.au.

