Consultation feedback form –

Proposed *Criteria for AMC Accreditation of CPD Homes*

# **ATTACHMENT 2 (Section A)**

Thank you for providing feedback on the proposed *Criteria for AMC Accreditation of CPD Homes*.

To return your feedback, please email this form in MS Word format to [cpdhomes@amc.org.au](mailto:cpdhomes@amc.org.au) by **1 June 2022.**

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| **Criterion 1 CPD Home context and governance** | |
| The CPD home has appropriate governance structures, expertise and resources to be a CPD home providing a CPD program(s) that supports meaningful professional development. The home provides clear information about its CPD program(s), requirements and costs. | |
| 1.1 The CPD home has ongoing capacity to provide a sustainable CPD program(s) at reasonable costs to practitioners.  1.1.1 There are appropriate financial resources and allocated budget for the CPD program(s).  1.1.2 There are sufficient human resources to manage, evaluate and develop the CPD program(s), and to provide support to practitioners. This will include appropriate educational and information technology expertise. | |
| 1.2 The governance structures are appropriate for the provision of the CPD program(s).  1.2.1 The CPD home identifies potential conflicts of interest and undue influence from any other part of its business or from external stakeholders, and these are appropriately managed through governance processes and decision making about the resourcing and management of CPD programs. | |
| 1.3 The CPD home has published a detailed description of the requirements, content/activities and any fees associated with the provision of its CPD program(s) and any changes. | |
| 1.4 All CPD program-level requirements are aligned to *Good medical practice: a code of conduct for doctors in Australia* and informed by evidence based practice. The program-level requirements refer to culturally safe practice, addressing health inequities, professionalism and ethical practice. | |
| 1.5 There are policies and processes for joining the CPD home. These are applied consistently and fairly, free from bias or discrimination. | |
| 1.6 There are published processes for review and appeal of the CPD home’s determination that:   * + - a practitioner’s CPD activity does not meet the requirements of the CPD program     - a practitioner has not complied with the Registration standard: CPD   and these are fair and consistently applied. | |
| 1.7 The CPD home demonstrates continuous improvement of its CPD program(s) and supporting guidance to meet changing needs and respond to:   * the outcomes of the CPD home’s audit and support processes * feedback from practitioners, the Medical Board of Australia, and the AMC. | |
| **Please respond:** | |
| Are the criteria in this section clear? If not, please describe. |  |
| What factors may impact a CPD home in meeting the criteria? |  |
| Are there any additional criteria that should be added to this section? If so, please describe. |  |
| **Criterion 2 Provision of the CPD program(s)** | |
| The CPD home provides a CPD program(s) that enables practitioners to meet the requirements of the Registration standard: CPD and has effective systems, polices and processes to provide the CPD program(s). | |
| 2.1 The CPD home has reliable and effective systems and processes to record practitioners’ progress towards meeting:  2.1.1 the requirements of the Registration standard: CPD  2.1.2 the program-level requirements, and  2.1.3 any relevant specialist high-level requirements. | |
| 2.2 There is a published framework and supporting processes for assessing and recognising CPD activities, including those that are provided by a different organisation. The assessment is based on relevance and educational value. | |
| 2.3 There are published policies and processes for granting exemptions or variation to the requirements of the CPD program(s), including in relation to continuous absence from practice of at least six months and up to and including 12 months for parental or carer leave, serious illness or other approved circumstances, such as cultural responsibilities. These are implemented fairly and consistently to support flexible practice. | |
| 2.4 Changes to the CPD program(s) are communicated in advance, in a timely, transparent and accurate way. | |
| 2.5 There are published policies on practitioners’ CPD record storage, retention, disposal, privacy and access that are implemented consistently | |
| 2.6 The CPD home has systems and processes to facilitate practitioners to maintain, share and transfer their records to other CPD homes. | |
| **Please respond:** | |
| Are the criteria in this section clear? If not, please describe. |  |
| What factors may impact a CPD home in meeting the criteria? |  |
| Are there any additional criteria that should be added to this section? If so, please describe. |  |
| **Criterion 3 Support and guidance** | |
| The CPD home provides guidance to help practitioners identify high quality CPD activities that support development across the breadth of their scope(s) of practice. | |
| 3.1 The CPD home provides guidance and resources for practitioners on CPD activities that support them to develop and improve their practice in line with requirements of the CPD program. This includes:  3.1.1 any specialist high-level requirements  3.1.2 developing culturally safe practice, including guidance on how to seek feedback from patients, their families and communities to review performance and measure outcomes  3.1.3 supporting practitioners to address health inequities within their scope(s) of practice  3.1.4 professionalism, and  3.1.5 ethical practice. | |
| 3.2 The CPD home identifies practitioners at risk of not meeting the requirements of their CPD program(s) and provides guidance or support to assist them meet the requirements. | |
| 3.3 The CPD home has processes to respond to requests for advice on CPD activities to support further training. | |
| 3.4 The CPD home has processes to respond to requests for advice on CPD activities to support remediation of practitioners who have been identified as underperforming in a particular area. | |
| **Please respond:** | |
| Are the criteria in this section clear? If not, please describe. |  |
| What factors may impact a CPD home in meeting the criteria? |  |
| Are there any additional criteria that should be added to this section? If so, please describe. |  |
| **Criterion 4 Auditing and reporting** | |
| The CPD home complies with the Medical Board of Australia’s auditing and compliance reporting requirements, and the AMC’s accreditation requirements for its CPD program(s). | |
| 4.1 The CPD home audits practitioners’ CPD records regularly, assessing the completeness of evidence and educational quality of the activities undertaken, and meets the requirements of the Medical Board of Australia for audit activity. | |
| 4.2 Reports on compliance are provided to the Medical Board of Australia within six months of each year’s end and meet the reporting requirements of the Board. | |
| 4.3 Submissions are provided as required to the AMC, demonstrating continuing ability to deliver the CPD program(s) in accordance with the *Criteria for AMC Accreditation of CPD Homes* and identifying any changes that may affect the CPD home’s accreditation. | |
| **Please respond:** | |
| Are the criteria in this section clear? If not, please describe. |  |
| What factors may impact a CPD home in meeting the criteria? |  |
| Are there any additional criteria that should be added to this section? If so, please describe. |  |

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| **Other general comments about the criteria** | |
| Are there any other areas that should be considered within the criteria? |  |
| Do you have any additional comments relating to the criteria? |  |

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|  | **Enquiries** |

For enquiries regarding the accreditation criteria, or the process for accreditation of CPD homes, please email: [cpdhomes@amc.org.au](mailto:cpdhomes@amc.org.au).

For enquiries regarding the *Registration standard: Continuing professional development*, please email: [performanceframework@ahpra.gov.au](mailto:performanceframework@ahpra.gov.au).

Expression of interest form – Prospective CPD home applicant

# **ATTACHMENT 2 (Section B)**

Thank you for indicating your interest in applying for accreditation as a CPD home.

Please complete and email this form in MS Word format to [cpdhomes@amc.org.au](mailto:cpdhomes@amc.org.au) by **1 June 2022.**

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| **Organisational details and contact** |  |
| Organisation name: |  |
| Organisation address: |  |
| Organisation website: |  |
| Key contact for CPD home application: |  |
| Email for key contact: |  |
| Phone for key contact: |  |
| **Current CPD activity** |  |
| Is your organisation currently providing CPD programs or activities, tracking assistance or supporting professional development plans for medical practitioners? If yes please describe. |  |
| **CPD program details** |  |
| Please outline the range of the proposed CPD program(s) and the practitioners for whom the program(s) will be designed. |  |
| **Other comments** |  |
| Please provide any additional comments regarding your organisation’s plans for becoming a CPD home (for example, timeline for application and implementation). |  |

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|  | **Enquiries** |

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For enquiries regarding the *Registration standard: Continuing professional development*, please email: [performanceframework@ahpra.gov.au](mailto:performanceframework@ahpra.gov.au).