



COSMETIC PHYSICIANS
COLLEGE
OF AUSTRALASIA

CPD Activity Recognition Framework

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This framework has been developed to ensure that the CPD Home consistently implements processes for assessing and recognising CPD activities, including those that are provided by different organisations or completed through another CPD program, based on relevance and educational value.

When reviewing a potential CPD Activity the below reviews will be undertaken and will form the basis of the decision made by the CPD Home and / or Education Committee.

- 1. Is there evidence that the activity has already been approved by or completed through another CPD Program?**
- 2. Which requirement of the Registration standard: CPD does it support?**
 1. Is it educational in nature?
 - a. Does it involve an assessment process?
 - b. Is it delivered by an RTO or other recognised body?
 - c. Has it been endorsed by any party relative to the CPCA?
 - d. Is it delivered as part of a course / information session / conference or other educational outlet?
 - e. Does it provide a new skill or development opportunity for the practitioner?
 2. Does it provide an avenue to review performance?
 - a. Is it performed by the practitioner themselves?
 - b. Is it an external review?
 - c. Is there opportunity for analysis with pertaining actions documented?
 - d. Does it include feedback from others?
 - e. Was the practitioner able to successfully identify performance opportunities that will allow them to further develop their practice?
 3. Does it provide an avenue to measure outcomes?
 - a. Are there statistics to be measured, either qualitative or quantitative?

- b. Can it be compared to or against others?
- c. Does it allow self-reflection on improvements / changes made to determine if an outcome has been met?
- d. Is there evidence that the outcomes measured have been considered for opportunities that will support the practitioner's development?

3. What area of the Registration standard: CPD has been covered?

The activity should contribute to the practitioner's development in one of the below areas.

- 1. Developing culturally safe practice?
 - a. Might include seeking feedback from patients, their families and communities
- 2. Addressing health inequities?
- 3. Maintaining and developing professionalism
- 4. Maintaining and developing ethical practice
- 5. Any specialist high-level requirements
 - a. This will include elements relevant to the specific scope of practice where no high-level requirements exist

4. Does it support the practitioner to develop their wider medical skills?

A CPD Activity description should be able to clearly demonstrate how and potentially which wider medical skills are developed.

5. Does it align with the Scope of Practice?

The CPD Home has been designed to support registered medical practitioners who perform cosmetic medical procedures as defined as 'Minor Procedures' Guidelines for registered medical practitioners who perform cosmetic medical procedures

For a CPD Activity to be relevant and approved it must fall within the scope of practice or be suitable to support the general nature of a medical practitioner.

i.e.: not specific in any way and applicable to all practitioners.

This could include review and monitoring activities, outcome analysis, general patient care and consent and anything else that might be considered "general".

6. What is the educational value?

For activities to be linked to an educational outcome, the following is reviewed:

- 1. educational quality - This considers:
 - a. the outcomes achieved in the activity
 - b. who has delivered it (e.g.: Registered Training Organisation)
 - c. who has developed it (Industry Expert Credentials)
 - d. If it has any formal assessment criteria and if so, how is assessment completed and by whom
 - e. How specific the content of the activity is
 - f. The duration and mode of delivery
 - i. Does it include any workplace practical skills
- 2. appropriate educational methods used - This considers:
 - a. the style of delivery - lecture, seminar, article, webinar
 - b. The level of engagement from the learner - how passive are they during the course
 - c. If assessment is part of the methods, and if so what level of assessment is expected
- 3. resources used - This considers:
 - a. How materials have been sourced or developed

- b. Who has developed the material
- c. Are there practical components to be completed
- d. How relevant are the resources - are they recent?

7. How will it be delivered?

- 1. **Internally** - It is developed and maintained / run by the CPCA.
- 2. **Externally** - it is endorsed by the CPCA as a possible activity but may or may not be regulated into the CPD Program.

Activities will only run where it's determined no conflict of interest has been identified or if there is an identified conflict it has been adequately managed.

Decision Process

Once an activity is reviewed against this framework by the CPD Home / Education Committee the applicant or CPD Home member will receive the decision in writing.

If the decision is on an activity developed by the CPD Home Committee, the framework will still be used to ensure that it has met all requirements before implementation. This will be tracked via committee minutes.

Any external party or CPD Home member who does not get their activity approved has the right of appeal as per the Appeals and Complaints Policy.