

ACCEPTABLE AND UNACCEPTABLE DOCUMENTS FOR CPD VERIFICATION

ACTIVITY TYPE	ACCEPTABLE DOCUMENTS FOR VERIFICATION	UNACCEPTABLE DOCUMENTS FOR VERIFICATION
Group or Specialty Audit	Letter/email from Society/Association	Diary notes/self-confirmation
Clinical Unit Audit	Letter/email from Head of Department/Head of Unit or Administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information
Locum Logbook	Letter/email from peer who performed the review	Diary notes/self-confirmation, documents with confidential patient information
MALT	Letter/email from peer who performed the review	Diary notes/self-confirmation, documents with confidential patient information
Total Practice Audit	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with confidential patient information
Selected Audit from Surgical Practice	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with confidential patient information
Clinical Registry	Letter/email from peer who performed the review	Diary notes/self-confirmation, power points, documents with confidential patient information
Audit of Reports*	Letter/email from Head of Department/Head of Unit or Administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information
Student Evaluation*	Letter/email from Head of Department/Head of Unit or organiser of the evaluation (hospital, etc.)	Diary notes/self-confirmation, contract from employer
Surgical Assistant – Audit*	Letter/email from Head of Department/Head of Unit or Administrator	Diary notes/self-confirmation, power points, documents with confidential patient information
CHASM Form	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self-confirmation (only applies to CHASM participants)
1st Line Assessment	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self-confirmation (only applies to CHASM participants)
2nd Line Assessment	Email confirmation from the CHASM office (only applies to	Diary notes/self-confirmation (only applies to CHASM

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	CHASM participants)	participants)
Structured Conversation	Letter/email from peer	Diary notes/self-confirmation
Patient Feedback Survey	Letter/email from peer who performed the review	Diary notes/self-confirmation
Clinical Governance	Letter/email from Head of Department/Head of Unit or Administrator, redacted minutes	Diary notes/self-confirmation, power points, documents with confidential patient information
Mentor/Coach	Letter/email from organiser of mentoring program	Diary notes/self-confirmation
Mentee/Coached	Letter/email from person who is mentoring you or organiser of mentoring program	Diary notes/self-confirmation
Structured Practice Visit	Letter/email from peer who's practice you visited	Diary notes/self-confirmation
Annual Performance Review	Letter/email from who performed the performance review (Head of Department/Head of Unit or supervisor, etc.)	Diary notes/self-confirmation, contract from employer
Accreditation Review	Letter/email from organiser of the review	Diary notes/self-confirmation
Examiner	Confirmation letter/email from organisers	Diary notes/self-confirmation, confirmation from organisers (pre-event)
Attachment to a Peer	Letter/email from peer	Diary notes/self-confirmation
MSF/360	Activity log and de-identified findings statement	Feedback form, self-confirmation
Review of Reports	Letter/email from peer who performed the review	Diary notes/self-confirmation, documents with confidential patient information.
General Health Check	Letter from GP	Diary notes/self-confirmation
Clinical Supervision	Letter/email from Head of Department/Head of Unit or or organiser of the supervision (hospital, etc.)	Diary notes/self-confirmation, contract from employer
Course Attendance	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation

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Research Activities	Letter/email from lead researcher/supervisor	Diary notes/self-confirmation, power points, documents with confidential patient information.
Journal Article (Review)	Letter/email confirmation from journal company	Diary notes/self-confirmation
Clinical Text (Author)	Title/copy of the book's author Page	Diary notes/self-confirmation
Journal Article (Author)	Title/copy of the publication	Diary notes/self-confirmation
Presentation to Peers	Event program, confirmation email from organisers (post-event)	Diary notes/self-confirmation, email from organisers (pre-event)
Small Group Learning	Letter/email from Head of Department/Head of Unit or Administrator	Diary notes/self-confirmation
Volunteer Activities	Letter/email from organiser of the service	Diary notes/self-confirmation
Rural Outreach	Letter/email from peer at outreach site/confirmation email/letter of outreach visit/logbook of outreach procedures	Diary notes/self-confirmation
Conferences/Scientific Meetings	Certificate of attendance	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Online activities	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Cultural Safety, Cultural Competence Activities	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self-confirmation, registration email or tax invoice/receipt from organisation
Development of Education Material	Confirmation letter/email from attendance at meetings, copy of educational material	Diary notes/self-confirmation
Journal Reading	N/A	N/A
Tertiary Studies	Confirmation letter/email of participation in course and/or completion of the course	Diary notes/self-confirmation

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Teaching - Faculty	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self-confirmation, confirmation from organisers (pre-event)
Teaching – Courses	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self-confirmation, confirmation from organisers (pre-event)
Teaching - SET & students	Letter/email from Head of Department/Head of Unit or organiser of the teaching (hospital, university, etc.)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
SET Assessment	Letter/email from Head of Department/Head of Unit or organiser of the teaching (hospital, university etc)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
Clinical Advisor	Letter/email from Head of Department/Head of Unit or organiser of the teaching (hospital, university etc)	Diary notes/self-confirmation, roster and/or schedule of teaching, contract from employer
Committee Meetings	Letter/email from Head of Department/Head of Unit/Head of Committee or Administrator, redacted minutes	Diary notes/self-confirmation, power points
Advisor to Government	Letter/email from department you advised	Diary notes/self-confirmation