ACTIVITY	ACCEPTABLE DOCUMENTS FOR VERIFICATION	UNACCEPTABLE DOCUMENTS FOR VERIFICATION
Specialty Society Audit	Letter/email from Society/Association	Diary notes/self confirmation
Specialty Group Audit	Letter/email from Group/Registry	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 with peer review	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.
Organisation review of surgical services	Letter/email from peer who performed the review	Diary notes/self confirmation, power points
Patient feedback including action plan	Letter/email from peer who performed the review	Diary notes/self confirmation
Peer review of reports	Letter/email from peer who performed the review	Diary notes/self confirmation, documents with confidential patient information.
Peer review of cases/charts with feedback	Letter/email from peer who performed the review	Diary notes/self confirmation, power points, documents with patient information.
Structured conversation with a peer	Letter/email from peer	Diary notes/self confirmation
ANZASM surgical case form	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self confirmation (only applies to CHASM participants)
ANZASM first line assessment	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self confirmation (only applies to CHASM participants)
ANZASM second line assessment	Email confirmation from the CHASM office (only applies to CHASM participants)	Diary notes/self confirmation (only applies to CHASM participants)
Committee meetings with educational content, such as guideline development	Letter/email from head of department, head of unit, head of committee or administrator, redacted minutes	Diary notes/self confirmation, power points
Mortality and Morbidity meetings	Letter/email from head of department, head of unit or administrator, redacted minutes	Diary notes/self confirmation, power points, documents with confidential patient information.
Participation in a structured mentoring program - mentor	Letter/email from organiser of mentoring program	Diary notes/self confirmation

Participation in a structured	Letter/email from person who is	Diary notes/self confirmation
mentoring program - mentee	mentoring you or organiser of	
	mentoring program	
Practice visitor	Letter/email from peer who is	Diary notes/self confirmation
	practice you visited	
Recipient of a structured practice	Letter/email from peer who	Diary notes/self confirmation
visit by a peer	performed the visit	
CPD Coach (being coached)	Letter/email from coach who	Diary notes/self confirmation
	had coached you	
CPD Coach (as coach)	Letter/email from organiser of	Diary notes/self confirmation
	coaching	
Meetings with	Letter/email from head of	Diary notes/self confirmation,
administrators/management	department, head of unit or	power points, documents with
	administrator, redacted minutes	confidential patient information.
Meetings reviewing adverse events	Letter/email from head of	Diary notes/self confirmation,
	department, head of unit or	power points, documents with
	administrator, redacted minutes	confidential patient information.

ACTIVITY	ACCEPTABLE DOCUMENTS FOR VERIFICATION	UNACCEPTABLE DOCUMENTS FOR VERIFICATION
Participation in an annual individual or department performance review	Letter/email from who performed the performance review (head of department/head of unit, supervisor, etc.)	Diary notes/self confirmation, contract from employer
Reviewer–Trauma verification	Letter/email from organiser of the review	Diary notes/self confirmation
Peer discussions of critical incidents, safety and quality reviews		Diary notes/self confirmation, power points, documents with confidential patient information.
Referring doctor's satisfaction survey	Activity log and de-identified findings statement	Survey form, self confirmation
Examiner–RACS, AMC, university	Confirmation letter/email from organisers	Diary notes/self confirmation, confirmation from organisers (pre-event)
Surgical attachment with peer	Letter/email from peer	Diary notes/self confirmation
Patient care satisfaction survey	Activity log and de-identified findings statement	Survey form, self confirmation
Multisource feedback using a structured framework	Activity log and de-identified findings statement	Feedback form, self confirmation
Comprehensive health assessment with your GP	Letter from GP	Diary notes/self confirmation
Post-operative satisfaction questionnaire	Activity log and de-identified findings statement	Questionnaire form, self confirmation
Supervision of surgical trainees	Letter/email from head of department/head of unit or organiser of the supervision (hospital, etc.)	Diary notes/self confirmation, contract from employer
Participation in ASERNIP-S review, a clinical trial or organised clinical research	Letter/email from lead researcher/supervisor	Diary notes/self confirmation, power points, documents with confidential patient information.

Acting as a referee for a journal	Letter/email confirmation from	Diary notes/self confirmation
article	journal company	
Publication of a surgical/medical book	Title/copy of the book's author page	Diary notes/self confirmation
Publication in a refereed	Title/copy of the publication	Diary notes/self confirmation
journal/chapter in surgical/medical		
book		
Hospital clinical meeting	Letter/email from head of	Diary notes/self confirmation,
	department/head of unit or	power points, documents with
	administrator, redacted minutes	confidential patient information.
Presentation to surgical/medical	Event program, confirmation	Diary notes/self confirmation,
peers at a scientific meeting	email from organisers (post-	email from organisers (pre-
	event)	event)
Structured and approved small	Letter/email from head of	Diary notes/self confirmation
group learning e.g. Journal Club	department/head of unit or	
	administrator	
Participation in volunteer services	Letter/email from organiser of	Diary notes/self confirmation
	the service	
Surgical Meetings including M&M,	Letter/email from head of	Diary notes/self confirmation,
Multidisciplinary etc	department/head of unit or	power points, documents with
	administrator	confidential patient
		information.
Attendance at scientific meetings	Certificate of attendance	Diary notes/self confirmation,
		registration email or tax
		invoice/receipt from
		organisation
Attendance at RACS	Certificate of attendance,	Diary notes/self confirmation,
courses/workshops	confirmation letter/email of the	registration email or tax
	completion of the activity	invoice/receipt from
		organisation
Attendance at Specialty Society	Certificate of attendance,	Diary notes/self confirmation,
courses/workshop	confirmation letter/email of the	registration email or tax
	completion of the activity	invoice/receipt from
		organisation

ACTIVITY	ACCEPTABLE DOCUMENTS FOR VERIFICATION	UNACCEPTABLE DOCUMENTS FOR VERIFICATION
Attendance at Specialty Association or Society scientific meeting	Certificate of attendance	Diary notes/self confirmation, registration email or tax invoice/receipt from organisation
Cultural Competence and Cultural Safety	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 educational material	Confirmation letter/email from attendance at meetings, copy of educational material	Diary notes/self confirmation
eLearning	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self confirmation, registration email or tax invoice/receipt from organisation
Journal reading/researching clinical information/informal discussions	N/a	N/a

confirmation letter/email of the completion of the activity Other approved interactive surgical or clinical workshops Overseas meetings with CPD Overseas meetings with CPD Tecognised national body Participation in other courses at tertiary institutions or another recognised provider Presentation to other health professional's community groups Specialty group meetings including meetings Teaching on courses/workshops Teaching on RACS Counses/workshops Confirmation letter/email of the activity Certificate of attendance plant and of administrator, redacted minutes Confirmation letter/email from organisers (post-event) Certificate of attendance, confirmation from organisers (post-event) Teaching on specialty societies Courses/workshops Certificate of attendance, confirmation letter/email from organisers (post-event) Certificate of attendance, confirmation progranisers (post-event) Teaching on specialty societies Courses/workshops Certificate of attendance, confirmation letter/email from organisers (post-event) Teaching on specialty societies Courses/workshops Certificate of attendance, confirmation from organisers (post-event)			
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organiser of the teaching teaching, contract from	Teaching to trainees/undergraduates	Letter/email from head of	Diary notes/self confirmation,
		department/head of unit or	roster and/or schedule of
(hospital, university, etc.) employer		organiser of the teaching	teaching, contract from
		(hospital, university, etc.)	employer