

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

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

Other courses/workshops that focus on non- technical competencies	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self confirmation
Other approved interactive surgical or clinical workshops	Certificate of attendance, confirmation letter/email of the completion of the activity	Diary notes/self confirmation
Overseas meetings with CPD recognised national body	Certificate of attendance	Diary notes/self confirmation, registration email or tax invoice/receipt from organisation
Participation in other courses at tertiary institutions or another recognised provider	Confirmation letter/email of participation in course and/or completion of the course	Diary notes/self confirmation
Presentation to other health professional's community groups	Letter/email from organiser, program	Diary notes/self confirmation
Specialty group meetings including RACS Council/board committee meetings	Letter/email from head of department/head of unit or administrator, redacted minutes	Diary notes/self confirmation
Teaching on courses/workshops	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self confirmation, confirmation from organisers (pre-event)
Teaching on RACS courses/workshops	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self confirmation, confirmation from organisers (pre-event)
Teaching on specialty societies courses/workshops	Certificate of attendance, confirmation letter/email from organisers (post-event)	Diary notes/self confirmation, confirmation from organisers (pre-event)
Teaching to trainees/undergraduates	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