

CPD Users Guide

A step by step instruction guide for the CPD online diary

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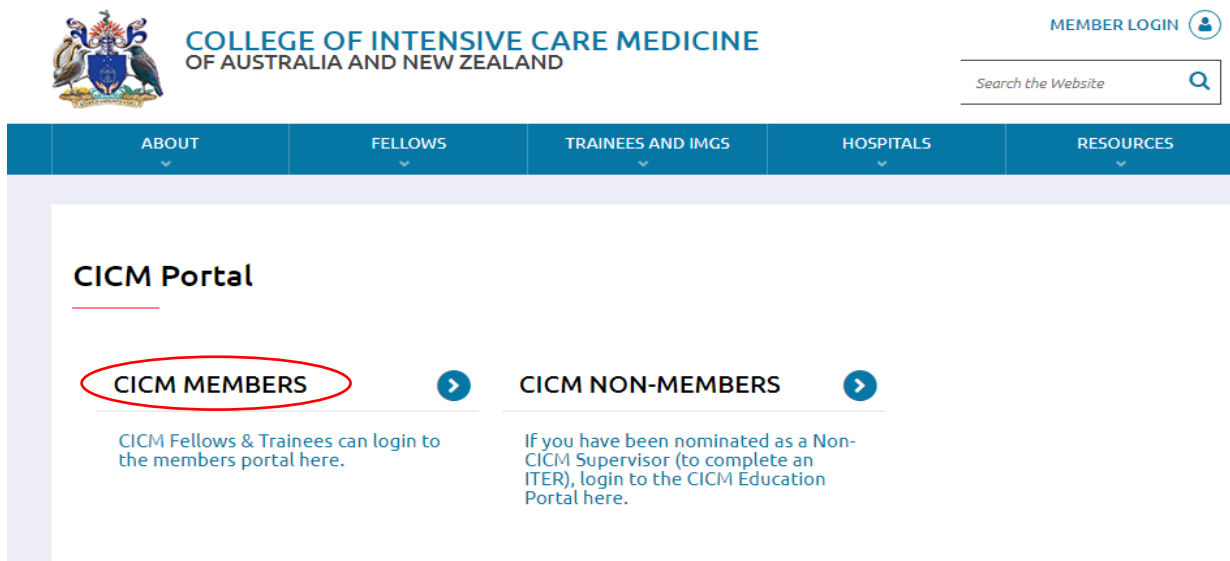
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1 Logging into the CPD diary

- 1) Log in to the members portal through the CICM website via <https://www.cicm.org.au/>



- 2) Click CICM Members



- 3) Enter username and password

4) Once you have logged in, your name and details will appear in the Welcome screen.



COLLEGE OF INTENSIVE CARE MEDICINE OF AUSTRALIA AND NEW ZEALAND

HOME DASHBOARD **CPD** ITER ONLINE LEARNING INVOICES Sarah

Welcome Miss Sarah Vella

Full Name:	Miss Sarah J Vella
Membership Number:	43401
Membership Type:	Fellow CICM
Date of Birth:	01-01-2011
Current Status:	ACTIVE

[Manage contact details](#)

Resources

- Ovid Medicine
- Forums
- Online Journals

5) Choose the CPD Tab

On the CPD Homepage you will find:

- A list of registered activities. If your course or activity is not on there, you can apply to the CPD Officer for registration by choosing "General Activity" in the list.
- Your approved CPD activities and CPD requirements.


For detailed information about the requirements for CICM CPD please visit the CPD page on the [CICM WEBSITE](#).

6) Click on the **current CPD Diary** icon to start.

HOME DASHBOARD **CPD** ITER ONLINE LEARNING INVOICES Sarah

CICM Continuing Professional Development

Current CPD Diary




300 Points
2018/2019
Complete

Click on the icon to start

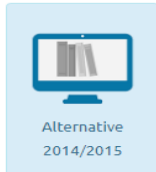
For detailed information about the requirements for CICM CPD please visit the CPD page on the [CICM WEBSITE](#).

A list of registered activities can be found in the diary. If you course or activity is not on there, you can apply to the CPD Officer for accreditation by choosing "General Activity" in the list.


Past CPD Diaries



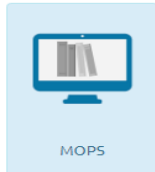
26 Points
2012/2013



Alternative
2014/2015



396 Points
2016/2017
Complete



MOPS

2 Selecting your CPD Program

You will notice when you log in to the Diary that there are two options to choose from; General and New Zealand.

The diary will be automatically set to the General Program.

The New Zealand toggle is for all those Fellows who wish to maintain their registration with the Medical Council of New Zealand.

For all those Fellows who are NOT maintaining registration in New Zealand, you can stay on the General program.

CICM Continuing Professional Development

CPD Diary 2018/2019

Please select which CPD program you are participating in.
(Note: Fellows registered with the New Zealand Medical Council have additional requirements)

General New Zealand

You are now participating in the **General** program.

[+ Add CPD Activity](#)

[BACK TO CPD HOME](#)

+ General CPD Requirements

Category	Points Required	Points Accrued
Total	100	300

[Participation Certificate](#) [Certificate of Completion](#) [Alternative Programs](#)

New Zealand Fellows

Choose the New Zealand toggle if you wish to maintain registration with Medical Council of New Zealand.

College Fellows in New Zealand are required to complete;

- Ten hours of peer review a year
- One clinical audit per year

CPD Diary 2018/2019

Please select which CPD program you are participating in.
(Note: Fellows registered with the New Zealand Medical Council have additional requirements)

General New Zealand

You are now participating in the **New Zealand** program.

[+ Add CPD Activity](#)

[BACK TO CPD HOME](#)

3 Adding activities to the CPD diary

- 1) Click on "Add CPD Activity" to display a list of categories.

CPD Diary 2018/2019

Please select which CPD program you are participating in.
(Note: Fellows registered with the New Zealand Medical Council have additional requirements)

General New Zealand

You are now participating in the **New Zealand** program.

+ Add CPD Activity

BACK TO CPD HOME

- 2) You can search by typing in the name or part of the name of the activity.
Or
- 3) Expand the category to display the registered activities listed under each category. Choose the activity you wish to add to your CPD diary.

ADD CPD Attendance

Search X Search

00 - Requiring Approval

General Activity - Requires Approval, this is only for activities/courses that aren't in the list below
Please note: you must upload a course program or provide a website if you wish to have a course assessed.

Choose

1A - Passive Self Learning

1B - Active or Interactive Self Learning

2A - Passive Group Learning

2B - Active or Interactive Group Learning

3A - General Quality Assurance and Patient Safety Activities

3B - Quality Assurance and Patient Safety Activities (directly related to personal practice)

4A - Teaching and Training

4B - Research

5A - Medical Committee Work

5B - Personal Advancement

99 - Multiple Categories

4) Complete the activity details and save the entry. The activity points are added directly to your online diary.

CPD Diary 2018/2019 : Add CPD Activity
You are participating in the **General** program.

[BACK TO ACTIVITY SELECTION](#)

Journal Reading

Start Date * ⓘ

End Date * ⓘ

Journal Reading * ⓘ
1A Passive Self Learning

Hour(s)

1 point(s) per Hour

Total Points

Name of Journal *

Attach File ⓘ No file chosen
Note: 4MB Max (pdf, doc, docx, jpg, jpeg, png)

This assisted me to achieve goals set in my CPD plan *

This was a high quality educational activity. *

This activity altered my clinical practice. *

Notes for personal use

[Save](#) [Cancel](#)

4 Adding a General Activity for approval

The category for General Activity is for activities/courses that are not list of registered courses / activities. Enter the required information, upload a program and save the entry. Adding a general activity for CPD requires approval. The activity will be added to the CPD diary pending approval. Once the CPD Officer has approved the activity it will automatically be added to your CPD diary.

00 - Requiring Approval ▼

General Activity - Requires Approval, this is only for activities/courses that aren't in the list below
Please note: you must upload a course program or provide a website if you wish to have a course assessed.

[Choose](#)

5 Checking points accrued in each category

All participants of the general program are required to obtain a least 100 CPD points over a two-year period. Please be reminded that a minimum of 20 points must be accrued in each of the following Activity Categories over the two-year period.

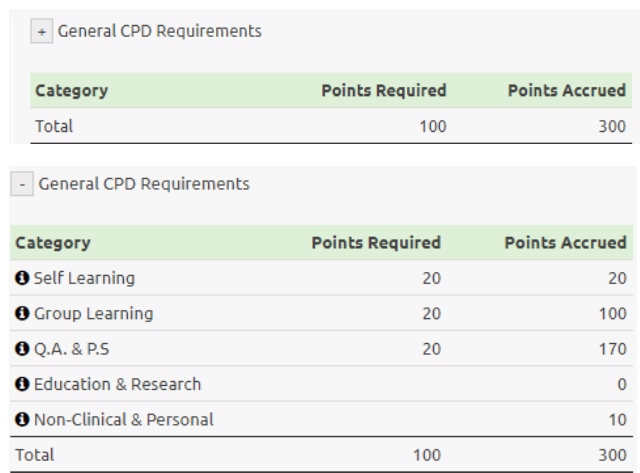
- 20 points from Activity Group 1 (Self Learning)
- 20 Points from Activity Group 2 (Group Learning)
- 20 points from Activity Group 3 (Quality Assurance and Patient Safety Activities)

If you are participating in an **alternate program**, you will still need to indicate this on your CICM CPD diary by clicking on the 'alternate programs tab'.

College Fellows in **New Zealand** are required to complete;

- Ten hours of peer review a year
- One clinical audit per year

You can check your points accrued in each category by expanding the pull-down tab within the CPD diary



The image shows two screenshots of a CPD diary interface. The top screenshot shows a collapsed view with a '+' icon and the text 'General CPD Requirements'. Below it is a table with three columns: 'Category', 'Points Required', and 'Points Accrued'. The only row is 'Total' with 100 points required and 300 points accrued. The bottom screenshot shows the same view expanded with a '-' icon. It lists several categories: Self Learning (20/20), Group Learning (20/100), Q.A. & P.S (20/170), Education & Research (0/0), and Non-Clinical & Personal (10/10). The 'Total' row remains at 100/300.

Category	Points Required	Points Accrued
Total	100	300

Category	Points Required	Points Accrued
Self Learning	20	20
Group Learning	20	100
Q.A. & P.S	20	170
Education & Research		0
Non-Clinical & Personal		10
Total	100	300

6 Participating certificates and certificates of completion

Participation Certificates and certificates of completion can be generated via your CPD online portal by clicking on the tabs within your CPD diary. The certificates that can be printed are Participation Certificate and a Certificate of Completion.



7 Uploading evidence of alternative programs

We encourage all CICM Fellows to participate in the College's CPD program, however if you are also a Fellow with RACP, ACEM or ANZCA, the College will accept their programs as a suitable alternative.

- 1) To upload an Alternative Program, click on the Alternative Program tab.
- 2) Enter the details for the relevant year and attach supporting documents. Save Changes.

Note: Participants of alternative programs must provide evidence of participation (confirmation of participation must be uploaded before the end of each CPD cycle).

Category	Points Required	Points Accrued
Total	100	300

Participation Certificate Certificate of Completion **Alternative Programs**

Alternative Programs x

We encourage all CICM Fellows to participate in the College's CPD program, however if you are also a Fellow with RACP, ACEM or ANZCA, the College will accept their programs as a suitable alternative.

Participants of alternative programs must provide evidence of participation, please upload confirmation of participation before the end of the cycle.

Alternative programs for 2018

- ACEM (Australasian College of Emergency Medicine)
- ANZCA (Australian&New Zealand College of Anaesthetists)
- OVERSEAS (Overseas CPD program)
- RACP (Royal Australasian College of Physicians)
- Other
- None

Supporting Documents

- No file chosen
- No file chosen
- No file chosen

Alternative programs for 2019

- ACEM (Australasian College of Emergency Medicine)
- ANZCA (Australian&New Zealand College of Anaesthetists)
- OVERSEAS (Overseas CPD program)
- RACP (Royal Australasian College of Physicians)
- Other
- None

Supporting Documents

- No file chosen
- No file chosen
- No file chosen

Close

Save changes