

Program Guide

Australia's CPD
Home

2025



AUSTRALIA



Contents

Welcome	3
CPD Requirements Overview	4
Annual Professional Development Plan	5
Registration Requirements	6
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Educational Activities	7
Reviewing Performance	8
Measuring Outcomes	9
Program Level Requirements	10
Specialist High Level Requirements	11
Evidence Requirements	13
Timelines and Extensions	14
Variations and Exemptions	15
Compliance Certificate and Audit	16
Acknowledgement of Country	17
Contact Us	18



Welcome to CPD Australia

Thank you for choosing CPD Australia – We are here to support you with your 2025 CPD Requirements.

Australia's CPD Home



CPD Australia is proud to offer an accredited CPD Home, designed by doctors for doctors. Our platform has been carefully crafted to provide a comprehensive yet simple platform that is tailored for you and supports your professional development at all stages of your entire medical career.

Using our platform, you can streamline your CPD compliance with confidence, ensuring you meet all requirements of the Medical Board Standard while focusing on what matters most - your learning and patient care.



Affordable

Australia's most affordable CPD Home, offering unmatched value without compromising on quality. Enjoy peace of mind knowing you're getting everything you need to meet your CPD requirements at the lowest cost in Australia.



Simple

Your personalised My CPD Summary allows you to track your progress and serves as your centralised command centre for CPD. Our intelligent tracker is designed with your busy schedule in mind - it's mobile-responsive, accessible anywhere, and built to save you time.



Compliant

As your chosen CPD home provider, we manage all compliance communication with AHPRA on your behalf. This means you can focus on what's important, knowing that we are accredited to handle all your reporting requirements with the Medical Board of Australia for you.



Supportive

We are here to provide the support and guidance you need to complete your mandatory CPD requirements. As doctors ourselves, we understand the unique challenges facing Australian practitioners, and we're committed to making your CPD experience as streamlined as possible.

CPD Requirements Overview

The CPD Australia Program runs over 12 months, from 1st January to 31st December inclusive.

Within the CPD Year, all practitioners are required to complete the following:



Page
5

Annual Professional Development Plan

Write a plan, and review it towards the end of the year

Page
6

Registration Requirements

50h of CPD activities, including:

- 12.5h Educational Activities.
- 25h Reviewing Performance (min 5h) and Measuring Outcomes (min 5h)
- Remaining 12.5h in any CPD activity type.

Page
10

Program Level Requirements

0.5h of CPD activities related to each of:

- Culturally safe practice.
- Address health inequities.
- Professionalism.
- Ethical practice.

Page
11

Specialist High-Level Requirements

(if applicable)

Once your requirements are completed, you will be issued a certificate and marked as compliant for the CPD Year. We report your compliance to the Medical Board of Australia.

1

Annual Professional Development Plan

Practitioners are required to write a Professional Development Plan (PDP) to guide their choice of CPD activities each year. A PDP is a strategic roadmap that outlines your career objectives, educational needs, and things you can do to optimise your professional development. Crafting a personalised plan provides direction, clarity, and focus for ongoing learning and growth.



To streamline this for doctors, CPD Australia has a template ready. You can choose to use this template, or upload your own – the choice is yours! The following steps are recommended:

1



Career Goals

Define clear goals, including both short-term and long-term aspirations.

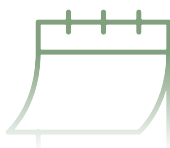
2



Self-Assessment

Reflect on your strengths and areas for growth to identify where you can improve.

3



Yearly Plan

Plan your CPD activities for the year

4



Review

Evaluate your progress and use what you've learned to guide your next steps.

The review can only be completed between September and December.

Practitioners are encouraged to seek advice from supervisors, mentors or peers during their professional development planning for valuable insights. Additionally, CPD Australia is available for support and can be contacted through support@cpdaustralia.org.

2

Registration Requirements

Practitioners must complete 50 hours of CPD activities per year, relevant to scope of practice and individual professional development needs. This includes the following breakdown:

Educational Activities

12.5
HOURS

Reviewing Performance + Measuring Outcomes

25
HOURS

Minimum of 25 hours
including minimum of 5
hours each category

Overall Hours

50
HOURS

The remaining 12.5 hours can be completed in any CPD activity type, to reach the minimum requirement of 50 hours total.



The CAPE domains represent four core areas of professional development that all medical practitioners are expected to maintain throughout their careers. With CPD Australia, you can meet this requirement by completing at least one activity (minimum 0.5 hours) in each CAPE domain:

C

Culturally safe practice

A

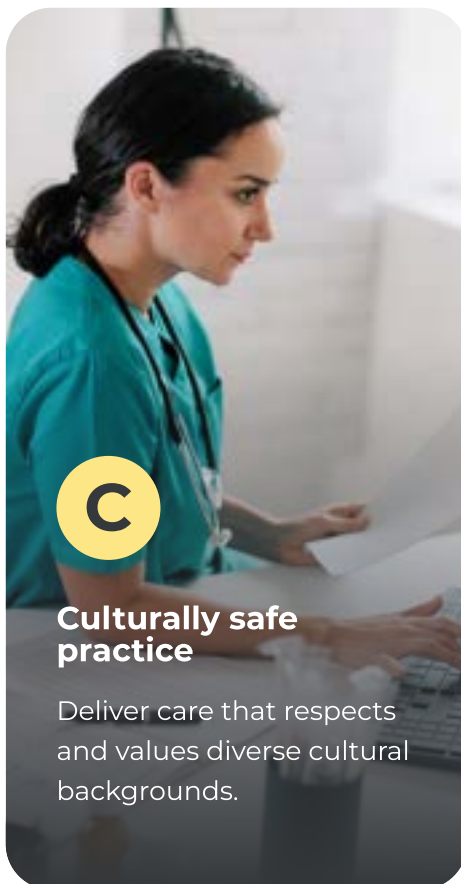
Addressing health inequities

P

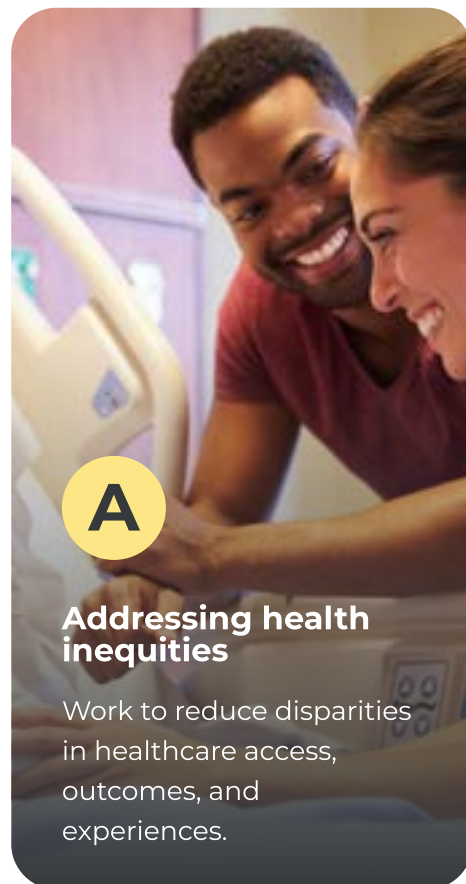
Professionalism

E

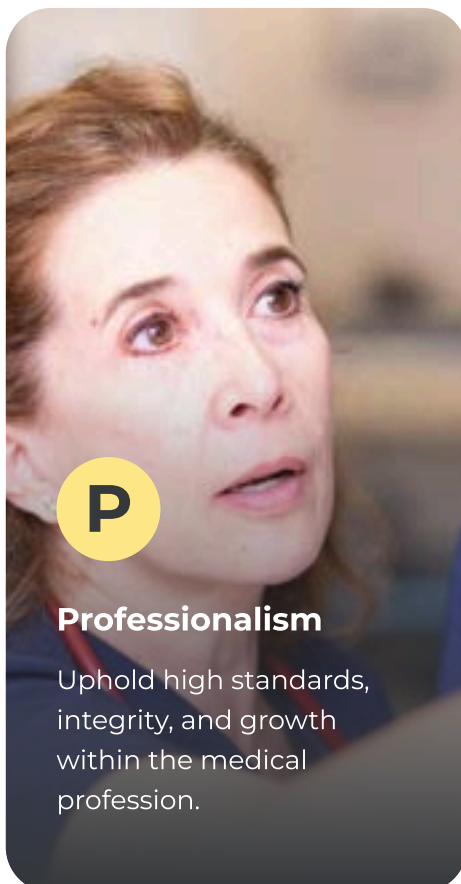
Ethical Practice

**Culturally safe practice**

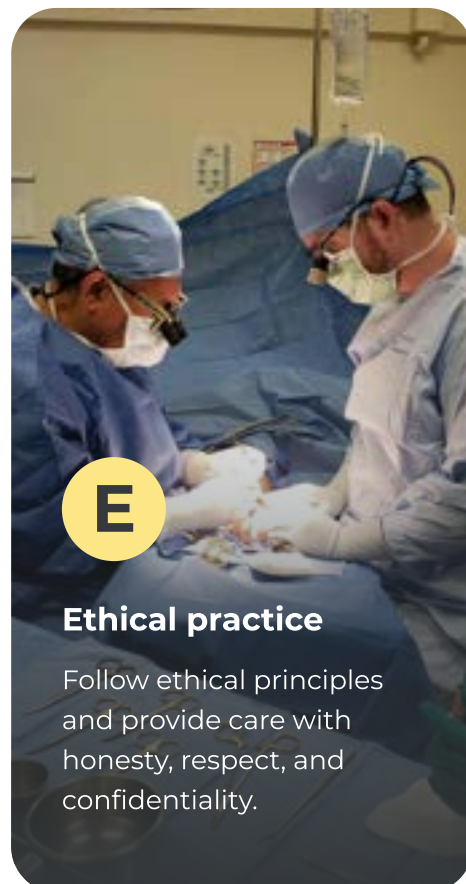
Deliver care that respects and values diverse cultural backgrounds.

**Addressing health inequities**

Work to reduce disparities in healthcare access, outcomes, and experiences.

**Professionalism**

Uphold high standards, integrity, and growth within the medical profession.

**Ethical practice**

Follow ethical principles and provide care with honesty, respect, and confidentiality.

CPD Australia supports practitioners at all career stages, including specialists, and can help you save thousands on college membership fees. **Some specialists may be required to complete additional high-level requirements.** If you are a specialist, please check the table below to see if any apply to you.

2025 Specialist High Level Requirements

Specialty	High-level requirement
Anaesthesia	<p>A specialist anaesthetist must:</p> <ul style="list-style-type: none"> • complete at least one emergency response activity per year • complete at least one of the following activities per year to directly evaluate and reflect on their own clinical practice: <ul style="list-style-type: none"> • structured patient survey • multi-source feedback • peer review • clinical audit
Emergency medicine	<p>A specialist emergency medicine physician (including all fields of specialty practice) must:</p> <ul style="list-style-type: none"> • complete three core procedural skills per year: <ul style="list-style-type: none"> 1x core airway procedural skill 1x core breathing procedural skill 1x core circulation procedural skill
General practice	<p>A specialist general practitioner must:</p> <ul style="list-style-type: none"> • complete a CPR (cardiopulmonary resuscitation) course every three years
Intensive care medicine	<p>A specialist intensive care medicine physician must:</p> <ul style="list-style-type: none"> • complete an airway management of critically ill patients' activity once every 3 years that: <ul style="list-style-type: none"> is of a minimum 3 hours duration and involves an in-person practical workshop, preparatory and post activity components that specifically consider: <ul style="list-style-type: none"> • airways assessment • approaches to difficult airway and airway emergencies • teamwork and leadership in an airway crisis • familiarity with equipment • CICO algorithms (can't intubate, can't oxygenate) • management of tracheostomy emergencies • simulation activities that should include performing intubation on appropriate mannequins to expose participants to difficult airway scenarios and include team-based responses.

2025 Specialist High Level Requirements

Specialty	High-level requirement
Obstetrics and Gynaecology	<p>A specialist obstetrician and gynaecologist must:</p> <ul style="list-style-type: none"> complete an in-person Basic Life Support (BLS) program every two years
Pain medicine	<p>A specialist pain medicine physician must:</p> <ul style="list-style-type: none"> complete at least one emergency response activity per year complete at least one of the following activities per year to directly evaluate and reflect on their own clinical practice: <ul style="list-style-type: none"> structured patient survey multi-source feedback peer review clinical audit
Psychiatry	<p>A specialist psychiatrist must:</p> <ul style="list-style-type: none"> complete a minimum of 10 hours of formal peer review per year
Radiology	<p>A specialist radiologist must</p> <ul style="list-style-type: none"> complete anaphylaxis training as part of basic or advanced life support training once every three years
Sport and exercise medicine	<p>A specialist sport and exercise physician must:</p> <ul style="list-style-type: none"> complete WADA/Sport Integrity Australia anti-doping education every three years and complete any one of the following courses in every three-year period: <ul style="list-style-type: none"> management of Sports Trauma course (MOST) basic cardiac life support course (BCLS) advanced cardiac life support course (ACLS) AFL Emergency Care Course immediate care in rugby course (level 2 or 3 course)
Surgery (except OMS)	<p>A specialist surgeon (including all fields of specialty practice except OMS) must:</p> <ul style="list-style-type: none"> participate in the Australia and New Zealand Audit of Surgical Mortality (ANZASM) by completing all surgical case forms sent to the surgeon by ANZASM



Educational Activities

Practitioners must complete a minimum of 12.5 hours of Educational Activities. These are CPD activities that centre on structured learning experiences that are designed to help practitioners acquire new knowledge and strengthen existing skills. These activities usually involve intentional engagement with educational content like lectures, courses, or online learning modules.

Want more examples?

CPD Australia has hundreds of recommend content items, free for our members. To access these:

Start your free trial now

Below are some of the most common 'Educational Activities' uploaded by our users:

- ✓ Active learning modules
- ✓ Courses and workshops
- ✓ Lectures, forums, panels
- ✓ Reading, viewing, listening
- ✓ Study towards formal qualifications

Head to our Program Requirements **here** to see more suggested activity categories



Reviewing Performance

Practitioners must complete a minimum of 25 hours in activities focused on reviewing performance and measuring outcomes, with a minimum of five hours for each category.

Reviewing performance activities are CPD activities that focus on reflective practice and evaluation of a practitioner's own work. They are designed to encourage self-assessment, critical analysis, and feedback from others, with the aim of identifying strengths and areas for improvement. These activities involve engaging with processes that assess performance and decision-making, helping you refine and improve your practice.

Below are some of the most common 'Reviewing Performance' activities uploaded by our users:

- ✓ Multi-disciplinary team meetings
- ✓ Multi-source feedback
- ✓ Peer review groups
- ✓ Self-evaluation and reflection
- ✓ Review end-of-term assessments

Head to our Program Requirements **here** to see more suggested activity categories



AUSTRALIA



Measuring Outcomes

Practitioners must complete a minimum of 25 hours in activities focused on reviewing performance and measuring outcomes, with a minimum of five hours for each category.

Measuring outcomes activities are CPD activities that focus on evaluating the results of practice and determining the effectiveness of interventions or strategies. They are designed to help you assess the impact of your work through structured methods; including: audits, data analysis, or quality improvement initiatives. By engaging in these activities, the aim is to better understand the outcomes of your decisions and actions, strengthen accountability, and use evidence to guide improvements in patient care.

Below are some of the most common 'Measuring Outcomes' activities uploaded by our users:

- ✓ Audits
- ✓ Morbidity and mortality meetings
- ✓ Multi-disciplinary meetings
- ✓ Quality improvement projects
- ✓ Case presentations

Head to our Program Requirements **here** to see more suggested activity categories





EVIDENCE REQUIREMENTS

It is recommended practitioner's retain evidence of completion of CPD done throughout the year. CPD Australia allows you to keep a record of this easily through the portal. To help guide you, we have suggested specific evidence types for each activity in our Program Requirements policy [here](#).



Certificates



Sign-in or attendance sheets



Event invitations or advertisements



Course receipts, booking confirmations



Meeting minutes or notes



Reports, projects, or other work you produced

We understand that not every activity comes with formal evidence. That's why we take a flexible approach. You are free to choose the piece of evidence that best represents your activity with a clear description of the activity and the learning outcomes gained.

TIMELINE AND EXTENSIONS

The CPD year runs on a calendar cycle, from 1 January to 31 December. All CPD activities must be completed within this timeframe to count towards that year's requirements.

CPD Year
Starts
Jan 1

CPD Year
Ends Dec
31

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN



**12 MONTHS TO COMPLETE
AND UPLOAD CPD ACTIVITIES**

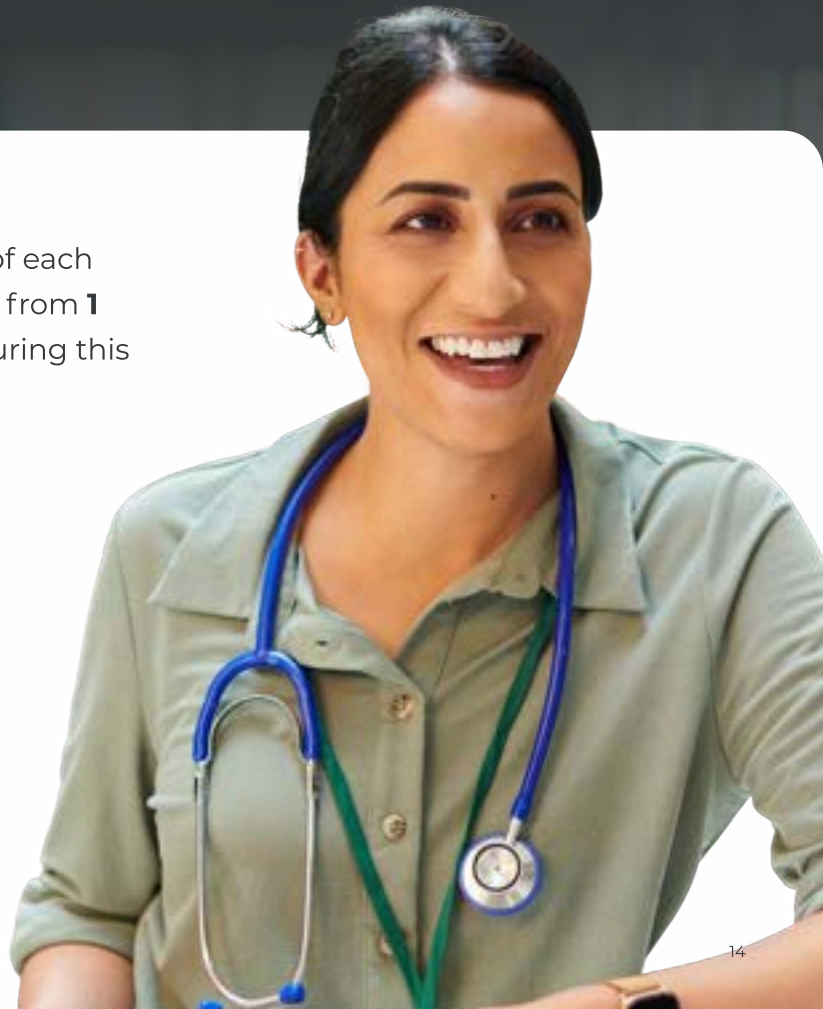
1 month grace period to retrospectively upload activities completed during the last CPD Year

Need Extra Time?

We understand that life gets busy. At the end of each CPD year, an automatic grace period will apply from **1 January to 31 January** of the following year. During this time, you can:

- Finalise your previous year's CPD records
- Upload supporting evidence for audit purposes
- Review your Annual Professional Development Plan

If you require additional time, you may request an extension by emailing support@cpdaustralia.org. Extension requests will be assessed on a case-by-case basis.



VARIATIONS/ EXEMPTIONS

We understand that you may encounter circumstances that make it challenging to meet your annual CPD requirements. Requests for exemptions may be received in writing to support@cpdaustralia.org.

If you have been absent from medical practice in Australia for more than six months, up to and including 12 months, due to special circumstances, you may be eligible for an exemption or variation for your current CPD Program period. This includes if you only gain your Australian Registration in the last few months of the year.

Requests for exemptions or variations may be considered on the following grounds:

- Parental leave
- Full-time study
- Partial year AHPRA registration
- Illness or disability
- Cultural responsibilities
- Other exceptional circumstances on a case-by-case basis.
- Emergency situations
- Caring responsibilities

Variation/ Exemption	Overall Hours	Annual Professional Development	Program Level Requirements (Culturally safe practice, professionalism addressing health inequities, ethical practice)	Specialist Level Requirements (If Applicable)
Full requirements (ie no variation)	50	Required	0.5h of each	Required
50% variation ~ Absence of 6-7 months	26	Required	0.5h of each	Required
35% variation ~ Absence of 7-10 months	18	Required	0.5h of each	Required
15% variation ~ Absence of 10-12 months	8	Required	0.5h of each	Required
Exemption	0	Not Required	Not Required	Not Required

For more information and detailed breakdown of requirements, you can review our Eligibility, Exemptions and Sign-up Policy [here](#).

COMPLIANCE CERTIFICATE AND AUDIT



Once your requirements are complete, you will be able to download a copy of your CPD Compliance Certificate! You can keep this as evidence of completion of your CPD requirements.

Accredited CPD Homes, including CPD Australia, are required each year to randomly select at least 5% of eligible participants, and audit their compliance with the CPD Program. Practitioners will be notified following completion of the CPD Year if selected for audit.

CPD Australia is here to help. If selected for audit, we will support you through the process.





Cultural Safety and Acknowledgement of Country

At CPD Australia, we uphold values of inclusivity, diversity, and respect for all individuals, paying homage to the rich cultural heritage of Aboriginal and Torres Strait Islander peoples, as well as honouring the diverse backgrounds and experiences of every member of our community. With a commitment to fostering a culturally safe and inclusive learning environment, our CPD Home embraces the principles of equity and cultural responsiveness, ensuring that every participant feels valued and supported on their educational path.

In particular, we pay respect to the rich cultural heritage of Aboriginal and Torres Strait Islander peoples. We acknowledge the Traditional Custodians of Country throughout Australia and recognise their enduring connection to land, sea, and community. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.



Email us anytime at
support@cpdaustralia.org

www.cpdaustralia.org

Disclaimer

This program guide has been developed by CPD Australia for use by our members. It may also include information sourced from regulatory authorities such as the Australian Medical Council (AMC), the Australian Health Practitioner Regulation Agency (AHPRA) and its National Boards, as well as other third parties.

The information contained in this guide is current at the time of publication and is provided as a general resource. It should not be relied upon as a substitute for professional advice or specific guidance from regulatory bodies.