

CONTINUING PROFESSIONAL DEVELOPMENT DIARY

Credentiailling with the AAQHC is granted for five years.

This diary should be used for recording your ongoing professional development activities between credentialing events as it provides the basis for the production of evidence for your application. It is the association's official diary and must be used when you are applying for re-credentialing for either Associate Fellow or Fellow status.

The AAQHC policy for renewal of credentials can found on the AAQHC website and should be read in conjunction with this document. The CPD Diary can also be found on the website.

The guide to allocation of CPD points has been attached on page 9. Please keep this diary in a secure place.

The mandatory requirements for both levels of applicants to meet are noted, Mandatory Requirement Associate Fellow (MRAF), Mandatory Requirement Fellow (MRF), and Mandatory Requirement Both (MR Both) meaning mandatory for both F and AF applicants.

APPLICATION SUBMISSION REQUIREMENTS

Associate Fellow Status re-credential:

Please send this diary together with your application documents to your state PDAC representative at least three months prior to the credential expiry date.

Fellow Status re-credential:

Please send this diary together with your application documents to your state PDAC Representative by the 31 May in any year.

The AAQHC Secretariat will advise those members who need to renew their credentials as part of the membership renewal processes.

Please remove all patient identifiers when supplying documented evidence.

DOC NO.

3-7

Description: CPD DIARY
Date Developed: May 2006
Date Endorsed: May 2006
Endorsed By: Council
Date Reviewed:
Date Amended:

Please complete the following personal details:

Full Name as registered with AAQHC:	Membership Number:
Current Address:	
Preferred Telephone Contact Number:	Facsimile: (optional)
Preferred email:	
Additional Credentials or Qualifications Achieved?	

Information contained in the Diary:

- When did you commence using the diary?
- What time period does the Diary cover? When re-credentialing this will most likely be five years).
- Please list any attachments you are providing with this diary.

Commencement Date:	
Completion Date:	
Any Attachments:	

Any comments you would like to make about any impact on your ability to complete the professional development requirements during the last five years.

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Please transcribe the CPD activities undertaken during your period of participation and return to your state PDAC Representative.

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MANDATORY DOMAIN ONE

Healthcare Experience and Maintenance of Continuing Education and Professional Development.

Supporting evidence required for Domain One:

Documentation/evidence relating to the following elements should be retained and submitted with your diary at the time you seek re-credentialing:

- 1(a) (MRBoth) Experience in health care
- 1(b) (MRBoth) Attendance at local meetings, seminars and networking opportunities in the area of quality management, risk management and safety

1(a) Employment	Period of Employment	Key Tasks <i>List 5 key tasks in this role</i>	Points	Evidence
TOTAL				

Please see Attachment on page 9 for the allocation of points.

For a Conference or Workshop: Please provide proof of registration, proof of presentation at an event or event summary notes prepared or provided.

Please note: *the information you give below should not include activities that you participate in as part of your day-to-day employment.*

1(b) Name of Meeting or Conference Attended	Date of Attendance	Points	Evidence
TOTAL			

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Identifier	Name of Process and Level of Involvement	Dates of Process	Points	Evidence
TOTAL				

MANDATORY DOMAIN FOUR

Training and Education.

Supporting evidence requirements for Domain Four.

Documentation/evidence relating to the following elements should be retained and submitted with your diary at the time you seek re-credentialing:

- 4(a) (MRAF) Provision of training within a health care organisation and evaluating the outcomes of the training given, for example using objectives, needs analysis, entry criteria, attendance records, desired outcomes, evaluation, evidence based content, peer reviewed presentations, attendance at ‘train-the-trainer’, presentation skills or similar training. If not directly involved in developing training, is involved in planning, organising training to suit organisation needs.
- 4(b) (MRF) Formal training has been undertaken for duration of three days in providing education and training. If no formal training there is evidence of awareness and use of adult learning principles.

Identifier	Title of Education and Training	Dates of Attendance	Points	Evidence
TOTAL				

MANDATORY DOMAIN FIVE

Performance Measurement.

Supporting evidence requirements for Domain Five.

Documentation/evidence relating to the following elements should be retained and submitted with your diary at the time you seek re-credentialing:

- 5(a) (MRF) Participating in strategic planning processes of an organisation (or wider) or has been a participant in the last five years
- 5(b) (MRAF) Conducting local project and service performance measurement, using process and outcome measurement that may involve elements of some or all of the following:
 - short term projects
 - evaluation
 - knowledge and understanding of accreditation
 - clinical management outcomes, such as discharge planning, clinical indicators
 - performance improvement teams
 - quality management, improvement, assurance or control
 - risk management
- 5(c) (MRF) Conducting service-wide and organisational performance measurement, using process and outcome measurement that may involve elements of some or all of the following:
 - short term projects
 - evaluation
 - knowledge and understanding of accreditation
 - clinical management outcomes, such as discharge planning, clinical indicators
 - performance improvement teams
 - quality management, improvement, assurance or control
 - risk management
- 5(d) (MRAF) Using results of data to analyse and drive performance improvement processes at a local level
- 5(e) (MRF) Using results of data to analyse and drive performance improvement processes at an organisation or wider level
- 5(f) (MRAF) Managing a coordinated and prioritised management plan
- 5(g) (MRF) Playing a clear role in developing a coordinated and prioritised plan for an organisation or at a wider level

Identifier	Type and Topic of Project, Review or Collaborative	Dates of Involvement	Points	Evidence
TOTAL				

TOTAL NUMBER OF POINTS ACHIEVED:

SIGNED:

PRINT NAME:

DATE:

THE GUIDE TO ALLOCATION OF CPD POINTS - GENERAL

1. Up to one quarter of required points (50 points) may be allocated for employment-related activity where members have a specific quality or risk management or safety role clearly described in their position description. Members who are self employed need to demonstrate that their core business is quality and risk management and safety-related programs in health care.
2. The remainder of points (150 points) are allocated for professional development activity.
3. Renewal will be granted when 200 points are obtained regardless of the split between the two categories to allow those members no longer in dedicated quality and risk management and safety related positions or who may have taken, for example family leave during the previous five years if they have evidence of ongoing professional development activity.
4. Associate Fellows and Fellows can request the local PDAC representative or the PDAC to review an activity as an eligible activity. However, it is unlikely that AAQHC (PDAC) would approve all submitted activities. The onus of proof of applicability rests with the applicant.

ALLOCATION OF POINTS - SPECIFICS

Employment in health care quality or risk management position where members have a specific quality or risk management or safety role clearly described in their position description or contract = 50 points if full time and 10 points per time worked per year if part time or on leave.

Attendance at a health care quality or risk management or safety related conference such as those held by AQHC, ISQua, AGPAL, ACSAA, ACHSE = 10 points per eight hours (one day) of attendance.

Attendance at an educational forum, such as local association or network forums, education forums, sessions with quality or risk management or safety related sessions conducted by member's other professional affiliations, such as medical colleges or other quality related organisations = 10 points per day of attendance.

Relevant meeting attendances = 10 points per eight hours of participation.

Participating in advising, facilitating, coordinating, or participating in quality or risk management or safety related programs = 10 points per eight hours of participation.

Participation in strategic planning = 10 points of eight hours participation.

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Evidence of ongoing learning and competency in quality or risk management or safety programs additional to ongoing professional development = 30 points.

Participation in performance measurement activities including research = 10 points per activity.

Participation in relevant collaboratives or working parties at local, state and national level = 10 points per eight hours of participation.

Evidence of knowledge and experience with external assessment = 30 points.

Education and training activities = 10 points per eight hours of participation.

Completion of a quality or risk management or safety related postgraduate or under graduate qualification = 30 points.

POSSIBLE SCENARIOS FOR POINTS ALLOCATED OVER FIVE YEARS

	Health care quality, risk management or safety related professional	Member on leave for > 12 months during credentialed period	Member working part time during credentialed period
Employment	50 points	30 points	10 points <i>per year of equivalent FTE time</i>
Ongoing Professional Development	90 points	40 points	
Project Work		40 points	30 points
New or Additional Qualification		40 points	30 points
Education & Training	20 points		
Conference Attendance		60 points	30 points
Performance Measurement Activities	40 points		40 points
TOTAL POINTS	200 POINTS	200 POINTS	200 POINTS

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