

HETI CPD HOME

CPD ACTIVITY ASSESSMENT PROCESS

1 INTRODUCTION

HETI CPD Home provides CPD content, resources and a tracking platform to help its members meet the CPD requirements of their medical registration.

HETI CPD Home members can choose from a suite of activities appropriate to their current position depending on discipline, generic competencies and career plans. Activities required by the Medical Board of Australia include Educational Activities, Reviewing Performance, and Measuring Outcomes. The program may include HETI-developed activities (both old and new), recognised activities accredited by an external provider approved by AMC as a CPD Home, courses provided by accredited higher education providers, as well as individualised and self-reported activities by the member.

2 TYPES OF CPD ACTIVITIES

2.1. HETI/ NSW HEALTH RESOURCES

My Health Learning is the NSW Health eLearning system providing high quality, self-managed online learning for NSW Health staff. My Health Learning provides access to online and face-to-face education.

The online learning system was introduced to standardise the delivery of education and the assessment of staff knowledge and skills across NSW Health, ensuring consistency in training and equity of opportunity for all staff.

Benefits of using My Health Learning:

- Reduced duplication of training. All NSW Health staff have their unique training and education records stored in a central database, which is accessible when they move between Local Health Districts.
- Integrated eLearning platform for easier recording and reporting of user data.
- Automated training and certification reminders ensure staff meet requirements and stay up to date with training.
- Access to more sophisticated analytics and role-based dashboards for managers.

Generally, HETI CPD Home will accept any internally developed learning resource as a valid CPD activity, but it may check that logged activities are relevant to a member's scope of practice or professional development goals

HETI CPD Home may categorise MyHealthLearning activities according to their CPD domain in the HETI CPD Handbook.

2.2. EXTERNAL RESOURCES

2.2.1 Resources developed/ endorsed by other accredited CPD Homes

Many PGY3-5 doctors will seek admission to a vocational training program. Some colleges have designated courses that are pre-requisites for entry.

HETI CPD Home will generally recognise education and other CPD activities provided by Australian medical colleges. Recognition is not an endorsement nor accreditation of these activities, although they will generally be accepted as a qualifying CPD activity.

HETI CPD Home may check that logged courses are relevant to the member's scope of practice or professional development goals. At its discretion or during a CPD audit, HETI may assess an activity using the criteria listed below (see 3).

2.2.2 Educational resources developed by accredited higher education providers

This category may include Certificate, Diploma, Bachelors, Masters or PhD level courses related to a member's professional practice, or individual units. They may be:

- Clinical – i.e., Masters of Pain Management, Master of Public Health
- Non-clinical – i.e., MBA, Master of Clinical Medicine (Leadership and Management)

HETI CPD Home will generally recognise these courses as valid CPD activities but reserves the right to check their relevance to a member's scope of practice or during an audit. HETI CPD Home may ask members for more evidence that the course satisfies its quality criteria. This may include more details about the course outline and learning outcomes.

2.2.3 Other external resources

Examples in this category may include private education providers, non-AMC-accredited CPD providers, overseas non-tertiary education providers, or online learning platforms (i.e., LinkedIn Learning, GreatCourses, Massive Open Online Courses).

HETI CPD Home will not formally endorse or accredit these resources. The member will need to demonstrate that the resource is of requisite quality, is relevant to their scope of practice, and provide substantiation that they have completed the course/ resource.

HETI CPD Home will conduct random checks of external resources against specific assessment criteria from the list provided in Section 3 below. It may also assess resources as part of a CPD audit. HETI CPD Home may ask you for more information about an external resource before approving it as a valid CPD activity.

2.2.3 Activities developed by the Member

HETI CPD Home acknowledges that its members may be involved in the development of educational materials themselves.

Members are welcome to submit these activities as CPD. However, HETI may assess them against the criteria below in the same way it would for other educational material. Members are encouraged to read the assessment framework and provide a self-evaluation when submitting self-developed educational material as CPD activity to assist with random sampling and audit processes.

3 ASSESSMENT CRITERIA

When assessing an activity for suitability for inclusion in a Member's CPD portfolio, the following criteria may be considered. Education providers or CPD Home members may be asked for clarifying information about:

- Organisation offering the activity
- Which element(s) it is related to (Education, Performance, Outcomes)
- Is a health professional educator/practising clinician involved in the content planning, development or presentation of the activity?
- Title
- Learning outcomes/audit outcomes (rationale for these)
- Mapping to Good Medical Practice
- Delivery mode (educational underpinning of this)
- Frequency (one-off, recurring etc)
- Activity template including design of activity (content)
- Total hours
- Relevance of activity for CPD home members –
- How learning needs are assessed – educational value
- Cost to learner and any sponsorship
- Number of participants
- What evidence of learning/behaviour change will be generated? (i.e., assessment tasks compared to self-assessment)
- Evaluation – how was the activity evaluated?
- Advertising – is the advertising compliant with any relevant regulation?

4 ASSESSMENT PROCESS

HETI CPD Home may assess CPD activities:

- During a CPD audit
- At any other time as a quality assurance mechanism

If an activity is chosen for assessment, HETI CPD Home will contact members if an activity is being assessed. It will be first screened by program staff and then evaluated by a medical educator (e.g. the HETI CPD Home Clinical Chair) as required. If necessary, HETI may refer the activity to a subject matter expert.

Activities will be considered for quality and relevance for the CPD members. The assessor will apply the criteria above and report findings to HETI CPD Home.

HETI CPD Home may then contact the member and advise them one of the following outcomes:

- That more information about the activity is required
- That the activity does not meet the assessment criteria and will therefore not count towards the annual total hours
- That the activity has been checked and is approved as a CPD activity

In the instance that an activity is found to not meet criteria, members have the right to request reconsideration through the *HETI CPD Home Reconsideration Review and Appeals Policy*.

5 HOW HETI CPD HOME WILL USE RESULTS TO GUIDE FUTURE ACTIVITIES

Trends in assessment requests or outcomes will be fed into the HETI CPD Home evaluation and continuous quality improvement process. Evaluation may also consider how often members of the HETI CPD Home are seeking external CPD activities, compared with My Health Learning and Local Health District education, meetings and other activities.

HETI CPD Home may use information to, for example:

- Develop in-house courses to fill any apparent gaps emerging from user trends
- Identify a more formal association with or endorsement of an external education provider
- Work with Local Health Districts to improve their capacity to deliver education, performance or outcomes measurement activities, or enhance the quality of existing activities

Annual evaluation across all activity may help identify gaps and what areas HETI needs to develop or commission content. See the *HETI CPD Home Evaluation Framework* for more details.

6 CONTACT

For further information please contact HETI CPD Home:

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