

# CPD Program Examples for CPD entries for the 2025-27 CPD Period

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## 1. Introduction

This document details examples that can assist with entering CPD data for the 2025-27 CPD Period. Its purpose is to help demonstrate how to get points in all categories, however, it also recognises that participants concerns were centered around how early and mid-career members might approach the concepts of “reviewing performance” and “Measuring Outcomes”. More generally, examples of how the reflective diary could be used were also requested.

Note: This document remains a work in progress and additional examples would be very welcome.

## 2. A Reminder of the New CPD Requirement

As a participant on the *ACPSEM Register of Qualified Medical Physicists and Radiopharmaceutical Scientists* (the Register) I am required to **collect 50 points per year** when the total amount is averaged over a 3-year period. A **minimum number of points** must be achieved in all 3 categories within a CPD period.

There are three (3) core CPD categories:

1. Undertaking Educational Activities
2. Reviewing Performance
3. Measuring Outcomes

## 3. CPD Examples

The following are general examples applicable to all participants for entering activities into the CPD Tracker for CPD Compliance. The examples include how to achieve all 3 categories when entering a CPD activity performed by the participant. The examples have been generic to suit all specialties and address all career levels (i.e. early-mid-late career).

Category 2 Reviewing performance examples have been included under the following examples.

### 3.1. Reflection Form:

The details in the reflection form can be as short or as long as you require, there is no word limit. The aim is to show that you have performed a reflection of the activity and the usefulness of this activity in your professional duties. The Reflection form can be downloaded from the CPD Tracker, and the questions are also available within the activity when reflective points and evidence is chosen. The reflection form can either be completed and then uploaded to the activity entry or the reflection questions can be answered within the comments section.

The reflection form consists of the following questions:

- Detail three (or more) outcomes achieved, or lessons learned from attending/performing the activity (for e.g., skills gained, knowledge increased, personal attributes developed/identified).
- How do you see yourself incorporating these learnings into your:
  - Professional practice (as a physicist or scientist) – if applicable,
  - Personal professional behaviour (as a team member manager or leader) – if applicable
  - Organisation’s practices and processes (if you have the opportunity because of the seniority of your role)?
- How will this activity affect your CPD development plans in the future?

**Note:** that the Reflection Form template supports SIMPLY and QUICKLY creating context for what you may have thought were not even CPD activities.

### 3.1.1. Reflection Form Example 1

Attendance of Varian Summit 2022

Lessons learnt

1. Issues with copying intensity profiles in Eclipse AAA into PDIP
2. What to look for in a PDIP intensity profile that would indicate an issue in the model
3. Possibilities and workflow for fully automated planning

Incorporation into practice

- The PDIP intensity profiles were reviewed, and a discussion held about whether improvements should be attempted. It was decided not to improve at this time as we plan to replace PD soon.
- The steps required to move from our current planning workflow were discussed and a plan for a staged progress towards full automation was created including automation of physics plan creation, further roll out of RapidPlan and implementation of AI-based contouring and contouring scripts.

Changes to CPD plans for the future

- No personal changes but a department focus on scripting and automation was created.

### 3.1.2. Reflection Form Example 2

Complete a reflection form covering your strengths and weaknesses as a professional, future directions of your work and what CPD activities will facilitate this.

## 3.2. Reflective Diary:

The CPD Committee has prepared an electronic template for the Reflective diary and further information and examples can be found in [Appendix 1](#).

## 3.3. Commissioning new equipment:

### **Example 1:**

#### 1) Undertaking Education Activities:

If there was the ability to publish any work from the commissioning of new equipment then the participant can also claim points under 1) Undertaking Education Activities, then C “Further Education and Development” then “Department Developmental Study” or under the same category using D “Publishing”.

If there has been meeting/s in relation to this work, then the participant can claim points under 1) Undertaking Education Activities, then “In-house Educational or Clinical Meetings” as well.

If the participant was required to review any journal articles for this work, then the participant can claim points under 1) Undertaking Education Activities, then E “Self-Directed Study”, “Journal reading”.

## 2) Reviewing Performance:

If the commissioning work was part of your training plan, then points can be claimed under 2) Reviewing Performance, D Review Participation then Peer review of performance.

## 3) Measuring Outcomes:

The reflective diary under 3) Measuring Outcomes, A Maintenance of Professional Standards – Outcome based then Reflective Diary can also be updated for this activity and further points can be achieved.

Thus, for the one activity points can be achieved under all 3 of the new CPD Categories.

**Example 2:** Installation, commissioning, and validation of new equipment (this is equally applicable to RPS). It is an enormous task that involves:

1. review of the equipment,
2. extensive training by the vendor /expert,
3. development/writing of SOP's (standard operating procedures),
4. Validation of the equipment (with validation report),
5. Becoming the in-house expert (we call the Subject Matter Expert),
6. Training of other staff.

All of these activities involve extensive literature review, learning, teaching, trouble shooting. Activity involves many person workdays, workweeks or even work-months for large equipment.

## 3.4. In-house Meetings:

### 1) Undertaking Education Activities:

If there has been meeting/s held by the department, then the participant can claim points under 1) Undertaking Education Activities, then “In-house Educational or Clinical Meetings”.

If the participant was required to review any journal articles for the meeting, then the participant can claim points under 1) Undertaking Education Activities, then E “Self-Directed Study”, “Journal reading”.

### 2) Reviewing Performance:

If the meeting was part of your training plan, then points can be claimed under 2) Reviewing Performance, D “Review Participation” then “Peer review of performance”.

**Idea:** Perform review of planned work or performed work with documented recommendations for improvement. For example, give some thought to how the good practice you apply to your clinical work such as discussions with your peers or at in-house meetings could actually be recorded as reviewing performance (peer review/incident review). It's the same vehicle as ever (in-house meetings) but add an agenda item which summarises things reviewed.

### 3) Measuring Outcomes:

The reflective diary under 3) Measuring Outcomes, A “Maintenance of Professional Standards – Outcome based” then “Reflective Diary” can also be updated for this activity and further points can be achieved.

Thus, for the one activity points can be achieved under all 3 of the new CPD Categories.

**Notes:**

Relevant in-house meetings (e.g., technical meetings, scientific and clinical meetings, quality meetings, GMP meetings (relevant to TGA licensed laboratories).

If you aren't invited to the right meetings or they aren't held, schedule a monthly short catchup with your boss or (in larger departments) your same level colleagues.

Regional centres, but ultimately all centres, could finish off their meeting each time by reflecting on matters related to performance contrasted and compared during their meeting and even setting the agenda for this meeting could be evidenced.

### 3.5. Clinical Audits

**Example 1:**

3) Measuring Outcomes then B "Clinical Audits": The ACDS has prepared a certificate which will be provided once the ACDS Audit has been completed. The certificate can then be uploaded into the CPD Tracker for evidence under Objective. The participant can also achieve extra points under optional reflective by completing the reflection form.

1) Undertaking Education Activities:

If there has been meeting/s in relation to this work, then the participant can claim points under 1) Undertaking Education Activities, then "In-house Educational or Clinical Meetings" as well.

If there was the ability to publish any work from the Audit then the participant can also claim points under 1) Undertaking Education Activities, then C "Further Education and Development" then "Department Developmental Study" or under the same category using D "Publishing".

If the participant was required to review any journal articles for this work, then the participant can claim points under 1) Undertaking Education Activities, then E "Self-Directed Study", "Journal reading".

2) Reviewing Performance:

If the ACDS audit was part of your training plan then points can be claimed under 2) Reviewing Performance, D "Review Participation" then "Peer review of performance".

Another option could be to enter this activity under 2) Reviewing Performance, E "Maintenance of Professional Standards – Performance Review" "Professional Development Plan" and/or "Off-site Training".

3) Measuring Outcomes:

The reflective diary under 3) Measuring Outcomes, A "Maintenance of Professional Standards – Outcome based" then "Reflective Diary" can also be updated for this activity and further points can be achieved.

Thus, for the one activity points can be achieved under all 3 of the new CPD Categories.

**Note:** This example can be amended and used for internal or external audits (facilities, people, etc., but, as long as they are documented).

## 3.7. Registrar Meetings and Presentations

### 2) Reviewing Performance:

If the performing TEAP training was part of your training plan then points can be claimed under 2) Reviewing Performance, A “Teaching / Supervision” and depending on your role this can either be “Supervision of Students / Registrars” or “Trainer (Subject-Matter Experts)”.

### 1) Undertaking Education Activities:

If there has been meeting/s in relation to this work, then the participant can claim points under 1) Undertaking Education Activities, then “In-house Educational or Clinical Meetings” as well.

If there was the ability to publish any work from the Audit then the participant can also claim points under 1) Undertaking Education Activities, then C “Further Education and Development” then “Department Developmental Study” or under the same category using D “Publishing”.

If the participant was required to review any journal articles for this work, then the participant can claim points under 1) Undertaking Education Activities, then E “Self-Directed Study”, “Journal reading”.

### 2) Reviewing Performance:

If the performing TEAP training was part of your training plan then points can be claimed under 2) Reviewing Performance, D “Review Participation” then “Peer review of performance”.

Another option could be to enter this activity under 2) Reviewing Performance, E “Maintenance of Professional Standards – Performance Review” “Professional Development Plan” and/or “Off-site Training”.

### 3) Measuring Outcomes:

The reflective diary under 3) Measuring Outcomes, A “Maintenance of Professional Standards – Outcome based” then “Reflection on professional outcomes” can also be updated for this activity and further points can be achieved.

The reflective diary under 3) Measuring Outcomes, A Maintenance of Professional Standards – Outcome based then Reflective Diary can also be updated for this activity and further points can be achieved.

Thus, for the one activity points can be achieved under all 3 of the new CPD Categories.

## 3.8. Regulatory Related Tasks

Regulatory related tasks (TGA, Environmental, Safety (e.g. Dangerous goods course for transport of radioactivity)).

3) Measuring Outcomes, C “Review of Clinical Indicators / Standards etc.”: The evidence required for objective evidence is documentation of the review. The participant can also achieve extra points under optional reflective by completing the reflection form.

### 1) Undertaking Education Activities:

If there has been meeting/s in relation to this work, then the participant can claim points under 1) Undertaking Education Activities, then “In-house Educational or Clinical Meetings” as well.

If there was the ability to publish any work from the Audit then the participant can also claim points under 1) Undertaking Education Activities, then C “Further Education and Development” then “Department Developmental Study” or under the same category using D “Publishing”.

If the participant was required to review any journal articles for this work, then the participant can claim points under 1) Undertaking Education Activities, then E “Self-Directed Study”, “Journal reading”.

### 2) Reviewing Performance:

If the performing TEAP training was part of your training plan then points can be claimed under 2) Reviewing Performance, D “Review Participation” then “Peer review of performance”.

Another option could be to enter this activity under 2) Reviewing Performance, E “Maintenance of Professional Standards – Performance Review” “Professional Development Plan” and/or “Off-site Training”.

### 3) Measuring Outcomes:

The reflective diary under 3) Measuring Outcomes, A “Maintenance of Professional Standards – Outcome based” then “Reflection on professional outcomes” can also be updated for this activity and further points can be achieved.

The reflective diary under 3) Measuring Outcomes, A “Maintenance of Professional Standards – Outcome based” then “Reflective Diary” can also be updated for this activity and further points can be achieved.

Thus, for the one activity points can be achieved under all 3 of the new CPD Categories.

## 3.9. New Methods

Development and Validation of new methods for production and quality control (evidence could be Standard Operating Procedure or related documentation).

### 1) Undertaking Education Activities:

If there was the ability to publish any work from the commissioning of new equipment then the participant can also claim points under 1) Undertaking Education Activities, then C “Further Education and Development” then “Department Developmental Study” or under the same category using D “Publishing”.

If there has been meeting/s in relation to this work, then the participant can claim points under 1) Undertaking Education Activities, then “In-house Educational or Clinical Meetings” as well.

If the participant was required to review any journal articles for this work, then the participant can claim points under 1) Undertaking Education Activities, then E “Self-Directed Study”, “Journal reading”.

Note: similar CPD activities from the previous examples can be entered into the CPD Tracker for this activity.

## 3.10. Training

**Example 1:** RPS specialists acquire titles such as “Subject Matter Experts” as such they are responsible for acquiring, maintaining and updating detailed knowledge on a theme or subject, training of other personnel (part of skills learning and maintaining professional development).

This example can be entered under 2) Reviewing Performance, E “Maintenance of Professional Standards – Performance Review” “Professional Development Plan” and/or “Off-site Training”.

**Example 2:** If you watch the annual ACPSEM supervisor education module or video together and then list what you learnt in the reflection proforma, that will count, even if you are not a supervisor yet.

This example can be entered under 2) Reviewing Performance, E “Maintenance of Professional Standards – Performance Review” “Professional Development Plan” and/or “Off-site Training”.

Note: similar CPD activities from the previous examples can be entered into the CPD Tracker for these activities.

## 4. Examiner / Assessor Specific Examples

The PSB has required that examiners and assessors complete relevant CPD and that the ACPSEM provide those CPD opportunities on an annual basis for examiners and assessors across all disciplines.

The proposed CPD activities will be advised to registrants via a specific update communication in November and again in February of each year and sign-off of the activity will require completion of a summary activity in Alex.

Note: In November 2022 a Learning Activity where participants review and reflect on three articles will be made available.

### 4.1. Mandatory Activity:

1) Undertaking Education Activities, then E Self-Directed Study, ACPSEM Examiner / Assessor \*Mandatory for all ACPSEM Examiners and Assessors.

This is a mandatory activity that all Examiners / Assessors must complete.

This activity relates to the work performed to be proficient in the role as an Examiners / Assessors. Further information regarding this activity will be provided in due course.

### 4.2. RPS Assessors Example:

RPS assessors are involve with the technical review and assessment of Registrar progress reports and assignments. These can vary from 5 pages to >50 pages involving considerable technical content and time. This is similar to assessing students in academia. Participants need to complete the reflection form and can submit the RPS feedback sheet as evidence.

## 5. Contact the CPD Coordinator

To email the CPD Coordinator for any further questions, comments, or concerns please [click here](#)



## Appendix 1 – Reflective Diary Example

# Example for a CPD Reflective Diary for the CPD Period 2025-27

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## 1. Introduction

This diary details my thoughts, understanding and reflection both professionally and personally in relation to my Continuing Professional Development (CPD) for this CPD Period 2025-27.

## 2. Mandatory Note

As a participant on the *ACPSEM Register of Qualified Medical Physicists and Radiopharmaceutical Scientists* (the Register) I am required to **collect 50 points per year** when the total amount is averaged over a 3-year period. A **minimum number of points** must be achieved in all 3 categories within a CPD period.

There are three (3) core CPD categories:

1. Undertaking Educational Activities
2. Reviewing Performance
3. Measuring Outcomes

## 3. Diary Entry Requirements

A minimum of 5 diary entries must be made each year to achieve the 5 points per year. The evidence for the CPD evidence is compulsory reflective. Therefore the reflection will need to be completed annually to achieve points for this category.

## 4. Diary Assistance

The following is a guide as to how to make this diary suit you for what you want to achieve by using this diary for CPD Compliance.

Questions:

- ❖ What is the CPD activity and how has it been carried out?
- ❖ What have I learned from the activity that may enhance my clinical role?
- ❖ How can I integrate what I have learned into my role?
- ❖ How has this integration enhanced me professionally?
- ❖ Have I made changes to my clinical role or myself professionally?
- ❖ How have I assessed the changes to my clinical role (peer review, audit)?
- ❖ If the changes have been implemented, have they worked? If not, why not?
- ❖ Have I identified future learning needs based on what I have learned from this learning activity?

## 5. Examples of Diary Entries

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

The following is a full example of how enter a reflective diary entry and thus satisfy the requirements under 3) Measuring Outcomes, A “Maintenance of Professional Standards – Outcome based” then “Reflective Diary”. Then further general examples are provided for future diary entries.

## 5.1. Entry 1 – Date: 22/02/2025

CPD activity – Publication of paper title “A new material for radiotherapy bolus” (fictional)

This paper was published based on work testing and implementing Aeroplane Jelly (Raspberry flavour) into use as bolus for breast radiotherapy. Through this work I learnt that the radiation properties of green and red jelly differ, due to the artificial colours and the mass density of the chemical used. We worked with the therapists on the workflow to implement the Jelly. The raspberry was selected as this did not require a HU override and simplified the planning process.

The work has improved my understanding of the dose effect of non-tissue substances in radiotherapy planning and the planning workflow. I also understand more about the temperature of patient skin and how this affects jelly bolus.

Despite our work, we have not implemented the Aeroplane jelly bolus. Cleaning the bolus was difficult and the smell was too appetising. Based on the learning from this project, we are looking at other non-edible substances to use as a bolus material in the future.

## 5.2. Future Examples could include:

- Based on a published document or standard, review practice at your centre and recommend changes (for example, review the latest ICRU recommendations or Radiation Safety legislation and whether your centre satisfies these requirements).
- Complete a reflection form covering your strengths and weaknesses as a professional, future directions of your work and what CPD activities will facilitate this.
- Complete a review for a journal
- Find work you completed one year ago and reread or assess the work with a critical eye. Record the improvements you think should have been made and how you incorporate this feedback into your future work.

## 6. Personal Diary Entries

### 6.1. Entry 1 – Date:

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

### 6.2. Entry 2 – Date:

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

### 6.3. Entry 3 – Date:

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

### 6.4. Entry 4 – Date:

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

### 6.5. Entry 5 – Date:

The aim of the entries on each date, minimum 5 per year, are related to your own experience time and thoughts on a task, activity, workshop, conference, or any other activity completed within this CPD Period.

## 7. Future Learning

Details examples here on how different CPD activities can be chosen to enable further CPD.

## 8. CPD Compliance review CPD Period 2025-27

Update this section as you think (monthly, biannually, or annually) during the CPD period to review how this diary is working for you.