



# Continuing professional development (CPD) guide

Version 2.0 | February 2023

# Contents

About eviQ Education .....	2
Continuing professional development (CPD) .....	2
Governing board guidelines .....	3
Certificates and results pages.....	4
About the CPD journal template .....	7
Troubleshooting and more information .....	7
CPD journal.....	8

## About eviQ Education

eviQ Education, a program of the Cancer Institute NSW, produces evidence-based, peer-reviewed cancer eLearning resources for health professionals working at the point of care in oncology.

It aims to standardise and promote evidence-based best practice in cancer care, support CPD and ultimately improve patient outcomes and reduce treatment variation.

The eviQ Education resources are free and used nationally and internationally. Since its establishment in 2009, eviQ Education has delivered eLearning via its website and within hospital Learning Management Systems across Australia. There are more than 55 online learning resources available.

We hope you will find the education resources beneficial to your clinical practice.

## Continuing professional development (CPD)

Continuing professional development (CPD) is an ongoing process of learning that requires healthcare professionals to maintain, improve and broaden their knowledge and expertise over the course of their career. All health professionals registered in Australia must undertake CPD.

The Australian Health Practitioner Regulation Agency (APHRA), in partnership with the National Boards of Australia, recognises CPD within a quality cycle. The cycle involves the review of practice, identification of learning needs, planning and participation in relevant learning activities and reflecting on the value of those activities. Interacting with eviQ Education resources provides the opportunity for recording CPD.

The CPD cycle varies depending on your National Board. For more information, please refer to the relevant National Board:

- [Medical Radiation Practice Board of Australia](#)
- [Nursing and Midwifery Board of Australia](#)
- [Pharmacy Board of Australia](#).

To support the recognition of CPD hours, a journal template is attached for you to fill out and file.

## Governing board guidelines

Governing board	CPD – general	CPD with eligibility criteria	Evidence
<a href="#">Nursing and Midwifery Board of Australia</a>	Non-accredited CPD <ul style="list-style-type: none"> <li>Self-directed learning</li> </ul>		<ul style="list-style-type: none"> <li>Document identified learning need, a learning plan, your participation in the learning activity, and the outcome achieved</li> <li>Evidence records should be detailed and verifiable for auditing purposes</li> <li>Retain any certificates of attainment and/or attendance</li> <li>Keep notes from self-directed CPD activity</li> <li>NMBA <a href="#">Self-directed CPD evidence record template &amp; example</a> available</li> </ul>
<a href="#">Medical Radiation Practice Board of Australia</a>	Non-accredited CPD <ul style="list-style-type: none"> <li>Online learning about an identifiable healthcare function involving discussion, chat rooms, contribution to list-servers</li> <li>Time spent reflecting upon and recording learning from CPD activities</li> </ul>	Non-accredited CPD <ul style="list-style-type: none"> <li>Substantive CPD: online learning that includes an examination, assessment or certificate evidencing learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Evidence records should be detailed and verifiable for auditing purposes</li> <li>MRPBA <a href="#">CPD logbook template</a> available</li> </ul>
<a href="#">Pharmacy Board of Australia</a>	Non-accredited CPD <ul style="list-style-type: none"> <li>Group 1: information accessed without assessment (didactic presentations, and activities with little or no attendee interaction)</li> </ul>	Non-accredited CPD <ul style="list-style-type: none"> <li>Group 2: knowledge or skills improved with assessment</li> </ul> Accredited CPD <ul style="list-style-type: none"> <li>Group 1: information accessed without assessment e.g. <i>Oral anti-cancer drugs in community pharmacy</i> course completed on the eviQ Education website</li> <li>Group 2: knowledge or skills improved with assessment e.g. <i>Oral anti-cancer drugs in community pharmacy</i> course completed on a learning management system</li> </ul>	<ul style="list-style-type: none"> <li>Maintain detailed and verifiable records</li> <li>Describe your scope of practice, CPD undertaken to address your learning needs, including reflections on how the CPD activity has impacted your practice</li> <li>PBA <a href="#">CPD plan/record template</a> available</li> <li>Pharmacy professional organisations also offer CPD planning and recording tools</li> </ul>
Other	Refer to relevant governing board requirements		

## Certificates and results pages

The eviQ Education website does not save records of learners' certificates or course completion, so it's imperative that you save or print your results pages and certificates immediately when they are generated.

Most eviQ Education resources provide certificates for you to keep as part of your records of CPD activity.

Blended learning courses, such as the *Anti-cancer drug administration course (ADAC)*, *Central venous access devices (CVADs)* and *Extravasation*, contain face-to-face practical skills components in addition to the online modules. The face-to-face elements must be completed at your facility before a certificate for the course can be granted. In this case, a results page will be generated when you complete an eQuiz. The certificate for the full course will be provided by your workplace facilitator after all components of the course have been completed.

It's good practice to keep your certificates and results pages in your personal records (rather than work accounts) and save them to multiple devices or to a cloud backup service. Unfortunately, eviQ Education can't recover lost certificates.

### Generating and saving certificates

Certificates are generated as PDF documents after completion of an eQuiz or at the end of a course.

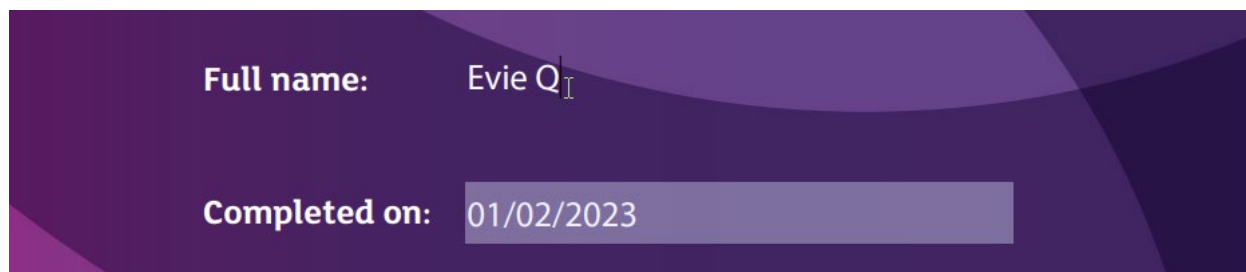
You need to select a download or print button to generate the certificate.

## Congratulations! You have passed the quiz.

Follow the link to create your certificate

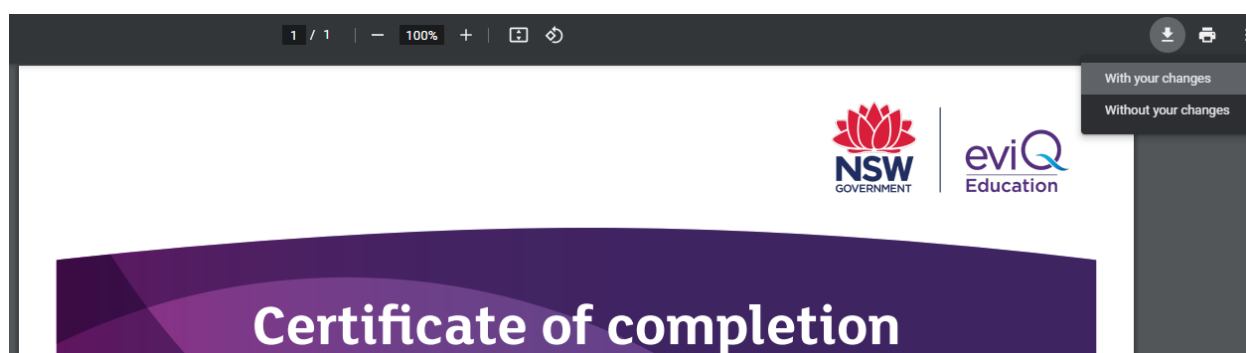
DOWNLOAD

Enter your name and the date into the fillable text boxes in the PDF. You can do this as soon as the certificate opens in most internet browsers (including Chrome, Mozilla Firefox and Edge).



A screenshot of a certificate form. The form has a purple background with white text. It contains two fields: "Full name:" with the text "Evie Q" and a cursor, and "Completed on:" with the text "01/02/2023".

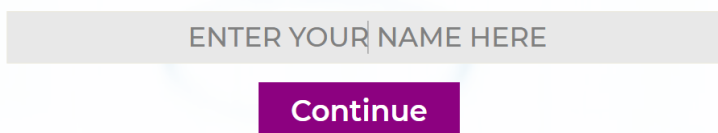
Save the certificate to your device and/or print it immediately.



If your browser does not support filling in PDF forms, you can download the certificate first and enter your details using Adobe Acrobat Reader or another PDF reader app. Make sure to save the file after making changes.

Some resources, for example the *Monoclonal antibodies and immune checkpoint inhibitors* learning series, will ask you to enter your details before beginning the eQuiz. Ensure that you spell your name correctly as it can't be changed on the certificate later.

- Once you achieve the required pass mark, a certificate will be generated. Make sure that you download or print your certificate as evidence that you have passed this module. Please enter your name as you want it to appear on your certificate.



A form with a light gray background. It contains a text input field with the placeholder text "ENTER YOUR NAME HERE" and a purple "Continue" button below it.

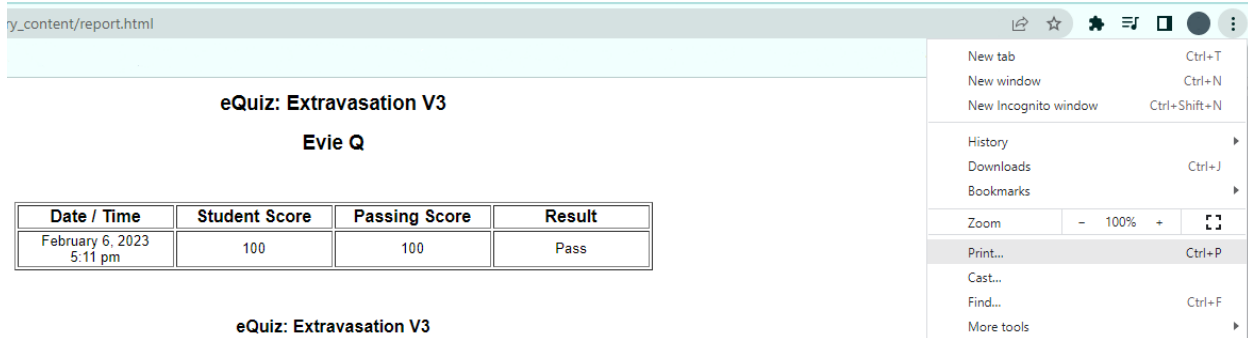
Check that your certificate has downloaded correctly by opening it from your device **before** you close the browser window.

## Results pages

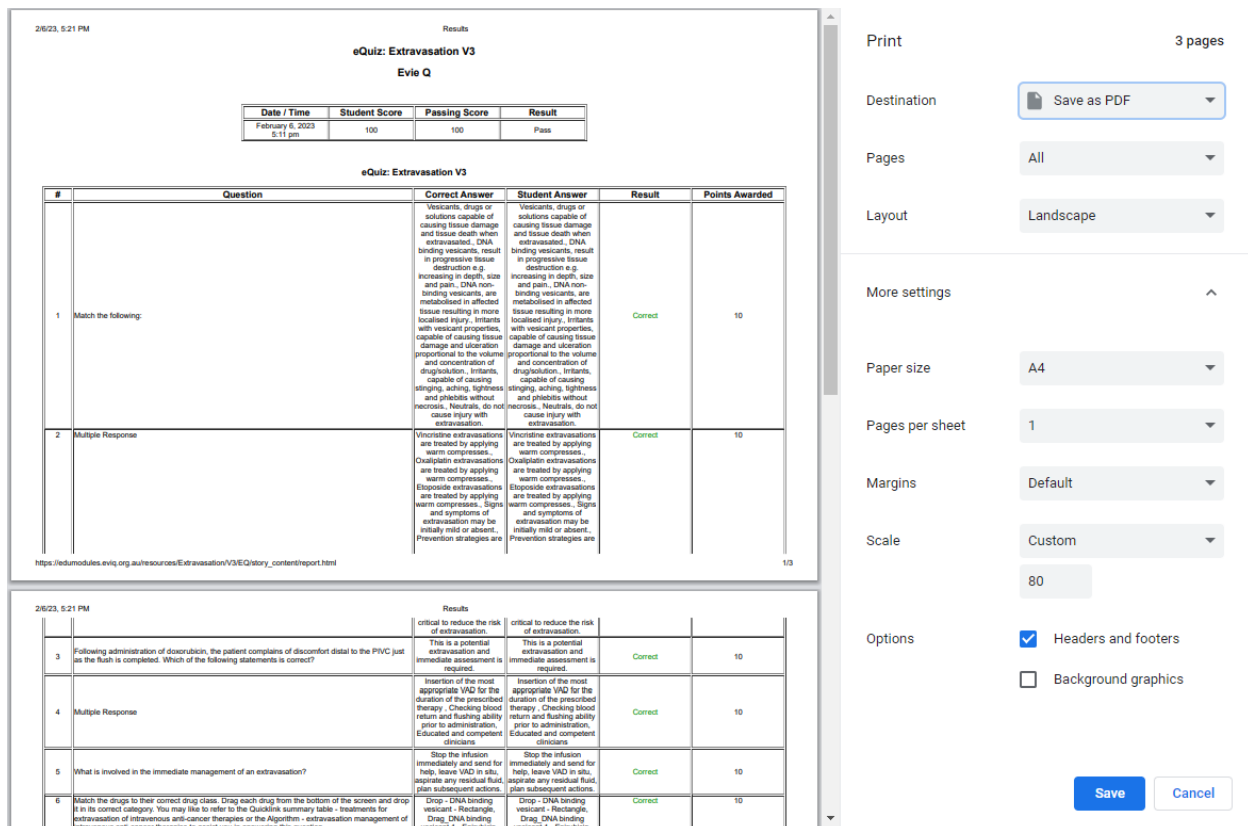
When you pass an eQuiz in a blended learning course, a results page is generated for you to save. This page is evidence that you have completed the online components of the course.

You can save your results pages by printing to PDF or saving a screenshot of the page.

Some results pages have a print icon that will open your device's print dialogue. For others, you will need to open your browser's menu to find the print function, or press Ctrl+P (Command+P on Mac).



Select 'Save as PDF' in the print dialogue to save your results to your device.



Check that your results have downloaded correctly by opening it from your device **before** you close the browser window.

## About the CPD journal template

### Participation in education activities

Documentation of self-directed CPD must include dates, a brief description of the outcomes, and the number of hours spent in each activity. Documentation must demonstrate the health professional has:

- (a) identified and prioritised their learning needs, based on an evaluation of their practice against the relevant competency or professional practice standards
- (b) developed a learning plan based on identified learning needs
- (c) participated in effective learning activities relevant to their learning needs
- (d) reflected on the value of the learning activities or the effect that participation will have on their practice.

In accordance with the relevant National Board guidelines, please complete the attached journal activity to acknowledge/record your participation in eviQ Education modules as CPD.

Note:

- One hour of active learning equals one hour of CPD.
- The CPD must be relevant to your professional context of practice.
- One journal should be filled out for every activity completed.

## Troubleshooting and more information

If you have any questions about CPD for eviQ Education learning resources, please email [eviqed@eviq.org.au](mailto:eviqed@eviq.org.au)



## CPD journal

**Date of participation:**  **Total number of hours:**

**Name of education resource:**

**Type of activity (e.g. journal activity, online course or resource, lecture, workshop):**

**Source or provider:**  **CPD type/group:**

**Description of learning outcomes:**

**Identified and prioritised learning needs, based on an evaluation of your practice against the relevant competency or professional practice standards:**

**Learning plan based on identified learning needs:**

**Participation in effective learning activities relevant to your learning needs:**

**Reflection on the value of the learning activities and the effect participation will have on your practice:**

**Further learning that could be done:**