

# CAHPU Recertification Handbook

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## 1. What is myASUM CPD?

One of the benefits of having an ASUM Membership is access to the myASUM CPD register. The myASUM CPD register provides a platform for clinicians to record and track their professional learning.

Engaging in Continuing Professional Development (CPD) is a requirement for CAHPU recertification, as outlined in the [CAHPU Regulations](#). The myASUM CPD register provides a convenient option for CAHPU Holders to record their CPD, which ASUM can also view when processing the recertification.

Professional development is characterised by a continual search for mastery and is at the core of professionalism. The goal of CPD is to provide practitioners with enhanced knowledge and skills to continue professional practice and the development of an increased sense of critical awareness.

### 1.1. Why choose myASUM CPD?

- The program is available to all financial members of ASUM and can be accessed through the [myASUM portal](#).
- myASUM CPD is a flexible program that caters for participants at all levels of professional development.
- Participation in ASUM events will be automatically logged into the myASUM CPD register. Downloadable CPD certificates will also be attached.
- The 'Report' function allows memberships to generate a downloadable report containing all their CPD activities. Members can choose the date range of this report and whether they would like a summary of the points or a detailed report of the activities.
- As your CPD record is with ASUM, we already have access to this information when it's time to recertify. ASUM Education can access to your CPD registry and can assist you when needed.

### 1.2. Are You Eligible for the myASUM CPD Program?

All financial members may use myASUM CPD to record their CPD points.

If you would like to use the myASUM CPD registry, you will need to have an active ASUM membership. If you have previously held an ASUM membership, we will still have your details on record. You can sign into your previous [myASUM account](#) to renew your membership or contact the ASUM Membership Coordinator.

For any questions regarding ASUM Membership, please contact the ASUM Membership Coordinator on (02) 9438 2078 or by [membership@asum.com.au](mailto:membership@asum.com.au)

## 2. CAHPU Recertification

To support ongoing education to improve patient care, CAHPU holders are required to recertify at five-yearly intervals after the initial award date recorded on the issued CAHPU certificate.

Recertification will require presentation of requisite evidence, demonstrating that the CAHPU holder has met continual practice requirements and Continuing Professional Development (CPD) requirements.

To achieve recertification the candidate must:

1. Continue to fulfil the conditions for Eligibility and Admission to the CAHPU.
2. Record at least five (5) points of relevant CPD per year for each specialist unit. The maximum number of CPD points required per year for each candidate is a total of fifteen (15) points. Refer to section 2.2 for more information.
3. The recertification logbook must include the minimum number of required studies, to be completed in the 24 months prior to your recertification deadline, as listed in Appendix 2 in [CAHPU Regulations](#). Refer to section 2.1 for more information.
4. Recertification will only be given for those specialised units where recertification requirements have been met.
5. A CAHPU holder who fails to meet the recertification requirements will be removed from the ASUM CAHPU certified list and will be required to forgo the use of the post nominals.
6. [Recertification declaration form](#)
7. The recertification grace period is 3 years after the original recertification due date.
8. In the case of an expired CAHPU (3 years after the original recertification due date), the applicant will need to complete the return to practice form and provide evidence of current practice as outlined in the section 13.0 Recertification in [CAHPU Regulations](#). The CAHPU Board will review all applications at their next meeting and will determine an outcome.

## 2.1. Recertification Logbook

The recertification logbook demonstrates that CAHPU holders have continued to maintain their ultrasound skill over the past five years to a predetermined level. The requirements of this logbook are outlined in the [CAHPU Regulations](#).

Template recertification logbooks are available on the ASUM website. CAHPU holders may choose to use their own logbook, however it must contain the same information as our recommend template.

Recertification logbook scans do **NOT** require supervision. A supervisor does not need to sign off recertification scans or the completed recertification logbook.

## 2.2. CPD for Recertification

ASUM recognises a broad group of activities in which CPD credits may be acquired.

- 1 credit point = 1 hour of **ultrasound related** CPD

Activities are allocated a number of CPD credits taking into account the duration and level of involvement in the activity. Certain activities have a maximum number of CPD credits which can be acquired in a given timeframe. This capping of credits ensures a diversity of CPD activity.

Please see Section 4, '*How CAHPU CPD Points are Allocated*', for more information about CAHPU CPD point allocation and the supporting evidence required.

### 3. Using the myASUM CPD Registry

myASUM CPD includes these groups within its 4 categories:

- Category 1 Attendance
- Category 2 Publishing / Presenting
- Category 3 Educational
- Category 4 Other

Section 4, '*How CAHPU CPD Points are Allocated*', explains these categories in more detail, outlining the types of activities they represent, point allocation rules, and the evidence required.

#### 3.1 How to Enter Activities on myASUM CPD Registry

##### Step 1: Logon to the myASUM Portal

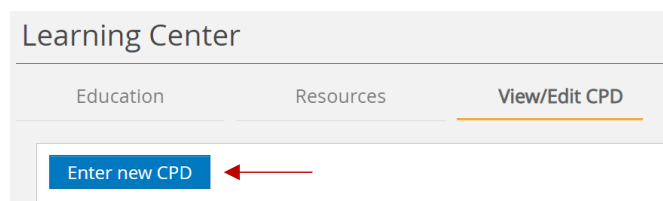
The myASUM CPD registry is located in the [myASUM portal](#). After logging onto the myASUM portal, if you are a current ASUM member, there should be a large blue button reading 'CPD'.



If you've forgotten your myASUM username or password, click on the 'Forgotten username or password' and follow the prompts. An email will be sent to your nominated email address allowing you to create a password.

##### Step 2: Adding New CPD Entries

Click on 'Enter new CPD' and 'External Training' will open (this means non ASUM organised CPD activities) and then Click "Create".



- Record the **title** of the learning event, such as or "Discussion of AJUM article with colleagues".
- Record the **date** of the event.
- Select an **organisation** (i.e. ASUM, RANZCOG, RANZCR, RACS, RACP, AIR, Other).
- Select a **learning activity**: (i.e. Category 1: Attendance at a CPD event).
- Provide the specific reference of any document, film or other text involved in the learning activity. (e.g. AJUM May 2015 13 (2) - page 24 - 25).
- Select a **learning category**:
  - Category 1 Attendance
  - Category 2 Publishing / Presenting
  - Category 3 Educational
  - Category 4 Other

- g) Choose the **outcome** of the professional development opportunity i.e. How has this learning activity affected your practice of ultrasound?
- h) Fill in a **description** – this is not mandatory but is helpful if recording your thoughts.

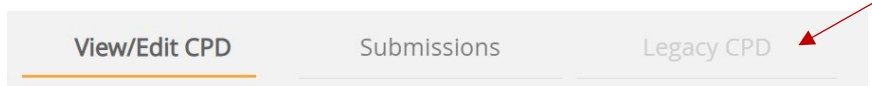
If your entry was successful, a blue banner reading 'object created' should appear at the top of the page. If you are entering multiple activities, you can select the 'Add New' orange button on the top right hand of the screen.

Please note: All personal data in the diary is confidential to you and ASUM staff. The data will be recorded as statistics.

### Step Three: Older CPD Entries are Moved to Legacy

Have you entered a CPD activity and now you cannot see it under your CPD? It is likely that this activity has moved from 'View/Edit CPD' to 'Legacy CPD'.

Older CPD events are commonly saved under the 'Legacy CPD' tab. While the 'Legacy CPD' is light grey, it is still clickable. Even if your activities move to the 'Legacy CPD', they will still present on your CPD report and count toward your CPD total points.



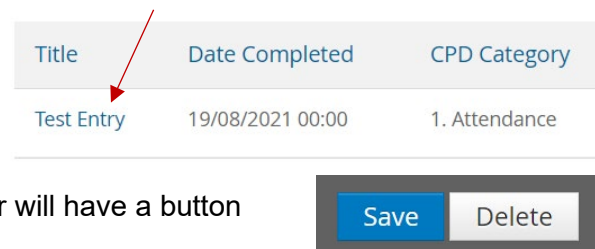
### Step Four: Running the CPD Report

The 'Report' function allows memberships to generate a downloadable PDF report outlining their CPD activities. Members can choose the date range of this report and whether they would like a summary of the activities or a detailed report:

- The summary report calculates how many points you have earned overall and breaks down the points into the four categories.
- The detailed report lists all the activities you engaged in and their point allocations, as well as the number of points you have earned overall.

### 3.2. How to Delete a CPD Entry

1. Open the entry you want to delete by clicking on its title.
2. Once the entry is opened, the top right corner will have a button that states delete.



#### 4. How CAHPU CPD Points are Allocated

Type/Code	Code	Activity	CPD Credits/hours	Documentation/Evidence
1.Attendance	1A	Attendance at national/international meetings, scanning workshops and webinars	1 per hour of educational activity	Certificate of attendance or receipt of registration & copy of program
	1B	Attendance at grand rounds, in-house seminars and workplace training (e.g. CPR, OHS)	1 per hour of educational activity to a maximum of 25 credits per quinquennial	Certificate of attendance or CPD Learning Activity Record
2. Publishing/ Presenting	2A	Scientific or professional publication	50 (Peer reviewed, principal author*)	Copy of published article including journal name, date and page numbers
			30 (Peer reviewed, non-principal author**)	
			25 (Non-peer reviewed, principal author*)	
	2B	Conference presentations (oral or poster) at state, national or international meetings	15 (Non-peer reviewed, non-principal author**)	Meeting program documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate
			40 (Oral presentations where individual presenting work claims CPD credit)	
2C	A presentation within your workplace or local area (including Professional association Branch meetings)	25 (Poster presentation by principal author*)	Brochure documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate	
		15 (Live-scanning workshop)		
3. Educational	3A	Self-directed learning to enhance patient outcomes and professional skills e.g. research, reading relevant journal articles or texts, journal club, web-based activities other than webinars	15 (Oral presentation where individual presenting work claims CPD credit)	CPD Learning Activity Record
			10 (Live-scanning)	
	3B	Peer review of a journal article for a scientific or publication	1 per hour to a maximum of 40 per quinquennial	A thankyou letter or certificate from the publisher
	3B	Peer review of a journal article for a scientific or publication	1 point per hour to a maximum of 5 per article	A thankyou letter or certificate from the publisher

4. Other	3C	Enrolment in an Ultrasound or related Medical Post Graduate course, PhD provided by an Australian Registered Training Organisation (RTO) or University.	40 per subject	Copy of university transcript or letter of enrolment
	3D	Completion of Management, Leadership course or Certificate IV in Training and Assessment	1 per hour to a maximum of 30 credits per quinquennial with a cap of 15 credits per activity.	Certificate of completion
	3E	Preceptorships and direct supervision - attendance onsite	2 per day to a maximum of 15 credits per quinquennial	Signed letter from the individual providing the education, outlining duration and purpose of the preceptorship
	4	Any other documented educational or professional activity e.g. participation in relevant professional committee meeting, Clinical program course or conference convening, mentoring, adjudicating or chairing conference sessions, examining within the profession. (see FAQ's for clarification)	1 per hour to a maximum of 30 credits per quinquennial with a cap of 15 per activity	Letter or certificate of acknowledgement or thanks, CPD Learning Activity Record

\* Principal author is the first named author on the published paper.

\*\* Non-Principal author includes any listed author subsequent to the first author on a paper.

## 5. Examples of CPD Records and Activities

### Example 1 - First-time preparation for an ASUM teaching session on pelvic anatomy

The total preparation time was 4 hours followed by 2 hours teaching. Of the 4 hours, only 1½ hours were spent in researching the material. The remainder was preparation of teaching materials and general organisation. The information reinforced your existing knowledge. You found a number of references very useful. Of these you selected one to recommend to others.

In your CPD registry you should record:

In 3. Educational - Code 3a

Topic: What is the spatial relationship between the organs of the female pelvis?

Total Credits: 1.5

Reference: Nichols, J. Pelvic Anatomy. Saunders, London, 1990.

In 2. Publishing / Presenting – Code 2c

Total Credits: 15

### **Example 2 - General updates reading**

You set aside time each week to read journals and other promotional material to ensure you are aware of developments in your field. This should not be recorded in your diary except where an article challenges you to reflect on your practice in medical ultrasound, in which case you will record it as illustrated in example 3.

### **Example 3 - Reading**

Each week you set aside two hours for reading current journals. In one of these 2-hour sessions you find that most of the material, while interesting, does not relate to your practice in diagnostic ultrasound. However, one article in the ASUM journal AJUM outlines newly published guidelines for shoulder ultrasound. You spend an hour reading the guidelines and the accompanying paper, comparing them to your own practice.

In your CPD registry you should record:

In 3. Educational - Code 3a

Topic: What is “good practice” when carrying out U/S of the Shoulder?

Total Credits: 1

Reference: AJUM. v1n3. Aug

### **Example 4 - Attending a branch workshop**

The organisers of a branch workshop contact you and your colleagues with a structured questionnaire to determine what your learning needs are in obstetric scanning. The resulting 1-day (6 hours) workshop involves thought-provoking lectures and small-group sessions during which you were guided in hands-on scanning sessions.

In your CPD registry you should record:

In 1. Attendance – Code 1a

Title: Obstetric Scanning



Total Credits: 6

### **Example 5 - Teaching**

You are invited to repeat your annual 2-hour teaching session at a hospital weekend meeting. You are happy with the content and methodology which you used last year. However, your slides are tired, and you spend 6 hours revising them.

In your CPD registry you should record:

In 2. Publishing / Presenting – Code 2b

Total Credits: 40

### **Example 6 - On-the-job training**

Your supervisor sets aside time to train you in a scanning technique which has been problematic. It takes an hour of scanning, explanation and discussion before you are both satisfied with your proficiency.

In your CPD registry you should record:

In 1. Attendance – Code 1b

Title: Obstetric Scanning

Total Credits: 1

### **Example 7 - Attending a university course**

You are a part-time student enrolled in a graduate level course in medical ultrasound. In one week, you attend lectures and workshops totalling 4 hours on Doppler imaging of acute patients. In addition, you spend a further 6 hours doing related reading and report writing for this course.

In your CPD registry you should record:

In 3. Educational - Code 3c

Title: Doppler Imaging

Total Credits: 40

### **Example 8 - Attending a scientific meeting**

Attending an ASUM scientific meeting (Annual Scientific Meeting or Multidisciplinary Meeting)

Participants attending an ultrasound-based meeting are allocated 1 CPD point per hour of education (lunch and tea breaks are not counted). These points and an accompanying certificate are now automatically added to your myASUM CPD record.

Attending an external scientific meeting

You attend a 2-day scientific meeting organised by the RACS because the program looks interesting. The program contained 2 hours of education relevant to your practice in diagnostic ultrasound and the remainder of the program related to other aspects of surgery.

In your CPD registry you should record:

In 1. Attendance – Code 1a

Title: Ultrasound at RACS

Total Credits: 2

### Example 9 - College Administration

As a councillor for the ACEM, one of your duties is to chair the ultrasound imaging group. In one month, you spend 12 hours on college administration of which 4 hours involve the ultrasound imaging group.

In your CPD registry you should record:

In 4. Other – Code 4

Topic: Chairing sessions

Total Credits: 4

## 6. Planning and Recording CPD Activities for myASUM

**Planning** your CPD activities before entering your data into myASUM CPD will help you identify the topics that you wish to pursue in your learning.

- Decide the areas of expertise which you intend to develop over the next year or two.
- Write down some topic headings relevant to your learning goals.

**Keeping a record** of any learning experience which relates to your professional practice in Medical Ultrasound may be included in your diary. In particular:

- Reflect the direction in which you are steering your career.
- Relate to learning goals based on your assessment of practice needs.
- Reflect the adoption of innovations and changes.
- On completion of a learning activity simply take a minute to fill in the appropriate fields on the online platform. Alternatively, you may choose to set aside time each week, fortnight or month to reflect on your learning activity and update your record.

### The value of recording your learning activity

- Facilitates the recognition of your habitual learning activities.
- Enables you to appraise and thereby enhance your learning experiences.
- Describes your qualities as a professional who continually seeks opportunities to enhance your practice.

- Provides a role model for students and colleagues as they acquire the skills of life-long learning.
- In selecting what to include, you should ask yourself the question, “Does this entry fit within my plans for professional development?” If not, it probably should not be recorded.
- If you are selective, your learning record will demonstrate the way that you have shaped your career, including the directions that you have chosen. It will reflect the importance that you place on continuous professional learning.
- A well-constructed learning portfolio can be of considerable assistance in self-appraisal of your practices and in demonstrating your capacity to appropriately adapt to innovations and opportunities in your field.

### **For further information**

#### **All enquiries should be directed to:**

CCPU and CAHPU Education Coordinator

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