

HOW TO LOG YOUR CPD?

You will receive a certificate of attendance for the Conference. This certificate is a good document to show evidence of the CPD activity but it is your responsibility to keep a log of CPD activities that records the following details about this CPD activity including:

- Date it was completed
- Description of the activity
- Category
- Number of CPD hours claimed, and goal achieved.

Here are some suggestions for optimising your CPD hours:

Attending an APodA event can be logged towards CPD hours and there are a number of learning opportunities within the event of which you can make the most.

A reminder the Podiatry Board of Australia CPD Guidelines can be found **here** <https://www.podiatryboard.gov.au/Policies-Codes-Guidelines/CPD-resources.aspx> you should familiarise yourself with these Guidelines to understand the CPD categories and the requirements for keeping records of your CPD.

Below is an example of how attending the our event can contribute towards CPD.

Category I. Professional development

Attending the event can contribute towards the maximum 10 hours of Professional Development and falls under '*attending a conference related to podiatry*'.

Make sure you retain and save your event certificate of attendance and upload it to your CPD Tracker as evidence of completion.

Remember that you can only log a maximum 10 hours in this category towards your annual requirement AND, that attending this event may also be logged as CPD in an interactive setting with other practitioners which includes face to face (you need 5 hours for your registration)

Category III. Practice management. Quality improvement activities and reflective practice

The event can also contribute towards a *quality improvement activity*. However, this category asks that you provide evaluation, reflection and reporting for any activity you complete.

If you choose to use your event time as contributing to Category III, you must show your thoughts in any notes you take from workshops or lectures i.e. evaluation or reflection on what this learning can assist you with. What knowledge does this session give you? What have you learned you can implement back in practice? Reflect (and take notes) on what you are taking away from this session that you may not have previously thought about.

Remember to be clear on the hours (time) you spend in a workshop or lecture. You cannot log more than the allocated time as CPD.

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Category V. Community Service

If you happen to be a contributor to the Conference – yes, we're talking to you guest presenters and speakers! the Conference can provide you with CPD relating to Category V.

You are making a contribution to the podiatry profession by presenting your research, paper, abstract, workshop or lecture.

Keep your Speaker Certificate from the Conference as evidence of the session you presented on, and upload this to your CPD Tracker with a short description of your presentation.

Remember to be clear on the time you spend delivering the workshop or lecture. You cannot log more than the allocated time as CPD.

Remember that you can only log a maximum 5 hours in this category towards your annual requirement.

There are many different CPD categories and ways you can make the most of your attendance at APodA events and remember, you must keep records of your CPD activities for at least five years from the date you completed the CPD. These records must be available for audit or if required by the Board.