GPMHSC Secretariat
100 Wellington Parade
East Melbourne
VIC 3002

Phone: 03 8699 0556
Fax: 03 8699 0570
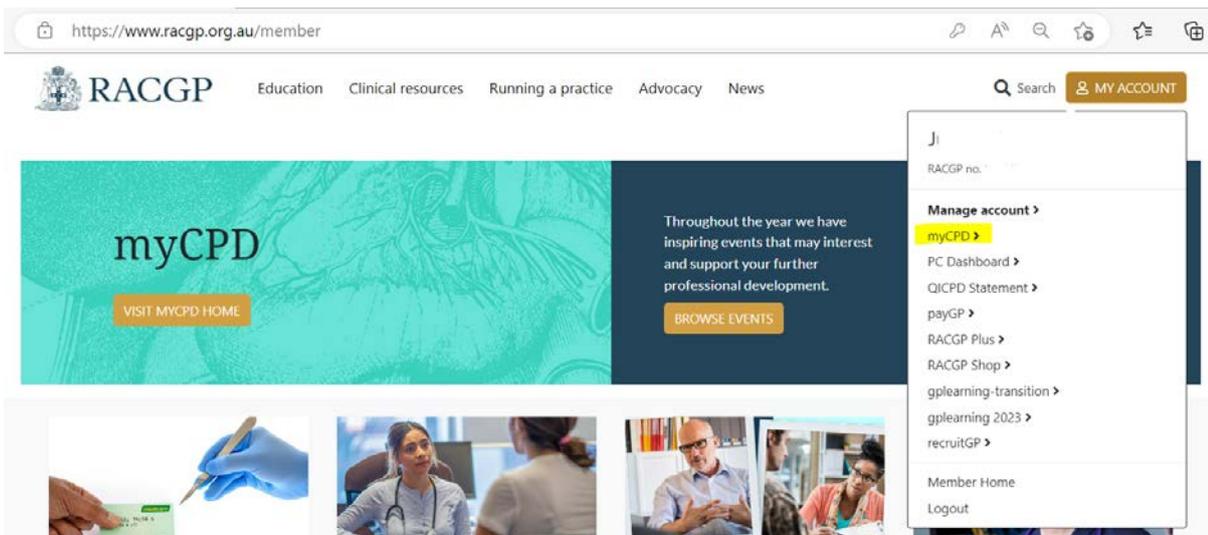**Email:** gpmhsc@racgp.org.au
Web: www.gpmhsc.org.au

How to self-record an FPS CPD activity

1. Log in to your myCPD via the RACGP website.
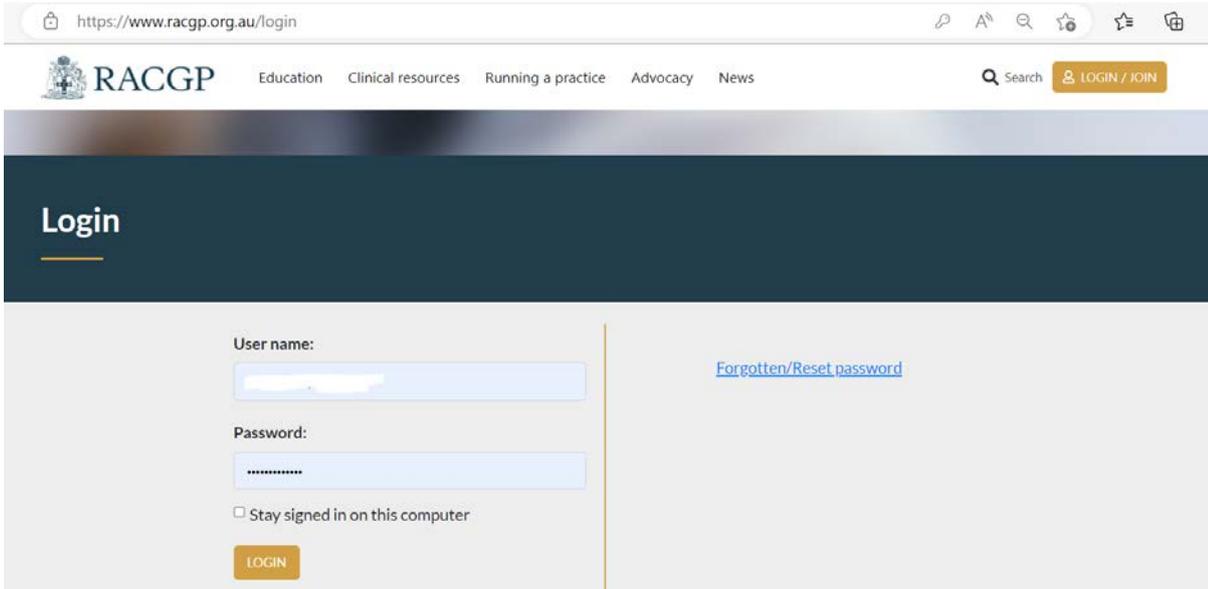
2. Click the 'My Account' button and select MyCPD

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3. Click on Log and select Specific requirement
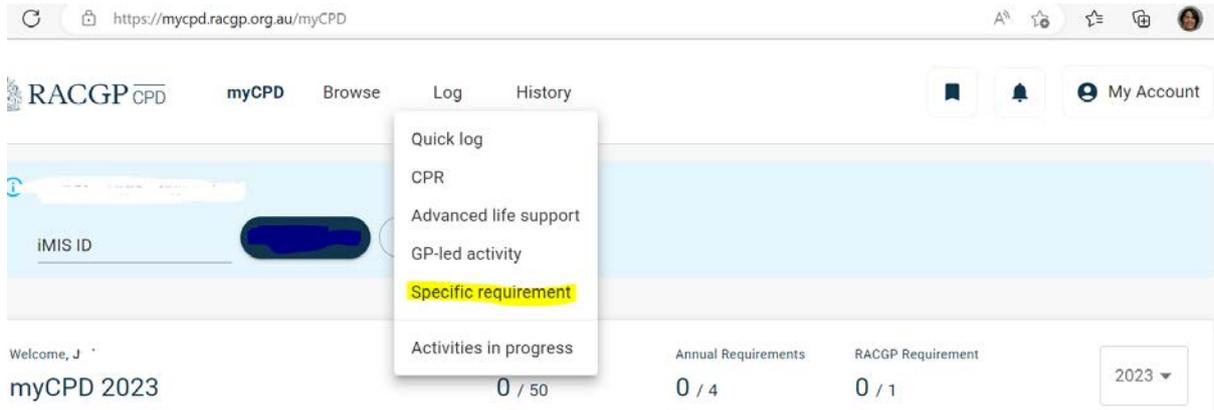
4. Fill in the required details. Estimate as accurately as you can the number of hours of the learning that fit within any of the MBA CPD activity types.

Activity Id: - Draft
Specific requirements (individual or group)

Specific requirements (individual or group)

This form can be used for those GPs (individual or group) who have completed an educational activity that is of high quality, peer reviewed evidence or accepted theory for the purpose of meeting a third party specific requirement.

To be eligible for specific requirements, content must represent more than 50% of the activity. Some topic areas require additional requirements. Please see specific topic area web pages for more details. Ensure to select the relevant topic area and upload supporting material in the Specific requirements section in this form.

GP Activity Details

Activity Title	
Educational Activities	Hours
Reviewing Performance	Hours
Measuring Outcomes	Hours
Total Hours*	
Activity Start Date*	02/05/2023
Activity Completion Date*	

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5. If you are uploading on behalf of other GPs, please enter their surname and RACGP member numbers here – clicking Add GP following each entry.

GP participant details

Please list the GP participant surnames and RACGP numbers for those who completed all the requirements and are eligible for CPD hours.

Surname	RACGP number	
		ADD GP

SURNAME ▲	RACGP NUMBER	ACTION
	No data available in table	

Why was this activity undertaken?

☐ Build on existing knowledge and/or skill in this area
☐ Following feedback from patients
☐ Improve safety strategies for staff and patients in practice
☐ Meet legislative requirements
☐ Following near miss analysis
☐ To explore a new area of practice
☐ Review of existing systems
☐ To review current literature
☐ Other

6. Select 'FPS CPD' on the specific requirement eligibility section

Specific Requirement Eligibility *

☐ Cultural awareness training	☐ Cultural safety training	☐ Diagnostic radiology
☐ Focussed psychological strategy CPD	☐ Focussed psychological strategy skills training	☐ General practitioners providing anaesthesia services
☐ General practitioner providing surgical services	☐ Medical acupuncture	☐ Mental health clinical enhancement module
☐ Mental health core module	☐ Mental health CPD	☐ Mental health skills training
☐ Women's reproductive health		

Supporting evidence is required when requesting recognition for specific requirements eligibility.

CHOOSE FILES

FILE NAME ▲	STATUS	ACTION
[Choose a file or drag it here]		

7. Complete the Activity Summary and Reflection in relation to the activity

8. Upload a word document that explains how this activity:

    a. Included predisposing and reinforcing activities
    b. Educated on the FPS interventions
    c. Extended your FPS skills in the context of general practice

Activity Summary

Please provide a brief description of your activity, i.e., what were the key steps undertaken? *

Reflection

What did you learn?
*

What changes are you going to make to your practise as a result?
*

The degree to which the learning needs were met *
○ Not met
○ Partially met
○ Entirely met

To what degree this activity was relevant to your practice *
○ Not relevant
○ Partially relevant
○ Entirely relevant

File Upload (Optional)

Please do not upload any identifiable patient data.

Evidence
You do not need to provide any further evidence in this application but ensure you keep adequate records of your activity/ies as you may be audited by the RACGP or Medical Board of Australia (MBA). The MBA requires you to keep your records for three years following the relevant CPD year.

CHOOSE FILES

FILE NAME ▲	STATUS	ACTION
	[Choose a file or drag it here]	

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9. Click 'I agree' on the declaration

Declaration

Privacy and confidentiality

To the extent of the information provided constitutes personal information under the Privacy Act 1988 (Cth), the RACGP will collect and use that personal information as necessary, and otherwise permit its access and correction in accordance with the relevant procedures set out in its PRIVACY of Personal Information Policy, available on its website.

I declare to the RACGP:

- I have read, and agree to the Privacy and Confidentiality conditions provided above.
- The information provided by me in this document is accurate and complete.
- I understand and acknowledge that the RACGP reserves the right to withdraw approval of this activity if in the opinion of the RACGP the activity does not meet the relevant requirements, education standards and criteria.

I understand that upon request, I must provide further information relating to this activity for the purpose of Quality Assurance Assessment.

☐ I agree

To finish: Scroll back to the top of the page, select 'Save Draft' and then 'Submit'

RACGP CPD

Specific requirements (individual or group)

2

| SAVE DRAFT | SUBMIT | APPROVE | EXIT FORM |