

# myASUM CPD



## Handbook for DDU Holders

***myASUM CPD* is ASUM's Continuing Professional Development Program**



## What is *myASUM CPD*?

- *myASUM CPD* is a portfolio-based program which recognises and accredits the professional learning that you undertake to maintain your competence.
- *myASUM CPD* is ASUM's Continuing Professional Development (CPD) Program. It has no compulsory activities.
- Professional activity is characterised by a continual search for mastery in order to offer a service to one's patients and clients. Professional education is at the core of professionalism. The goal of continuing professional development (CPD) is to provide practitioners with enhanced knowledge and skills to continue professional practice and the development of an increased sense of critical awareness.
- *myASUM CPD* seeks to accredit those learning activities that members undertake in order to attain and maintain mastery in their field and provide feedback to enable members to compare their CPD involvement with that of their peers.

## Why choose *myASUM CPD*?

- *myASUM CPD* is a free program that is available to all financial members of ASUM
- *myASUM CPD* is a flexible program that caters for participants at all levels of professional development
- *myASUM CPD* program automatically logs ASUM events' points earned and participants can record, review and print their CPD history in detail or summary as well as print their own certificates
- All participants will receive support from a dedicated ASUM *myASUM CPD* administrator.

## Are you eligible for the *myASUM CPD* program?

All financial members can use *myASUM CPD* to record their CPD.

### **To register for *myASUM CPD* please contact:**

ASUM Membership

Phone: (02) 9438 2078 Fax: (02) 9438 3686

E-mail: [membership@asum.com.au](mailto:membership@asum.com.au)

## CPD Credits and Documentation

### DDU Recertification

Maintaining an active DDU requires DDU holders to demonstrate 75 credit points per four (4) years via *myASUM CPD* or their college or equivalent CPD scheme.

A completed DDU Recertification Declaration Form (available [www.asum.com.au](http://www.asum.com.au)) is to be submitted to ASUM prior to the recertification submission date advised to you by ASUM.

CPD credits can be accumulated immediately following entry in *myASUM CPD*.

The first quadrennial begins on 1 February of the year following the DDU certification or recertification.

The diversity of educational activities accepted by the Registry ensures that all DDU holders have access to eligible CPD activities.

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

- See Table 1 below for specific credit point breakdown.
- 1 credit point = 1 hour of ultrasound related CPD
- myASUM CPD includes these groups within its 3 categories
- Category 1 Self-directed learning
- Category 2 Organized learning
- Category 3 Professional activities

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.

Members are assessed according to their CPD requirements at the end of each quadrennium. If a member is in default at that time, he or she will be referred to the DDU Board of Examiners for review. *myASUM CPD* users can print out their CPD at any time as evidence that they have fulfilled their requirements.

## **How do you plan and record CPD activities for *myASUM CPD*?**

**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.

## How do you enter the *MYASUM CPD* program?

**Entering** your CPD data through the *myASUM CPD* program is via [www.asum.com.au](http://www.asum.com.au) and then through the exclusive members only area *myASUM*.

This is convenient for those with internet access and maximizes access to information from the *myASUM CPD* database. Information entered is transferred to the database, enabling you to:

- Check your record
- Print out a copy of your profile
- Access the *myASUM CPD* resource database.

**Online Steps** to enter your CPD data is described as follows:

To access the *myASUM* site please enter your username and password. If you’ve forgotten either of these, click on ‘Forgotten username or password’ and follow the prompts. An email will be sent to your nominated email address allowing you to create a password.

Once you obtain a password, log into the site and click on *myASUM* and then on the *myASUM CPD* logo on the right hand side of the home page:



This will then bring up a list of your entries (Training History) as well as three tabs: Detailed Report, Summary Report and Enter new CPD.

Click on ‘Enter new CPD’

Record the title of the learning event, such as “xxx Conference 2017”

- Record the number of points allocated (1hr = 1 point)
- Upload the file/certificate if you have one
- Record the date of the event

- Select an Organisation (i.e. ASUM, RANZCOG, RANZCR, RACS, RACP, AIR, Other)
- Select a Learning Activity: (i.e. 1. Attendance)
- Select the specific learning
- Choose the outcome of the professional development opportunity i.e. How has this learning activity affected your practice of ultrasound?
- Fill in a Description – this is not mandatory, but is helpful if recording your thoughts.
- Reflective Journal – this is not mandatory, but is helpful on how this learning might have changed your mind/practices

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

### How are *myASUM CPD* points calculated?

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	1 per hour of educational activity to a maximum of 25 credits per quadrennium	Certificate of attendance or CPD Learning Activity Record
2. Publishing/ Presenting	2A	Scientific or professional publication	50 (Peer reviewed, principal author*) 30 (Peer reviewed, non-principal author**) 25 (Non-peer reviewed, principal author*) 15 (Non-peer reviewed, non-principal author**)	Copy of published article including journal name, date and page numbers
	2B	Conference presentations (oral or poster) at state, national or international meetings	40 (Oral presentations where individual presenting work claims CPD credit) 25 (Poster presentation by principal author*) 15 (Live-scanning workshop)	Meeting program documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate
	2C	A presentation within your workplace or local area (including Professional association Branch meetings)	15 (Oral presentation where individual presenting work claims CPD credit) 10 (Live-scanning)	Brochure documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate
3. Educational	3A	Self-directed learning to enhance patient outcomes and	1 per hour to a maximum of 40 per quadrennium	CPD Learning Activity Record

		professional skills e.g. research, reading relevant journal articles or texts, journal club, web-based activities other than webinars		
	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
	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	Preceptorships - attendance onsite	1 per hour to a maximum of 15 credits per quadrennium	Signed letter from individual providing the education outlining duration and purpose of the preceptorship
4. Other	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.	1 per hour to a maximum of 30 credits per quadrennium 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.

## What will you receive after completion of the *myASUM CPD* program?

Participants are able to generate their own detailed and/or summary report through *myASUM CPD* outlining their activities and CPD points.

## Examples of CPD records and activity

### 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 diary 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 diary 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 CPD Event workshop

The organizers 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 hour) workshop involves thought-provoking lectures and small-group sessions during which you were guided in hands-on scanning sessions.

In your diary 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 branch 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 diary 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 diary 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 diary 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 Branch CPD Events)

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 diary you should record:

In 1. Attendance – Code 1a  
Title: *Ultrasound at RACS*  
Total Credits: 2

### Example 9 - College Administration

As a councillor for the RANZCR, 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 diary you should record:

In 4. Other – Code 4



Topic: Chairing sessions

Total Credits: 4

### **For further information**

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

ASUM Membership

Phone: (02) 9438 2078

Fax: (02) 9438 3686

E-mail: [membership@asum.com.au](mailto:membership@asum.com.au)