



APPENDIX 1 - PD Record Form - Formal Activities

(For Informal Activities, see Appendix 2- PD Record Form -Informal Tasks and Activities)

MEMBER DETAILS	NAME	MEMBER NO.:
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COURSE/EVENT DETAILS		
Start Date:	End Date:	Total Hours:
Title:		
Presenter:	Location:	
Provider:		

PD DETAILS	TOPIC CODE	POINTS
PD Type	MA-run Course, Workshop, Conference or Seminar	
	MA-Accredited Course, Workshop, Conference or Seminar	
	Other Course, Workshop, Conference or Seminar	
	Formal study towards a Bachelor degree or above	
	Single subject (not assessed) at a Bachelor degree or above	

POINTS: For MA/MA-Accredited courses/events, see website for PDP allocation. For all other courses/events, 1 hr face-to-face content = 1 PDP
All PDP accrued for MA run workshops and events are automatically allocated following your attendance.

TOPIC CODE: For all non-accredited MA run courses/events see Topic List in Appendix 3

Reflective Practice Statement
How will you use information/skills imparted via this activity in your practice?

Signature	Date:
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This form is to be retained by the member for audit purposes for a period of at least five years

Documents to Retain in Case of Audit

- For PD associated with courses, workshops, seminars or conferences which are neither MA-run nor MA-Accredited you will need to retain the following information, in addition to this form:
 - certificate of attendance and statement re formal qualifications of presenter
 - evidence that course is intended for an allied health audience (e.g. endorsement by ESSA, APA OA etc)
 - evidence that course is based on current evidence (e.g. course handout containing reference list citing current papers from the peer-review literature)
- For PD associated with formal study (including non-assessed single subjects), in addition to this form, you will also need to retain a copy of your academic transcript giving proof of completion of the individual subject, together with handbook entry (or equivalent) for the subject outlining contact hours and subject content.

APPENDIX 2 - PD Record Form – Informal Tasks and Activities

(for Formal Activities, see Appendix 1- PD Record Form - Formal Activities)

MEMBER DETAILS	NAME	MEMBER NO.:
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INFORMAL TASK ACTIVITY TYPE (Note: one task per form)	CODE See topic list Appendix 3	POINTS See table below
ONLINE TASKS Audio/Video (Max 15 PDPs per cycle) <ul style="list-style-type: none"> <input type="checkbox"/> Podcast (0.5 PDP) <input type="checkbox"/> FIFA Football Medicine Diploma (2 PDPs per unit) <input type="checkbox"/> MOOC (e.g. Coursera, PhysioPedia) with Certificate (10 PDPs) <input type="checkbox"/> Other Webinar/DVD/Online Learning (1 PDP per content hour) <input type="checkbox"/> Relevant Business Development learning (0.5 PDP per contact hour) <input type="checkbox"/> Live MA Facebook presentation (0.5 PDP per presentation hour) 		
PRINT-BASED TASKS (Max 15 PDPs per cycle) <ul style="list-style-type: none"> <input type="checkbox"/> Reading published Systematic Review, Meta-Analysis, or Clinical Practice Guideline (1 PDP) <input type="checkbox"/> Reading other Peer Review Paper (0.5 PDP) <input type="checkbox"/> Reading Book Chapter (1 PDPs, max 10 PDPs per book) 		
MEMBERSHIPS AND SUBSCRIPTIONS (Max 5 PDPs per cycle) <ul style="list-style-type: none"> <input type="checkbox"/> Professional Membership (1 PDP) <ul style="list-style-type: none"> o Association: _____ <input type="checkbox"/> Journal Subscription (1 PDP) <ul style="list-style-type: none"> o Journal Title: _____ 		
OTHER ACTIVITIES <ul style="list-style-type: none"> <input type="checkbox"/> Attendance at In-Service Presentation (1 PDP/hour, max 16 PDPs per cycle) How many hours? _____ <input type="checkbox"/> Community Development (1 PDP per hr, max 5 PDPs per cycle) Select role: <ul style="list-style-type: none"> <input type="checkbox"/> Event Supervisor Event Volunteer <input type="checkbox"/> Student Placement Supervisor <input type="checkbox"/> Board/Committee 		

TASK/ACTIVITY DETAILS	POINTS
Webinar/DVD/Online Learning	1 PDP per content hour
Podcast (must be 30mins or more duration)	0.5 PDP per podcast
Business related content	0.5 PDP per hour
MA Live Facebook Presentation	0.5 PDP per hour (max 3 PDPs per activity)
Reading - Systematic Review Meta-Analysis Clinical Practice Guideline	1 PDP
Reading - Other Peer Review Paper	0.5 PDP
Reading - Book Chapter	1 PDPs per chapter (max 10 PDPs per book)
Association Membership/Journal Subscription	1 PDP
In-Service Presentation	1 PDP per hour (max 2 PDPs per event)
Community Development	1 PDP per hour (max 5 PDPs per event)

Reflective Practice Statement

How will you use information/skills imparted via this activity in your practice?

Signature	Date:
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This form is to be retained by the member for audit purposes for a period of at least five years

Documents to Retain in Case of Audit

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| <ul style="list-style-type: none"> ✓ Web summary of podcast, webinar, online learning activity ✓ Receipt (journal subscription/ association membership) ✓ Signed volunteer record | <ul style="list-style-type: none"> ✓ Online learning certificate ✓ Signed In-Service record ✓ Citation/Abstract for reading |
|--|--|