

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.:
-----------------------	------	-------------

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 at Degree, Grad Cert, Grad Dip, Masters or PhD Level 2	
	Single subject (not assessed) at Degree, Grad Cert, Grad Dip, Masters or PhD Level 2	

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

TOPIC CODE: For MA/MA-Accredited courses/events, see website for Topic Code. For all other 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:
-----------	-------

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.:
-----------------------	------	-------------

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)	<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)		
PRINT-BASED TASKS (Max 15 PDPs per cycle)	<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 (2 PDPs, max 10 PDPs per book)		
MEMBERSHIPS AND SUBSCRIPTIONS (Max 5 PDPs per cycle)	<input type="checkbox"/> Professional Memberships other than MA (1 PDP) o Association: _____ <input type="checkbox"/> Journal Subscription (1 PDP) o Journal Title: _____		
OTHER ACTIVITIES	<input type="checkbox"/> Attendance at In-Service Presentation (1 PDP/hour, max 15 PDPs per cycle) How many hours?: _____ <input type="checkbox"/> Community Development (1 PDP per hr, max 5 PDPs per cycle) Select role: <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
Reading - Systematic Review Meta-Analysis Clinical Practice Guideline	1 PDP
Reading - Other Peer Review Paper	0.5 PDP
Reading - Book Chapter	1 PDP 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:
-----------	-------

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

- ✓ Web summary of podcast, webinar, online learning activity
- ✓ Receipt (journal subscription/ association membership)
- ✓ Signed volunteer record

- ✓ Online learning certificate
- ✓ Signed In-Service record
- ✓ Citation/Abstract for reading