



## ACLM's CPD Program

As a College for practitioners working at the junction between law and medicine, ACLM provides an internal Continuing Professional Development (CPD) program.

### Who is required to complete ACLM's CPD program?

Only ACLM Fellows and Members (including Honorary Life Fellows) are required to show evidence of completing ACLM's CPD program each year. Associate members are encouraged to also participate but are not required to show evidence and will not be audited. All other membership categories are not required to complete ACLM's CPD program.

### Cycle length

ACLM's CPD program cycle is 1 January to 31 December each year (annual).

### Due date

CPD submissions are due by 31 March each year for the previous year's cycle.

### Format

Complete and submit the [ACLM CPD Program – Form Template](#) and provide relevant attachments.

### Fees

ACLM's CPD program is provided for free to members, including access to any forms, guidance and certificates of currency.

## CPD Requirements

ACLM has updated its CPD program to make CPD submissions simpler and more relevant for our members. There are only two requirements:

#### *1. Submit evidence of completion of CPD requirements with your CPD home or equivalent*

We recognise that all Fellows and Members are registered medical or dental practitioners and must comply with CPD requirements of the appropriate licensing authority to maintain their registration. For doctors in Australia, that means participating in a 'CPD home'. Please attach **your CPD home annual certificate of completion, or equivalent for dentists and overseas members.**

#### *2. Submit evidence of completed CPD activity relevant to legal and/or forensic medicine*

The Objects of ACLM as defined in the Memorandum of Association include 'To establish high standards of skill and practice in the field of legal medicine'. For this reason, Fellows and Members must complete a **minimum of 5 hours per year of CPD activity relevant to legal and/or forensic**



**medicine.** Approved activities which meet this requirement are listed below. Contact us if you have another activity which you would like approved.

## CPD Activities Relevant to Legal and/or Forensic Medicine

Any CPD activity related to maintaining your knowledge, skill and practice **in the field of legal and/or forensic medicine** can be submitted. ACLM expects members to be honest and accurate in self-assessing CPD activities for relevance and educational quality prior to completing them.

Some examples of relevant activities are below:

Type of CPD Activity	Pre-approved Examples	Appropriate evidence to attach
Courses, Conferences, Educational programs, Workshops, Webinars, Podcasts	<ul style="list-style-type: none"> <li>• ACLM Annual Scientific Meeting</li> <li>• All ACLM short courses</li> <li>• ACLM Webinars</li> <li>• ACLM Officially Supported External Events</li> <li>• Bond Uni Medical Negligence Microcredential</li> <li>• Relevant events by other providers</li> </ul>	Certificate of attendance, and the program (unless an ACLM event)
Presentations, Lectures, Teaching sessions	<ul style="list-style-type: none"> <li>• Teaching on ACLM courses</li> <li>• University or Hospital teaching on legal or forensic subjects</li> <li>• ACLM Presentations</li> </ul>	Certificate of attendance or letter of invitation, and the program (unless an ACLM event)
Publications, Literature reviews	<ul style="list-style-type: none"> <li>• Peer reviewed papers</li> <li>• Journal articles</li> <li>• ACLM Newsletter articles (approved for publishing)</li> </ul>	Title or copy of publication, and log of hours and activity
ACLM related work	<ul style="list-style-type: none"> <li>• Council work / meetings</li> <li>• Committee work / meetings</li> <li>• Educational materials review</li> </ul>	Correspondence from organiser, and log of hours
Expert evidence work	<ul style="list-style-type: none"> <li>• Medico-legal report preparation and writing</li> <li>• Preparing for and giving evidence in court</li> </ul>	Correspondence from report requester, and log of hours and activity
Professional reading	<ul style="list-style-type: none"> <li>• Journal of Law and Medicine reading</li> <li>• Case study reading</li> </ul>	Diary showing reading articles including title, duration and date read
Supervising, Mentoring, Peer review	<ul style="list-style-type: none"> <li>• Peer review of a report</li> <li>• Peer review of relevant article</li> <li>• Supervision of colleague</li> </ul>	Correspondence from organiser, log of hours, and outcome statement

You are welcome to seek advice from ACLM regarding the relevance of CPD activities to legal and/or forensic medicine before undertaking them if you are uncertain whether they meet this requirement.



## FAQ's

### *Is ACLM a 'CPD home'?*

The Medical Board of Australia requires medical practitioners to be part of a CPD home. ACLM is not a CPD home.

### *How much detail is required in my CPD submission?*

You must submit your CPD evidence using ACLM's CPD Form Template. You only need to provide enough detail to meet ACLM's minimum requirements. If you completed more activities beyond the minimum requirements, you do not need to provide any more evidence than the minimum requirements. For most members, this process should take only 5 minutes each year.

### *What if I need an exemption?*

Members can contact ACLM to apply for an exemption or variation due to continuous absence from practice under certain circumstances. ACLM expects you to be honest in the application process, and to supply appropriate evidence of the reason for your continuous leave of absence.

### *Who will be audited and when?*

5% of all ACLM Fellows and Members will be audited annually by April. Members must comply with auditing by providing documentation and evidence as requested by ACLM if selected for auditing. Any persons who fail the audit will be offered support to meet the requirements.

### *Does my CPD status affect my ACLM membership?*

ACLM's CPD requirements must be met each year to maintain Fellowship/Membership status. Please refer to the [ACLM Memorandum and Articles of Association – 8A. Continuing Professional Development](#).

### *Can I appeal a decision regarding my CPD status?*

Please refer to the [ACLM Memorandum and Articles of Association – 10A. Appeals](#) for information on appeals.

### *How can I view past CPD records?*

You may request access of your past CPD records in accordance with ACLM's [Document Access, Retention & Disposal Policy](#). We recommend that you personally retain copies your CPD submissions and evidence for 5 years.

### *How are my CPD records handled?*

The ACLM is committed to protecting the privacy of personal information. We have policies and processes for storage, retention, disposal and privacy which specifically include how your CPD records are handled. [Please view the policies here.](#)

### *Can I submit CPD on the ACLM website?*

This is not currently available, but we are planning to redevelop our website to include a CPD Portal where you can upload, save and view past ACLM CPD records.



### *Questions?*

We encourage you to contact us with any questions. Email: [aclm9@legalmedicine.com.au](mailto:aclm9@legalmedicine.com.au)

Phone: 0431 529 506

### *Document Review*

This Document will be reviewed periodically by the ACLM.

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