



# ATMS CPE RECORD

DATE	ACTIVITY	POINTS	SUBSTANTIATING EVIDENCE

Please ensure that you keep the required substantiating evidence as outlined in the table on the back of this CPE Record Form. If you are audited by ATMS, you will need to supply a copy of this diary plus all of the required substantiating evidence to the ATMS Office for assessment.

July 2016



## ATMS CONTINUING PROFESSIONAL EDUCATION RECORD

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Suburb:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**ATMS Membership Number:** \_\_\_\_\_

To fulfill the CPE criteria, 20 CPE points must be accumulated each financial year.

Please store this record in a safe place for a minimum of 3 years. When requested by ATMS to verify your CPE, a copy of this record with all required substantiating evidence must be forwarded to ATMS.

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## TABLE OF ATMS CPE ACTIVITIES

### IMPORTANT NOTES:

ATMS defines Continuing Professional Education (CPE) as a well-structured program of further education for graduates of natural medicine to ensure they maintain and increase their knowledge, skills, expertise and competence throughout their professional career. The ATMS CPE Policy is designed to ensure its practitioners regularly update their clinical skills and professional knowledge. One of the chief roles of CPE is to bridge the gap between the skills and knowledge gained as a student, and the skills and knowledge actually required in clinical practice. CPE consists of any educational activities which helps to maintain, develop or increase knowledge, problem-solving, technical skills, clinical outcomes, effective client management or professional performance standards to provide the best in health care.

An important point to note, it is both a compulsory requirement of health funds and ATMS to engage in CPE activities each year in order to gain the required 20 CPE points to remain eligible for health fund lists and ATMS Accredited membership. If a member exceeds 20 CPE points in a year, a maximum of 10 CPE points can be carried over into the next year.

Activities which contravene ATMS policies, or are deemed irrelevant, are not eligible for CPE points. Please refer to the ATMS Code of Conduct and ATMS Official Policies for further information regarding ATMS Policies.

The CPE Record is to be kept in a safe place for a minimum of 3 years, and upon reasonable request from an appropriate body, the CPE Record must be produced. Each year ATMS does an audit on at least 5% of its Accredited membership. These members are notified in writing that they have been selected for the CPE Audit for that current financial year. Those members are requested to provide evidence of their CPE activities.

For the entire ATMS CPE Policy, please visit [www.atms.com.au](http://www.atms.com.au).

ACTIVITY	CPE POINTS	EVIDENCE REQUIRED
ATMS Approved seminars / workshops / conferences	1 point per hour	Signed ATMS CPE Record Form & Certificate of Attendance
ATMS Approved Webinars and Teleseminars	1 point per hour Extra point for short review	Certificate of Attendance with number of hours Copy of review for extra point
Other seminars / workshops / conferences	1 point per 2 hours	Certificate of Attendance with number of hours
Other Webinars and Teleseminars	1 point per 2 hours Extra point for short review	Certificate of Attendance with number of hours Copy of review for extra point
Staff Meeting or Participation in a local group of practitioners to enhance clinical competence	1 point Extra point for short review	Written evidence of participation by group leader including Agenda and Minutes/Outline of sessions. Copy of review for extra point
Undertaking Mentoring	1 point per 2 hours Maximum of 8 points for this activity	Letter from Mentor stating hours and topics covered during mentoring sessions
Completion of questions in designated articles in the <i>Journal of the Australian Traditional-Medicine Society</i>	1 point per article of each issue Max 3 points per issue	Evidence of completion of the questions
EBSCO CE Activities	1 point per activity	Evidence of completion of the activity
Paid subscription to a peer reviewed journal related to clinical practice or business management of the clinic	2 points per subscription	Proof of subscription
Free subscription to an electronic journal via the Internet related to clinical practice or business management of the clinic	1 point per subscription	Proof of subscription eg copy of table of contents
Author or joint author of a published book relating to natural medicine clinical practice	20 points	Copy of the book
Publication of an article in a clinically relevant peer reviewed journal	5 points for 1 -2 pages 10 points for 3 pages and more	Copy of article
ATMS website Bloggers who write an article of a minimum of 500 words ( <i>Blog articles need approval by the marketing committee</i> )	5 points Limited to 3 approved blogs per financial year.	Evidence of the blog and the approval from the ATMS Marketing Committee.
Ongoing study / research in natural medicine, clinical practice or business management at Certificate IV, Diploma, Advanced Diploma, Bachelor, Graduate Diploma, Masters or PhD level.	20 points per year while undertaking study	Evidence of enrolment and undertaking study in the relevant period
Research Consultants	1 point per 2 hours Maximum of 8 points for this activity	Evidence of reports, publications or where this is not possible a letter from their Employer advising of the research including topics and hours of research
Clinic Supervisors	1 point per hour Maximum of 8 points for this activity	Letter from employer, college or other educational institution
Lecturers and Presenters of short courses, seminars, workshop, webinars, teleseminars and conferences	1 point per presentation hour Maximum of 8 points for this activity	Only eligible for lecturers and Presenters who compile their own course, seminar etc. Proof of presentation, including notes of presentation. For Lecturers of shorts courses and workshops a letter from the educational institution stating that the lecturer compiled the activity.
Professional development through purchase of Apps, Technical Books, DVDs, CD-ROMs etc, or borrowed from a library	2 points per item Maximum of 10 points for this activity Extra point for short review	Proof of purchase or loan of material from library as well as evidence of content Copy of review for extra point
Volunteer work in natural medicine for a community based agency/project	1 point per 2 hours Maximum of 8 points for this activity	Written evidence of participation from organisation