

ASMIRT AUDIT CHECKLIST

AUDIT DOCUMENTATION

Please ensure that the following items are met prior to submission of documents for auditing.

BASIC REQUIREMENTS

Content	Points to be Covered	✓
Minimum CPD Credits 2014	<ul style="list-style-type: none"> Minimum of 25 CPD credits recorded in 2014 	
Minimum CPD Credits 2015	<ul style="list-style-type: none"> Minimum of 25 CPD credits recorded in 2015 	
Minimum CPD Credits 2016	<ul style="list-style-type: none"> Minimum of 25 CPD credits recorded in 2016 	
Minimum CPD Credits for 2014 to 2016	Minimum of 150 CPD credits recorded for 2014 to 2016	
Minimum of 6 Activity Groups	<ul style="list-style-type: none"> Ensure that you have a minimum of 6 different groups recorded in the "Group" Section for 2014 to 2016. 	

EXAMPLE EVIDENCE

Supervision of Students	<ul style="list-style-type: none"> Letter from Supervisor or employer 	
Supervision of SPP practitioners	<ul style="list-style-type: none"> Letter from Supervisor or employer 	
Postgraduate Studies	<ul style="list-style-type: none"> Confirmation of enrolment / Transcripts / Certificates 	
Self Directed Learning	<ul style="list-style-type: none"> Study Plan/Report 	
Journal Reading	<ul style="list-style-type: none"> List of articles read and dated. 	
Borrowing Service	<ul style="list-style-type: none"> List of items (books / DVD's) borrowed 	
Presentation at international, national, state conferences	<ul style="list-style-type: none"> Program or Letter of Advice or Abstract in Abstract Book. 	
OHS activities including mandatory fire training, CPR, etc	<ul style="list-style-type: none"> Certificates of attendance / completion 	
Presentation at branch events	<ul style="list-style-type: none"> Certificate of presentation 	
Attendance at Branch meetings, seminars, workshops	<ul style="list-style-type: none"> Certificate of attendance or program 	
In-Service attendance	<ul style="list-style-type: none"> Confirmation of attendance at meeting from organisation. 	
MDT / clinical Meetings	<ul style="list-style-type: none"> Diary entries, notices of meetings, log book of cases discussed or confirmation of attendance at meetings by meeting organiser 	
Research	<ul style="list-style-type: none"> Letter of confirmation from employer, or record of submission to institutional ethics committee 	
Personal & Professional Development	<ul style="list-style-type: none"> Registration record, certificate of attendance or completion, or written confirmation of attendance including duration of the activity by course or meeting organiser. 	

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