



# ***AIR CPD Program***

This tutorial program is designed to assist participants in the AIR CPD Program.



# ***Welcome to the AIR CPD Program***

The following tutorial will assist participants in the AIR CPD program to navigate the online program for the lodgement of their CPD credits. This tutorial is designed to take approximately five minutes.



# *Logging on*

The AIR CPD online lodgement program is accessed from the AIR website.

[www.air.asn.au](http://www.air.asn.au)

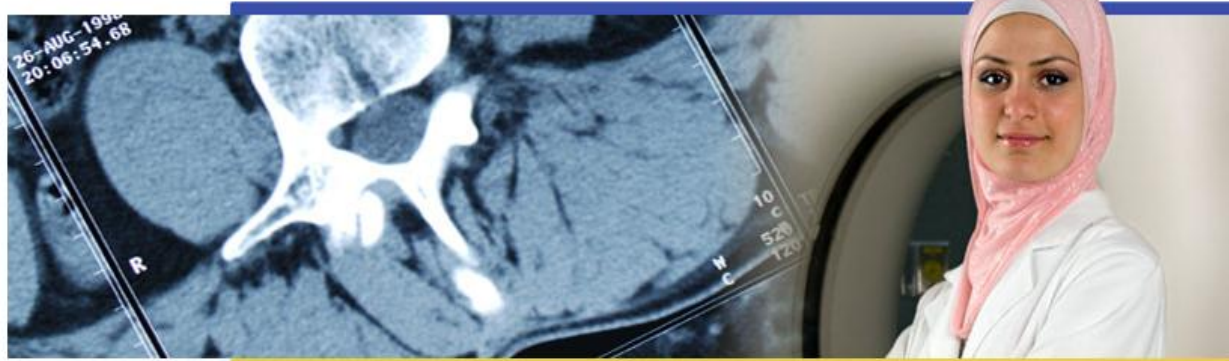


## STRENGTH AND EXCELLENCE IN THE MEDICAL RADIATION SCIENCE PROFESSION

- THE AIR
- MEMBERSHIP
- CONFERENCE
- CAREER
- ACCREDITATION
- OVERSEAS QUALIFICATIONS
- CLINICAL TRAINING
- CPD**
- ADVANCED PRACTICE
- PUBLICATIONS
- LINKS

SEARCH  GO

- > HOME
- > OUR SERVICES
- > CONTACT US
- > MEMBERS AREA
- > THE RADIOGRAPHER
- > DOCUMENT INDEX
- > EMPLOYMENT OPPORTUNITIES



### CPD

- > [Online Credit Registration](#)
- > [List of Current Appellations](#)
- > [Online Education](#)
- > [Professional Development Links](#)
- > [Educational Materials Borrowing Service](#)
- > [AIR Wordfinds & Crossword Puzzles](#)
- > [Guide to AIR CPD](#)

From the home page, select the CPD tab

Then select from the menu on the left hand side of the page. 'Online Credit lodgement'



# Enter your username and password



25 King Street Melbourne Victoria 3000 Australia. P: +61 3 9419 3336 F: +61 3 9416 0783 E: info@air.asn.au

STRENGTH AND EXCELLENCE IN THE MEDICAL RADIATION SCIENCE PROFESSION

WELCOME TO THE  
AUSTRALIAN  
INSTITUTE OF  
RADIOGRAPHY



LOGGED IN AS: JAIME AIRE

WELCOME

MEMBER/CPD LOGIN

USERNAME:

PASSWORD:

> [Have you forgotten your password?](#)

Once you have entered your username and password, click 'Go'.

**\*Please note that the username and passwords are case sensitive**



# Check your profile details



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WELCOME TO THE  
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LOGGED IN AS: JAHE AIRE (M10461)

PROFILE

- PROFILE
- CONTACT INFORMATION
- CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
- PAYMENT AND SUBSCRIPTIONS
- NPPD
- RESOURCES
- LOGOUT

## Profile

ID	M10461	Financial	0
Name	MS JANE AIRE	Qualified	0
Type	Ordinary	Branch	
Date of Birth		Citizenship	Unknown

Qualification(s)	Employment	Employer	Discipline
<input type="checkbox"/> Radiography	<input type="radio"/> Full-time	<input type="checkbox"/> Hospital Public	<input type="checkbox"/> Angiography
<input type="checkbox"/> Radiation Therapy	<input type="radio"/> Part-time	<input type="checkbox"/> Hospital Private	<input type="checkbox"/> Brachytherapy
<input checked="" type="checkbox"/> Sonography	<input type="radio"/> Casual	<input type="checkbox"/> Private Practice	<input type="checkbox"/> CT
<input type="checkbox"/> Nuclear Medicine	<input type="radio"/> Locum	<input type="checkbox"/> Academia	<input type="checkbox"/> Educator/Tutor
	<input type="radio"/> Retired		<input type="checkbox"/> General Radiography
			<input type="checkbox"/> Mammography
			<input type="checkbox"/> Management
			<input type="checkbox"/> MRI
			<input checked="" type="checkbox"/> Ultrasound
			<input type="checkbox"/> Radiation Therapy



Earn Qantas Frequent Flyer points on eligible OnePath income protection policies

<input type="checkbox"/> Other:	<input checked="" type="radio"/> Other: TEST	<input checked="" type="checkbox"/> Other: TEST	<input type="checkbox"/> Other:
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Save



# ***What is the difference in Categories?***

- **Category A** – The AIR recognises activities with an AIR Appellation or those conducted by an Australian Universities or TAFE college as category A. Hospital or Departmental organised CPR, IV cannulation, Fire, OH&S or manual handling course can also be claimed as category A if a certificate of participation has been awarded.
- **Category B** – CPD activities that don't have an AIR Appellation and don't meet the criteria for category A will be deemed category B.



## ***Example credit lodgments***

The following credit lodgments will provide you with examples of how to lodge a range of CPD credit claims.



# *Workshop Attendance*

## *Example*

The following is an example of a CPD credit claim for attendance at a workshop.

The workshop was 1 day long and held an AIR CPD Appellation.





# Record of Credit Lodgement



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LOGGED IN AS: JAINE AIRE (M10461)

## DOCUMENTS

- [Guide to AIR CPD <](#)
- [Concise Guide to CPD <](#)
- [CPD Credit Recognition Framework <](#)
- [Self-Directed Learning Evidence Sheet <](#)
- [Accreditation - VSoA <](#)

- [PROFILE](#)
- [CONTACT INFORMATION](#)
- [CONTINUING PROFESSIONAL DEVELOPMENT \(CPD\)](#)**
- [PAYMENT AND SUBSCRIPTIONS](#)
- [NPDP](#)
- [RESOURCES](#)
- [LOGOUT](#)

## Continuing Professional Development

Cycle

[ADD NEW CPD CLAIM](#)

[CREATE PDF REPORT](#)

Completed	Group	Activity	Duration Hrs.	Appel.	Credits	Categ	
2011-05-10	Organised Program	Attendance at a conference	4	89	2	B	<a href="#">Edit</a>
TOTAL			4.00		2		

Click 'Add New CPD Claim' to lodge a new claim

## Continuing Professional Development

Cycle  Current

[BACK](#)

Completed	Select Date																																																																																																							
Group	<table border="1"> <tr> <td>Jan</td> <td>&lt;</td> <td colspan="7">June, 2011</td> <td>&gt;</td> </tr> <tr> <td>Feb</td> <td>S</td> <td>M</td> <td>T</td> <td>W</td> <td>T</td> <td>F</td> <td>S</td> <td></td> </tr> <tr> <td>Mar</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Apr</td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> </tr> <tr> <td>May</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td></td> </tr> <tr> <td>Jun</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td></td> </tr> <tr> <td>Jul</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td></td> </tr> <tr> <td>Aug</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sep</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Oct</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nov</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dec</td> <td>clear</td> <td>x</td> </tr> </table>	Jan	<	June, 2011							>	Feb	S	M	T	W	T	F	S		Mar									Apr				1	2	3	4		May	5	6	7	8	9	10	11		Jun	12	13	14	15	16	17	18		Jul	19	20	21	22	23	24	25		Aug									Sep	26	27	28	29	30				Oct									Nov									Dec	clear	x
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'Select Date' will give you a drop down menu to choose the date of the activity

Conference attendance is claimed under the Organised Program Group. Select 'Organised Program' from the drop down menu.

## Continuing Professional Development

Cycle  Current

[CREATE PDF REPORT](#)

[BACK](#)

Completed	22nd June 2011					
Group	<table border="1"> <tr> <td>Organised Program</td> </tr> <tr> <td>Other</td> </tr> <tr> <td>Professional Services</td> </tr> <tr> <td>Self Directed Learning</td> </tr> <tr> <td>Writing</td> </tr> </table>	Organised Program	Other	Professional Services	Self Directed Learning	Writing
Organised Program						
Other						
Professional Services						
Self Directed Learning						
Writing						
Activity						
Credits						
Duration (Hrs.)						
Category						
Discipline						
Appellation #						
Details						

[Save](#)



## Continuing Professional Development

Cycle

Completed	<a href="#">22nd June 2011</a>
Group	<input type="text" value="Organised Program"/>
Activity	<input type="text" value="Attendance at a seminar"/>
Credits	
Duration (Hrs.)	
Category	
Discipline	
Appellation #	
Details	

- Attendance a Users Group meeting
- Attendance at a conference
- Attendance at a seminar ←
- Candidate for examination
- Chair a session at a conference, seminar or users group meeting
- Complete an Australian University subject or 'Short Course'
- Complete Workplace training
- Give a presentation
- Participate in a clinical program or staff in-service
- Participate in a corporate or management program
- Participate in a workshop applications training
- Participate in clinical meetings or chart grand rounds
- Participate in ASAR or ASUM MOSIPP program
- Prepare and deliver an academic program
- Presenting a poster at a scientific meeting
- Progression of an AIR Fellowship
- Successful completion of an IV cannulation course
- Successful completion of mandatory safety training

Workshop attendance is claimed under the Organised Program Group. Select 'Attendance at seminar' from the drop down menu.

Workshop attendance at an appellated event is **1 credit per hour** for a maximum of **5 credits per day**



## Continuing Professional Development

Cycle  Current

CREATE PDF REPORT

BACK

Completed	<a href="#">22nd June 2011</a>
Group	Organised Program
Activity	Attendance at a seminar
Credits	<input type="text" value="5"/>
Duration (Hrs.)	<input type="text" value="8"/> Hrs
Category	A
Discipline	<ul style="list-style-type: none"><li>Administration</li><li>Brachytherapy</li><li>Cardiology</li><li>Computed Tomography</li><li>Digital Radiography</li><li>Digital Subtraction Angiography</li><li>Education</li><li>General Radiation Oncology</li><li>General Radiography</li><li>Magnetic Resonance Imaging</li><li>Mammography</li><li>Nuclear Medicine</li><li>Planning</li><li>Research</li><li>Safety</li><li>Treatment Delivery</li><li>Ultrasound for ASAR Transfer</li></ul>
Appellation #	<input type="text"/>
Details	<input type="text"/>

Log the number of 'credits' and also the number of 'hours' spent doing the activity.

Select the 'category' from the drop down tool box.

Select a 'discipline' and when all details are entered click 'Save'

## Continuing Professional Development

Cycle

Completed	( 385 ) SOUTHERN RADIOLOGY ANNUAL CPD ( 386 ) NORTH COAST RADIOLOGY GROUP EDUCATION SESSIONS ( 388 ) MEDICAL RADIATION PROFESSIONS AHCETU TRAINING ( 389 ) SMRT ( 390 ) ALCC RT CPD PROGRAM ( 391 ) AIR Fellowship ( 392 ) TWEED HOSPITAL IMAGING DEPARTMENT CPD ( 393 ) TRANS TASMAN RADIATION ONCOLOGY GROUP TROG CPD ( 396 ) MRI In Practice ( 397 ) SKG ANNUAL CPD PROGRAM ( 399 ) THE ALFRED HOSPITAL CPD PROGRAM <b>( 400 ) AIR Board Appellation</b> ( 401 ) MIAP 2 - NATIONAL BREASTSCREEN PROGRAMS ( 402 ) Coral Coast CPD Program ( 403 ) RPAH Radiology Department ( 404 ) BREAST 2011 ( 405 ) Penrith Imaging CPD ( 406 ) Imaging the South CPD Activity ( 409 ) Monash University MRS Short Course Programs ( 430 ) ROQ IN-SERVICE PROGRAM
Group	
Activity	
Credits	
Duration (Hrs.)	
Category	
Discipline	
Appellation #	
Details	<input type="text"/>

The events appellation number is located on the Appellation Logo, which is located on your certificate of participation.

Choose the 'appellation number' from the drop down menu

Record brief notes in the details section so that you know what activity you have undertaken.



## Continuing Professional Development

Cycle  Current

[ADD NEW CPD CLAIM](#)

[CREATE PDF REPORT](#)

Completed	Group	Activity	Duration Hrs.	Appel.	Credits	Categ	
2011-06-22	Organised Program	Successful completion of mandatory safety training	1	377	0.5	B	<a href="#">Edit</a>
2011-05-10	Organised Program	Attendance at a conference	4	89	2	B	<a href="#">Edit</a>
2011-04-14	Organised Program	Attendance at a seminar	8	400	5	A	<a href="#">Edit</a>
TOTAL			13.00		7.5		

Upon saving, the entered information will appear



Australian Institute of Radiography  
CPD Participant Activity  
Cycle Number: 20 - CURRENT  
Start Date: 01/01/2011 End Date: 31/12/2013

Member ID: M10461  
22nd June 2011  
MS JANE AIRE

Completed	Activity Details	Group	Appel.	Discipline	Hrs.	Credits	Notes
2011-06-22	Successful completion of mandatory safety training	Organised Program	377	Education	1.00	0.5 B	CPR, Fire Training, No lift, Hand Hygiene
2011-05-10	Attendance at a conference	Organised Program	89	Brachytherapy	4.00	2.0 B	test 1234
2011-04-14	Attendance at a seminar	Organised Program	400	Education	8.00	5.0 A	Leadership workshop training at ASMMIRT
TOTAL					13.00	7.5	

To print a copy or create an electronic copy of your CPD click on the tab **'Create PDF Report'** which will display recorded information