



ASMIRT

Continuing Professional Development

Your practice. Your profession. Your future.



Note:

- For best user experience, it is highly recommended to use supported web browsers such as Chrome, Firefox, or Safari. Use of Internet Explorer and Microsoft Edge is not advised.
- Please also note that hospital firewalls may prevent access to this portal and disrupt user experience.

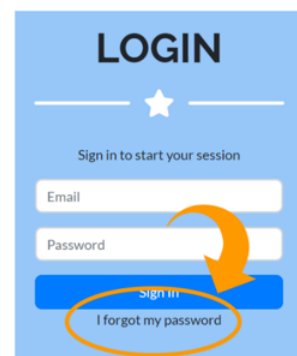
CPD – Frequently Asked Questions (FAQs)

- **Question:** I cannot log in to the ASMIRT members site - trouble logging in.
Answer: The new Member's Portal is up and running and all members must follow the instructions below when logging in for the first time since November 2020.

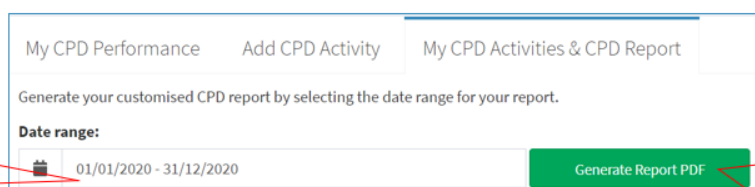


To access the new ASMIRT Members Site for the first time:

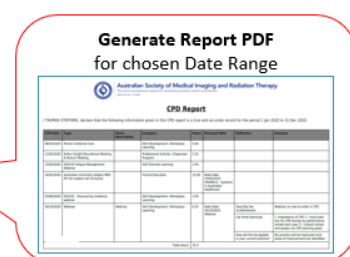
- **LOGIN** and select **I forgot my password**.
- Enter your email address,
- **Send Reset Email** and
- follow the **Reset Password Link** provided in the **ASMIRT Member Portal** email.
- Be sure to check your spam/junk folder.
- Reset your password and away you go!



- **Question:** I am not sure what triennium I am in or when my triennium ends.
Answer: ASMIRT's new My CPD Portal no longer relies on a triennium. You can now lodge CPD for any date in the past, present and future. Plus, you are now able to view your CPD and create a CPD report for any time-period you require; the calendar year, the ASMIRT membership year, the MRPBA CPD year. Simply enter the date range of your choice to view, edit and generate a CPD Report.



Enter chosen **Date Range** to view & edit CPD Activities in Activity Data and/or Generate Report

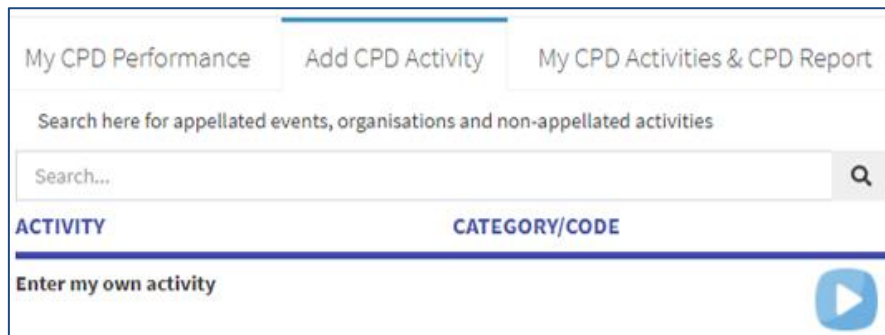


- Question:** I have logged in to the ASMIRT members site but am having issues with usability.

Answer: If you do not have full functionality clearing your cache or browser history may help with this issue. You can find step-by-step guides for Google Chrome, Mozilla Firefox, Safari, Internet Explorer, Microsoft Edge, Opera and more, click here for instructions on how to perform this function <http://ow.ly/qyEf50CpEeB>
- Question:** I am having trouble using the My CPD portal from my workplace.

Answer: Some hospital/clinic firewalls may prevent access to My CPD portal and disrupt user experience. To confirm that a firewall is preventing functionality, access your ASMIRT My CPD portal on a device not networked to the hospital/clinic.
- Question:** I cannot find a pre-existing CPD activity that best describes my CPD undertaken.

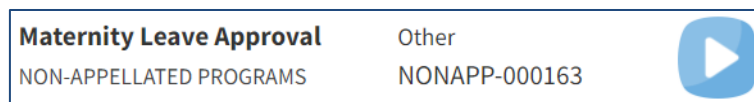
Answer: A great new feature of the My CPD portal is the "**Enter my own activity**" whereby you can now enter any activity that you wish without being confined to a pre-determined list. Simply select **Add CPD Activity** and click on the arrow across from **Enter my own activity**. Complete all CPD activity details and **Save record**.



- Question:** I will be going on maternity leave; what does that mean for my CPD?

Answer: Be sure to apply for a partial exemption if you are unable to meet the MRPBA/Ahpra CPD registration standard due to special circumstances such as maternity leave or extended leave from work due to injury, illness, or family reasons. The partial exemption from CPD form is available on the Ahpra website. Only partial exemptions will be considered. It is strongly advised that this application is submitted in advance where dates of extended leave are known. Please call Ahpra on 1300 419 495 for more information or to discuss your personal circumstances.
- Question:** How can I document my maternity leave in the My CPD portal?

Answer: Once your partial exemption from CPD has been approved by Apha, add these details into your My CPD portal by selecting **Add CPD Activity** and search for **Maternity Leave**. Select **Maternity Leave Approval** and complete the details with description **Maternity Leave Partial CPD Exemption**, Activity Date Apha confirmation date, Hours Claim the total approved by Apha, i.e., 10 hours, Personal Notes enter details such as date range of maternity leave and upload your Apha confirmation documentation as evidence in the event of an MRPBA CPD audit.



- Question:** Can I upload my PowerPoint presentation as evidence of my CPD?

Answer: No, to keep file size as small as possible only jpeg, jpg, png or pdf files can be uploaded.

- **Question:** Can you please explain the CPD categories and what the difference is between them?

Answer: The ASMIRT CPD categories are the clustering of similar CPD activities into 9 distinctive groups and are used to simplify the lodgement process. Also see the **ASMIRT CPD Activity List** which outlines a range of activities that are recognised as providing professional development opportunities for MRPs. The list provides examples of activities that would fall under each category.

CPD Category	Description
Self-Directed Learning	Self-directed learning is learning in which the conceptualization, design, conduct and evaluation of a learning activity are directed and undertaken by the learner.
Professional Activity/ Organised Program	Professional activity relates to CPD opportunities that will maintain and improve professional knowledge, skills, and clinical practice, such as applications training on new equipment.
Skill Development/ Workplace Learning	Skill development is directly related to work-based training. It is the acquisition of practical competencies necessary to perform professional duties, such as OH&S activities including mandatory fire training, CPR, etc.
Conferences & Meetings	Conferences and meetings cover a formal meeting on a particular subject related to professional practice. It includes attendance, as well as giving presentations and creating posters.
Audit & QA	Audit and QA include all aspects of the systematic review and verification process as well as mandatory safety training.
Writing	Writing includes all professional writing such as an article for Spectrum, textbook content, exam questions or policies and procedures.
Formal Education	Formal learning is structured education delivered by trained teachers in a systematic intentional way within a school, higher education, or university. It includes lecturing and teaching as well as undertaking courses, seminars, workshops, and post-graduate studies.
Research & Publications	Research includes all aspects of conducting research and writing the journal publication.
Other	Other covers CPD activities that do not strictly fall within the other 8 categories but must fulfill the ASMIRT definition of CPD.

- **Question:** How many CPD categories do I need to claim for my CPD lodgement?

Answer: There is no formal ASMIRT requirement for an amount of CPD categories claimed. However, it is highly recommended that participants strive to undertake CPD from a minimum of six of the nine activity categories, to ensure that experience is gained from a variety of CPD activities to enhance your experiences, learning opportunities and skill development in the workplace.

- **Question:** I am experiencing issues with the My CPD Portal.

Answer: Please email the ASMIRT CPD Team at cpd@asmirt.org outlining what you were trying to do, the issue that you are experiencing, the web browser you are utilising, whether you are accessing the portal from your workplace, and a screen shot of any error messages or problems.

- **Question:** I have a question that is not listed here; who do I ask?

Answer: Should you have any further questions, the ASMIRT CPD Team are happy to help; email cpd@asmirt.org or call 03 9419 3336.