



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 14 April 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"> • ACLM Annual Scientific Meeting • All ACLM short courses • ACLM Webinars • ACLM Officially Supported External Events • Bond Uni Medical Negligence Microcredential • Relevant events by other providers 	Certificate of attendance, and the program (unless an ACLM event)
Presentations, Lectures, Teaching sessions	<ul style="list-style-type: none"> • Teaching on ACLM courses • University or Hospital teaching on legal or forensic subjects • ACLM Presentations 	Certificate of attendance or letter of invitation, and the program (unless an ACLM event)
Publications, Literature reviews	<ul style="list-style-type: none"> • Peer reviewed papers • Journal articles • ACLM Newsletter articles (approved for publishing) 	Title or copy of publication, and log of hours and activity
ACLM related work	<ul style="list-style-type: none"> • Council work / meetings • Committee work / meetings • Educational materials review 	Correspondence from organiser, and log of hours
Expert evidence work	<ul style="list-style-type: none"> • Medico-legal report preparation and writing • Preparing for and giving evidence in court 	Correspondence from report requester, and log of hours and activity
Professional reading	<ul style="list-style-type: none"> • Journal of Law and Medicine reading • Case study reading • ACLM or WAML Newsletter reading can be included up to maximum 0.5 hour per year only 	Diary showing reading articles including title, duration and date read
Supervising, Mentoring, Peer review	<ul style="list-style-type: none"> • Peer review of a report • Peer review of relevant article • Supervision of colleague 	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.



CPD Auditing

5% of all ACLM Fellows and Members will be audited annually after 14 April. Members are selected at random for the annual audit.

The audit is conducted by the ACLM Audit Officer (or Administrative Officer). The audit will initially check for:

- Overall CPD Program compliance (hours, activity types, CPD home certificate submitted) for the year being audited; and
- Compliance of individual activities with ACLM's CPD Program requirements, checking for relevance and accurate reporting.

Members who pass this initial step will be sent a letter notifying them of the audit and their outcome.

Non-compliance and remediation

Members who fail the initial audit will be contacted with a request to supply the required information.

The Administrative Officer will offer the member support to complete the ACLM CPD Form template, and support to identify which activities meet the ACLM requirements of 'relevant to legal and/or forensic medicine'.

They must comply by providing documentation and evidence by 30 June. If provided, they will be sent a letter notifying them of their compliance.

If a member did not meet the ACLM CPD requirements for that year due to continuous absence from practice under certain circumstances, they may choose to request an exemption or variation. ACLM will offer to assist the member to identify suitable activities for the year ahead.

Members who do not provide the required information by 30 June will be notified of their non-compliance. This will also be reported to Council, who will review the attempts made to assist the member with remediation, and may choose to remove the member, or to provide further remedial support.

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

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
Phone: 0431 529 506

Document Review

This Document will be reviewed periodically by the ACLM.

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