



**College of Intensive Care Medicine  
of Australia and New Zealand**  
ABN: 16 134 292 103

# **Maintenance of Professional Standards**

## **Paper Diary**

Vsn 2004

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# Maintenance of Professional Standards

## *Paper Diary*

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## Maintenance of Professional Standards

### *Participant Details*

**Surname**

**Other Names**

**MOPS No**

Enter Fellowship Diploma No (Please see your CICM Diploma) or allocated MOPS No for non-Fellow participants

**Start Month/Year**

Enter your start month and year (e.g. 01/02 or 08/02). The program is based on a calendar year and thus all Returns record activities only to 31 December.

**Region**

Enter one from:

NZ NSW VIC QLD SA WA TAS  
ACT NT HK OTHER

**Practice**

Enter:

C = if in a centre > 100,000 population  
i.e. Auckland, Hamilton, Christchurch, Wellington,  
Dunedin, Australian Capital Cities, ACT/Quenbeyan,  
Newcastle, Wollongong, Geelong, Townsville-  
Thuringowa, Gold Coast/Tweed Heads,  
R = other Aust/NZ areas  
O = overseas

**These details should be transferred to the Annual Return before submission to the College Office at the conclusion of the year. (All returns are due before the end of February of the next year).**

## Introduction

This *Paper Diary* has been designed to assist Maintenance of Professional Standards Program participants to record their activities and should be used in conjunction with the *MOPS Program Manual*.

### Instructions on Recording Activities

Activities should be recorded in the appropriate section of the *Paper Diary*. Each code or group of codes has a dedicated table where details of each activity should be entered in the fields provided:

**Date:** Enter date of the activity. If the activity spans over two or more days, enter the starting date.

**Code:** Enter code of particular activity. Check codes in the *MOPS Program Manual* or in "Credit Points - Quick Reference" in this Diary.

**Activity:** Provide details of activity, e.g. "CICM ASM, Brisbane, day 1 " or "ANZICS ASM, day 3, session on neurotrauma". Enter Approval No. from MOPS Officer where applicable.

**Hours/Days/Items:** Enter the number of hours and/or days taken up by the activity. If the activity is not credited in hours, where a field "Items" exists, enter the number of items undertaken in each activity date, e.g. 1 paper, 1 project, 2 presentations etc.

**Points:** Calculate and enter the total points for the number of hours/days/items of the activity. Check points in the *MOPS Manual* or in "Credit Points - Quick Reference" in this Diary. Note that for some codes a maximum number of points can be claimed.

**Outcome:** Records the impact of the activity, i.e. how it will influence the way you practise. One of three codes is required:

- 1** = I will change the way I practise in the topic(s) covered in this activity.
- 2** = I will wait for more information on the topic(s) covered in this activity.
- 3** = I will not change the way I practise in the topic(s) covered in this activity.

### Additional Pages

If your activities under a particular code exceed the number of fields allowed, additional pages are available from the CICM Office.

## Instructions on Returning Your MOPS Annual Return

At the end of your MOPS year (31 December), the following steps should be taken:

- **Total Activities**

Total the columns for each code/group of codes as directed, including the “Count Entries” and “Outcome” fields, for transfer to the relevant sections of the Annual Return.

Count Entries

Please ensure that you enter the number of activities claimed for each code/group of codes. This information is important in the feedback process.

Outcome

The “Outcome” boxes record the impact of the activity on the way you practise (Change/Wait/None) and are also an important factor in the feedback process. Please ensure that you enter the appropriate response against each entry and total each of these columns for transfer to the Annual Return.

- **Transfer Totals to Annual Return**

Total the columns for each code/group of codes as directed and transfer to the relevant sections of the Annual Return. To facilitate the process, each line to be transferred is numbered (1-31) and colour coded. Blank spaces have been provided only in those columns appropriate to the activity. The Annual Return is perforated for easy removal.

Alternatively you may wish to transfer your Totals to the MOPS Online Annual Return page, available on the CICM Website ([www.cicm.org.au](http://www.cicm.org.au)), for electronic submission.

- **Submission of Annual Return**

Total all columns on the Annual Return. (e.g. Count Activities, Items , Hours etc.) Have you fulfilled the minimum number of points for CME and QA?

Transfer the information from **Page 2** to the fields at the head of the Annual Return (Name, MOPS No, Start Month/Year, Region, Practice).

Complete the statement in regard to certification of medical registration, health and freedom from chemical dependence on the MOPS Annual Return.

Forward the signed and dated Annual Return page **only** to the CICM Office by the **end of February** of the next year. Keep a copy for your records.

All participants are required to submit returns at the completion of each MOPS year, before the **end of February** of the following year. A *Statement of Participation* will be issued for the completed year upon receipt of the Annual Return by the MOPS Officer. **Returns received after the due date will be endorsed with the words “Late Return” to indicate that they were not included in the audit process.**

Submitting completed return forms on time is vital, as it generates feedback, the cornerstone of the program.

## COMPLETING YOUR ANNUAL RETURN

Code 141 (Self-Assessment Modules – Submitted)						
No	Date	Activity (i.e. HELP Module Number and/or Topic)	Items	CME Points	Outcome on practice 1Change 2Wait 3None	
1	6/4/02	Submitted HELP Module 37	1	20	✓	
2	30/7/02	Submitted IARS Review Course Lecture	1	20	✓	
3						
4						
5						
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 4) AT END OF YEAR					Outcome (no of entries)	
(Please also record the number of entries for Code 141 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Items	CME Points	1 2 3
4	Code 141 (Self-Assessment Modules – Submitted)		2	2	40	1 1 -

### Transfer Totals to Annual Return

Total the columns for each code/group of codes as directed and transfer to the relevant sections of the Annual Return (Paper or Online). To facilitate the process, each line to be transferred is numbered (1-31) and colour coded. Blank spaces have been provided only in those columns appropriate to the activity. The Annual Return is perforated for easy removal.

### Submission of Annual Return

Please ensure that the fields at the head of the Annual Return are completed (Name, MOPS Number, Region etc).

Total all columns on the Annual Return (e.g. Count Entries, Items, Hours etc). Have you fulfilled the minimum number of points for CME and QA?

Complete the statement in regard to certification of medical registration, health and freedom from chemical dependence on the Annual Return.

Forward the signed and dated Annual Return **only** to the CICM Office by the **end of February** of the next year. Keep a copy for your records.

ANZCA Maintenance of Professional Standards Annual Return												
Surname	SMITH		MOPS No	5432		Region	VIC					
Other Names	JOHN		Practice (City/Rural/OS)	C		Start Month/Year	01/2002					
Activities	Code	Count Entries	Items	Hours	Days	CME Points	QA Points	TTR Points	Outcome on Practice			
										Change	Wait	None
<b>Continuing Medical Education Activities</b>												
1	Major CME Meetings	111,112										
2	Local CME Meetings	121										
3	Remote Group Learning	131										
4	Self-Assessment Modules, Submitted	141	2	2		40			1	1	-	
5	Self-Directed Learning Activities	142-144										
6	CME Committee Work	151										
7	Learning Projects	161										
<b>Quality Assurance Activities</b>												
8	Major QA Meetings	211										
9	Local QA Meetings	221										
10	Clinical Audit Projects: Coordinator & Participant	231,232										

## CREDIT POINTS ALLOCATION – QUICK REFERENCE

### 1. CONTINUING MEDICAL EDUCATION

Minimum requirement of 50 points every year (may include TTR points)

<b>1.1 Major CME Meetings</b>	<b>Code</b>	
<i>Participant – intensive care, anaesthesia and pain meetings</i>	111	<i>3 points/hour</i>
<i>Participant – other specialties' meetings</i>	112	<i>3 points/hour</i>
<i>Presenter / Chairman, see 3.4</i>		
<b>1.2 Local CME Meetings</b>	<b>Code</b>	
<i>Participant</i>	121	<i>3 points/hour</i>
<b>1.3 Remote Group Learning</b>	<b>Code</b>	
<i>Participant</i>	131	<i>3 points/hour</i>
<b>1.4 Self-Directed Learning Activities</b>	<b>Code</b>	
<i>Self-assessment modules, if submitted</i>	141	<i>20 points/issue</i>
<i>Reading journals and books</i>	142	<i>1 point/hour</i>
<i>Audio and video tapes</i>	143	<i>1 point/hour</i>
<i>Computer assisted learning (Internet searches etc)</i>	144	<i>1 point/hour</i>
<i>Codes 142, 143, and 144 - maximum limit of 10 points each in a year</i>		
<b>1.5 CME Committee Work</b>	<b>Code</b>	
<i>Participant</i>	151	<i>1 point/hour, maximum 10 points</i>
<b>1.6 Learning Projects</b>	<b>Code</b>	
<i>Per project according to category rating 1-4</i>	161	<i>25-100 points</i>
<i>(EMST, ATLS, APLS, CCrISP and ADAPT courses – category rating 4)</i>		<i>100 points</i>
<b>2. QUALITY ASSURANCE ACTIVITIES</b>		
<u>Minimum requirement of 25 points every year</u>		
<b>2.1 Major QA Meetings</b>	<b>Code</b>	
<i>Participant</i>	211	<i>3 points/hour</i>
<i>Presenter / Chairman see 3.4</i>		
<b>2.2 Local QA Meetings</b>	<b>Code</b>	
<i>Participant</i>	221	<i>3 points/hour</i>
<b>2.3 Clinical Audits</b>	<b>Code</b>	
<i>Principal co-ordinator of a group project</i>	231	<i>Points/project 30 points</i>
<i>Active participants in a group project</i>	232	<i>25 points</i>
<b>2.4 Hospital Accreditation Reviews</b>	<b>Code</b>	
<i>Reviewer</i>	241	<i>30 points/day</i>
<b>2.5 QA Committee Work</b>	<b>Code</b>	
<i>Participant</i>	251	<i>1 point/hour, maximum 10 points</i>
<i>Reporting cases to relevant State/National Mortality Committees</i>	252	<i>3 points/report</i>
<i>Medico-Legal Work</i>	253	<i>1 point/case</i>
<i>In Training Assessment of Trainees by SOTs</i>	254	<i>1 point/hour, maximum 10 points</i>



## CONTINUING MEDICAL EDUCATION (CME)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Codes 111/112 (Major CME Meetings)									
No	Date	Code	Activity (e.g. Meeting Name and Topic)	Hours	CME Points	Outcome on practice			
						1Change	2Wait	3None	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
<b>TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 1) AT END OF YEAR</b>						<b>Outcome (no of entries)</b>			
<b>(Please also record the number of entries for Codes 111/112 in the "Count Entries" box for transfer to the relevant section of the Annual Return)</b>				<b>Count Entries</b>	<b>Hours</b>	<b>CME Points</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>1</b>	<b>Codes 111/112 (Major CME Meetings)</b>								

## CONTINUING MEDICAL EDUCATION (CME)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 121 (Local CME Meetings)									
No	Date	Activity (e.g. Meeting Name/Topic)	Hours	CME Points	Outcome on practice				
					1 Change	2 Wait	3 None		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
<b>TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 2) AT END OF YEAR</b>					<b>Outcome (no of entries)</b>				
<b>(Please also record the number of entries for Code 121 in the "Count Entries" box for transfer to the relevant section of the Annual Return)</b>				<b>Count Entries</b>	<b>Hours</b>	<b>CME Points</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>2</b>	<b>Code 121 (Local CME Meetings)</b>								

## CONTINUING MEDICAL EDUCATION (CME)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

**Note: Code 131 Approval required from MOPS Officer if not an CICM or ANZICS activity.**

Code 131 (Remote Group Learning)							
No	Date	Activity(e.g. Teleconferencing) / Approval No.	Hours	CME Points	Outcome on practice		
					1Change	2Wait	3None
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 3) AT END OF YEAR					Outcome (no of entries)		
(Please also record the number of entries for Code 131 in the “Count Entries” box for transfer to the relevant section of the Annual Return)		Count Entries	Hours	CME Points	1	2	3
<b>3</b>	<b>Code 131 (Remote Group Learning)</b>						

## CONTINUING MEDICAL EDUCATION (CME)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 141 (Self-Assessment Modules – Submitted)									
No	Date	Activity (i.e. Module and/or Topic)	Items	CME Points	Outcome on practice 1Change 2Wait 3None				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 4) AT END OF YEAR							Outcome (no of entries)		
(Please also record the number of entries for Code 141 in the “Count Entries” box for transfer to the relevant section of the Annual Return)				Count Entries	Items	CME Points	1	2	3
<b>4</b>	<b>Code 141 (Self-Assessment Modules – Submitted)</b>								

Codes 142-144 (Self-Directed Learning Activities) MAXIMUM OF 10 POINTS EACH IN A YEAR									
No	Date	Code	Activity (e.g. Journal Reading)	Hours	CME Points	Outcome on practice 1Change 2Wait 3None			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 5) AT END OF YEAR							Outcome (no of entries)		
(Please also record the number of entries for Codes 142-144 in the “Count Entries” box for transfer to the relevant section of the Annual Return)				Count Entries	Hours	CME Points	1	2	3
<b>5</b>	<b>Codes 142-144 (Self-Directed Learning Activities)</b>								

## CONTINUING MEDICAL EDUCATION (CME)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 151 (CME Committee Work ) MAXIMUM 10 POINTS EACH YEAR											
No	Date	Activity (e.g. Committee details)	Hours	CME Points	Outcome on practice						
					1Change	2Wait	3None				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 6) AT END OF YEAR						Outcome (no of entries)					
(Please also record the number of entries for Code 151 in the “Count Entries” box for transfer to the relevant section of the Annual Return)						Count Entries	Hours	CME Points	1	2	3
<b>6</b>	<b>Code 151 (CME Committee Work)</b>										

**Note:** Code 161 Approval required from MOPS Officer before undertaking project, except for officially registered EMST, ATLS, APLS CCrISP and ADAPT Courses.

Code 161 (Learning Projects)											
No	Date	Activity (e.g. EMST Course) / Approval No	Items	CME Points	Outcome on practice						
					1Change	2Wait	3None				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 7) AT END OF YEAR						Outcome (no of entries)					
(Please also record the number of entries for Code 161 in the “Count Entries” box for transfer to the relevant section of the Annual Return)						Count Entries	Items	CME Points	1	2	3
<b>7</b>	<b>Code 161 (Learning Projects)</b>										

## QUALITY ASSURANCE (QA)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice

Code 211 (Major QA Meetings)								
No	Date	Activity e.g. Meeting name/topic	Hours	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 8) AT END OF YEAR						Outcome (no of entries)		
(Please also record the number of entries for Code 211 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Hours	QA Points	1	2	3
<b>8</b>	<b>Code 211 (Major QA Meetings)</b>							

Code 221 (Local QA Meetings)								
No	Date	Activity (e.g. Meeting Name/Topic)	Hours	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 9) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 221 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Hours	QA Points	1	2	3
<b>9</b>	<b>Code 221 (Local QA Meetings)</b>							

## QUALITY ASSURANCE (QA)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Codes 231/232 (Clinical Audit Projects : Coordinator and Participant)									
No	Date	Code	Activity (e.g. Criteria-based audit)	Items	QA Points	Outcome on practice			
						1Change	2Wait	3None	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 10) AT END OF YEAR						Outcome (no of entries)			
(Please also record the number of entries for Codes 231/232 in the "Count Entries" box for transfer to the relevant section of the Annual Return)				Count Entries	Items	QA Points	1	2	3
<b>10</b>	<b>Codes 231/232 (Clinical Audit Projects: Coordinator and Participant)</b>								

Code 241 (Hospital Accreditation Reviews)									
No	Date	Details of Hospital Reviewed	Days	QA Points	Outcome on practice				
					1Change	2Wait	3None		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL THE COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 11) AT END OF YEAR						Outcome (no of entries)			
(Please record the number of entries for Code 241 in the "Count Entries" box for transfer to the relevant section of the Annual Return)				Count Entries	Days	QA Points	1	2	3
<b>11</b>	<b>Code 241 (Hospital Accreditation Reviews)</b>								

## QUALITY ASSURANCE (QA)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 251 (QA Committee Work) MAXIMUM OF 10 POINTS EACH YEAR								
No	Date	Activity (e.g. Committee details)	Hours	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 12) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 251 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	Hours	QA Points	1	2	3
<b>12</b>	<b>Code 251 (QA Committee Work)</b>							

Code 252 (Reporting to Mortality Committee)								
No	Date	Activity (e.g. Committee Details)	Items	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 13) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 252 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	Items	QA Points	1	2	3
<b>13</b>	<b>Code 252 (Reporting to Mortality Committee)</b>							

## QUALITY ASSURANCE (QA)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 253 (Medico-Legal Work)								
No	Date	Activity (e.g. Reporting to National Mortality Committee)	Items	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 14) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 253 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Items	QA Points	1	2	3
<b>14</b>	<b>Code 253 (Medico-Legal Work)</b>							

Code 254 (In Training Assessment of Trainees by SOTs) MAXIMUM OF 10 POINTS EACH YEAR								
No	Date	Activity (e.g. In Training Assessment of Trainees)	Hours	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 15) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 254 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Hours	QA Points	1	2	3
<b>15</b>	<b>Code 254 (In Training Assessment of Trainees by SOTs)</b>							

## TRAINING, TEACHING AND RESEARCH (TTR)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice

Code 311 (Teaching)								
No	Date	Activity (e.g. Teaching examination and viva techniques)	Hours	TTR Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 16) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 311 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Hours	TTR Points	1	2	3
<b>16</b>	<b>Code 311 (Teaching)</b>							

**Note: Code 321 Approval required from MOPS Officer only for non-College examinations.**

Code 321 (Examiner in Approved Examinations)								
No	Date	Activity (e.g. CICM oral examination) / Approval No.	Days	TTR Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
3								
4								
5								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 17) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Code 321 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Days	TTR Points	1	2	3
<b>17</b>	<b>Code 321 (Examiner in Approved Examinations)</b>							

## TRAINING, TEACHING AND RESEARCH (TTR)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

**Note: Code 322 Approval required from MOPS Officer only for non-College examinations.**

Code 322 (Setting Questions/Marking Papers)										
No	Date	Activity (e.g. Preparing questions for CICM examination) /Approval No.	Hours	TTR Points	Outcome on practice 1Change 2Wait 3None					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 18) AT END OF YEAR						Outcome (no of entries)				
(Please record the number of entries for Code 322 in the “Count Entries” box for transfer to the relevant section of the Annual Return)				Count Entries	Hours	TTR Points	1	2	3	
<b>18</b>	<b>Code 322 (Setting Questions/Marking Papers)</b>									

**Note: Code 336 Approval required from MOPS Officer for Theses category rating.**

Codes 331-339 (Publications and Reviews of Manuscripts and Grants)										
No	Date	Code	Activity (e.g. Thesis Category 2)	Items	TTR Points	Outcome on practice 1Change 2Wait 3None				
1										
2										
3										
4										
5										
6										
7										
8										
9										
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 19) AT END OF YEAR						Outcome (no of entries)				
(Please record the number of entries for Codes 331-339 in the “Count Entries” box for transfer to the relevant section of the Annual Return)				Count Entries	Items	TTR Points	1	2	3	
<b>19</b>	<b>Codes 331-339 (Publications)</b>									

## TRAINING, TEACHING AND RESEARCH (TTR)

Record each activity on a single row. If activity is not credited in Hours or Days, use Items (e.g. per report, paper, thesis, review etc.) Points are total points for that activity. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Codes 341-343 (Presentations)									
No	Date	Code	Activity (e.g. Oral presentation at Regional CICM/ANZICS CME Meeting)	Items	TTR Points	Outcome on practice 1Change 2Wait 3None			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 20) AT END OF YEAR						Outcome (no of entries)			
(Please record the number of entries for Codes 341-343 in the "Count Entries" box for transfer to the relevant section of the Annual Return)				Count Entries	Items	TTR Points	1	2	3
<b>20</b>	<b>Codes 341-343 (Presentations)</b>								

Code 351 (Training, Teaching and Research Committee Work) MAXIMUM 10 POINTS EACH YEAR									
No	Date	Activity (e.g. Committee details)	Hours	TTR Points	Outcome on practice 1Change 2Wait 3None				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 21) AT END OF YEAR						Outcome (no of entries)			
(Please record the number of entries for Code 351 in the "Count Entries" box for transfer to the relevant section of the Annual Return)				Count Entries	Hours	TTR Points	1	2	3
<b>21</b>	<b>Code 351 (Training, Teaching &amp; Research Committee Work)</b>								

## PROFESSIONAL PRACTICE REVIEW (PPR)

Enter correct section for Participant or Reviewer. For a Participant, diary allows for recording of 2 Practice Reviews. Reviewer can record up to 2 reviews in one location at the same time. Points should be entered in the CME, QA and Total Points columns to facilitate transfer to the Annual Return. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

**Note: Code 411 Approval required from MOPS Officer in advance.**

Code 411 (Professional Practice Review – Participant)								
No	Date	Full Name of Reviewer / Approval No	CME Points	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
2								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 22) AT END OF YEAR					Outcome (no of entries)			
(Please record the number of entries for Code 411 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	CME Points	QA Points	1	2	3
<b>22</b>	<b>Code 411 (Professional Practice Review – Participant) - PPR</b>							

**Note: Code 412 Approval required from MOPS Officer in advance.**

Code 412 (Professional Practice Review – Reviewer)							
No	Date	Name(s) of Participant(s) Reviewed in One Location at the Same Time		QA Points	Outcome on practice 1Change 2Wait 3None		
1		1					
		2					
2		1					
		2					
3		1					
		2					
4		1					
		2					
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 23) AT END OF YEAR					Outcome (no of entries)		
(Please record the number of entries for Code 412 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	QA Points	1	2	3
<b>23</b>	<b>Code 412 (Professional Practice Review – Reviewer) – PPR</b>						

## HOSPITAL ATTACHMENT (HA)

Enter relevant one-week or short attachments. If you are supervising one-week attachment participants, please enter in Preceptor section. Points should be entered in the CME, QA and Total Points columns to facilitate transfer to the Annual Return. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice

**Note: Code 511 Approval required from MOPS Officer in advance.**

Code 511 (One-Week Hospital Attachment – Participant) AT LEAST 5 CONSECUTIVE DAYS' DURATION								
No	Start Date	Name and Address of Hospital	CME Points	QA Points	Outcome on practice 1Change 2Wait 3None			
1								
	End Date							
	Approval No	Full Name of Preceptor						
2								
	End Date							
	Approval No	Full Name of Preceptor						
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 24) AT END OF YEAR					Outcome (no of entries)			
(Please record the number of entries for Code 511 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	CME Points	QA Points	1	2	3
<b>24</b>	<b>Code 511 (One-Week Hospital Attachment, Participant) - HA</b>							

**Note: Code 512 Approval required from MOPS Officer in advance.**

Code 512 (One-Week Hospital Attachment – Preceptor)							
No	Start Date	Full Name of Participant Supervised	QA Points	Outcome on practice 1Change 2Wait 3None			
1							
2							
3							
4							
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 25) AT END OF YEAR					Outcome (no of entries)		
Please record the number of entries for Code 512 in the “Count Entries” box for transfer to the relevant section of the Annual Return)			Count Entries	QA Points	1	2	3
<b>25</b>	<b>Code 512 (One-Week Hospital Attachment, Preceptor) - HA</b>						

## HOSPITAL ATTACHMENT (HA)

Enter relevant one-week or short attachments. If you are supervising one-week attachment participants, please enter in Preceptor section. Points should be entered in the CME, QA and Total Points Columns to facilitate transfer to the Annual Return Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Code 521 (Short Hospital Attachment – Participant)												
No	Start Date	Name and Address of Hospital	Days	CME Points	QA Points	Outcome on practice						
						1Change	2Wait	3None				
1												
2												
3												
4												
5												
6												
<b>TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 26) AT END OF YEAR</b>						<b>Outcome (no of entries)</b>						
(Please record the number of entries for Code 521 in the “Count Entries” box for transfer to the relevant section of the Annual Return)						<b>Count Entries</b>	<b>Days</b>	<b>CME Points</b>	<b>QA Points</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>26</b>	<b>Code 521 (Short Hospital Attachment, Participant) - HA</b>											

## SIMULATOR AND SKILLS LABORATORY COURSES (SIM)

Courses must be College approved Half-Day (Code 611) or Full Day (Code 612) courses or courses offered as part of an approved conference (Code 613). Points should be entered in the CME, QA and Total Points columns to facilitate transfer to the Annual Return. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

**Note: Codes 611/612 Approval required from MOPS Officer if not an approved course.**

Codes 611/612 (Simulator and Skills Laboratory Courses)									
No	Date	Activity (e.g. Simulator Centre and Course)	Days	CME Points	QA Points	Outcome on practice			
						1 Change	2 Wait	3 None	
1									
	Approval No								
2									
	Approval No								
3									
	Approval No								
4									
	Approval No								
5									
	Approval No								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 27) AT END OF YEAR						Outcome (no of entries)			
(Please record the number of entries for Codes 611/612 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Total Days	CME Points	QA Points	1	2	3
<b>27</b>	<b>Codes 611/612 (Simulator/Skills Lab Courses) - SIM</b>								

## SIMULATOR AND SKILLS LABORATORY COURSES (SIM)

Courses must be College approved Half-Day (Code 611) or Full Day (Code 612) courses or courses offered as part of an approved conference (Code 613). Points should be entered in the CME, QA and Total Points columns to facilitate transfer to the Annual Return. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

**Note: Code 613 Approval required from MOPS Officer.**

Codes 613 (Simulator Course at approved Conference)								
No	Date	Activity (e.g. Meeting)	Hours	CME Points	QA Points	Outcome on practice		
						1 Change	2 Wait	3 None
1								
	Approval No							
2								
	Approval No							
3								
	Approval No							
4								
	Approval No							
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 28) AT END OF YEAR						Outcome (no of entries)		
(Please record the number of entries for Codes 613 in the “Count Entries” box for transfer to the relevant section of the Annual Return)		Count Entries	Total Hours	CME Points	QA Points	1	2	3
<b>28</b>	<b>Codes 611/612 (Simulator Course at approved Conference) - SIM</b>							

## OTHER ACTIVITIES

Record each activity only after approval by the MOPS Officer. **Approval should preferably be sought in advance.** If relevant enter duration of activities in hours or days. If activity is longer than one day, enter date as start date. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice

Code 700 (Other Activities)									
No	Date	Activity	CME Points	QA Points	TTR Points	Outcome on practice			
						1 Change	2 Wait	3 None	
1									
	Approval No								
2									
	Approval No								
3									
	Approval No								
4									
	Approval No								
5									
	Approval No								
6									
	Approval No								
7									
	Approval No								
<b>TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 29) AT END OF YEAR</b>						<b>Outcome (no of entries)</b>			
(Please record the number of entries for Code 700 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			<b>Count Entries</b>	<b>CME Points</b>	<b>QA Points</b>	<b>TTR Points</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>29</b>	<b>Code 700 (Other Activities)</b>								

## OTHER ACTIVITIES

Record each activity only after approval by the MOPS Officer. **Approval should preferably be sought in advance.** If relevant enter duration of activities in hours or days. If activity is longer than one day, enter date as start date. Outcome means impact of activity on how you practise. **1** = will change my practice **2** = will wait for more information **3** = will not change my practice.

Note: Code 711 Approval required from MOPS Officer

Code 711 (Sabbaticals)									
No	Date	Activity	Months	CME Points	Outcome on practice 1Change 2Wait 3None				
1									
	Approval No								
2									
	Approval No								
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 30) AT END OF YEAR							Outcome (no of entries)		
(Please record the number of entries for Code 700 in the "Count Entries" box for transfer to the relevant section of the Annual Return)				Count Entries	Months	CME Points	1	2	3
<b>30</b>	<b>Code 711 (Other Activities)</b>								

Note: Code 721 Approval required from MOPS Officer

Code 721 (Overseas Aid Trips)										
No	Date	Activity	Days	CME Points	QA Points	TTR Points	Outcome on practice 1Change 2Wait 3None			
1										
	Approval No									
2										
	Approval No									
TOTAL COLUMNS AND TRANSFER TO ANNUAL RETURN (LINE 31) AT END OF YEAR							Outcome (no of entries)			
(Please record the number of entries for Code 721 in the "Count Entries" box for transfer to the relevant section of the Annual Return)			Count Entries	Days	CME Points	QA Points	TTR Points	1	2	3
<b>31</b>	<b>Code 721 (Overseas Aid Trips)</b>									