

# **CPD CHECKLIST – Activity Initiator**

as at 19/11/2002

**Title** of Activity..... Date .....

Person Responsible .....

## **Prior to Activity**

Discuss proposed activity with CPD Coordinator

5pph 6 weeks prior to event .....

2pph 4 weeks prior to event .....

Discuss with Admin Coordinator – CPD Calender .....

venue (and booking) .....

catering requirements .....

sponsorship .....

staff to assist with activity .....

Record activity on database & notify Admin activity is recorded .....

Arrange speaker/s .....

Confirmation letter to speaker/s including EBM policy .....

Confirm payment with CEO - and/or - arrange gift/s .....

Arrange chairperson .....

Draft flyer content and fwd to Admin .....

Complete application form, agenda, MDM evaluation form and pre/post .....   
tests (where applicable) and flyer and fwd to CPD Coordinator for adjudication

File returned 5pph pre-tests .....

Article for newsletter AND website where appropriate .....

Prepare handouts/resources & fwd to Admin for p/copying .....

Prepare info sheet for chairperson (program, sponsors, speaker's background) .....

Confirm speakers .....

Arrange for PowerPoint presentations to be loaded on laptop .....

## **The Activity**

Check resources/equipment for activity (including transporting) .....

Attend activity .....

Organise photos where appropriate .....

## **After the Activity**

Ensure attendance list has been handed to Admin .....

Write evaluation of activity (as required) fwd to Admin and CPD Coordinator .....

Letter of thanks & payment to speaker/s (where appropriate) .....

Follow up requests from evaluation forms .....

Record and summarise 5pph post tests & fwd summary to CPD Coordinator .....

Article for newsletter AND website (where appropriate) .....

# CPD CHECKLIST – Admin Coordinator

as at 19/11/2002

Title of Activity..... Date .....

Person Responsible .....

## **Prior to Activity**

Book – activity on CPD Calendar .....   
venue - Name .....   
catering – Name .....   
sponsorship – Name .....   
staff to attend – Name .....

Design flyer (information supplied by activity initiator) .....

Enter activity on website .....

Mail flyer ~ 3 weeks prior to activity Date .....

Enter registrations on database .....

Fax 5pph pre-tests .....

Confirm attendance .....

Confirm catering numbers .....

Print - attendance list .....  name badges .....

MDM evaluation forms .....  handouts .....

2pph certificates of attendance

Prepare AV Equipment (as requested by activity initiator) .....

Load PowerPoint presentations (as requested by activity initiator) .....

## **The Activity**

Attend as required .....

## **After the Activity**

Record attendance on database .....

Write evaluation of activity (as required) .....

For 5pph activities - fax 5pph post-tests - 4 weeks after activity .....

re-fax post-tests (as required) 1 week later .....

record completion of post-test on database .....

post 5pph certificates of attendance .....

Email attendance and evaluation/s to RACGP .....

Update website and registration form .....

File paperwork .....

Invoice sponsor for activity .....

Sign off on activity (Admin Coordinator) .....

# CPD CHECKLIST – CPD Coordinator

as at 19/11/2002

*Title* of Activity..... Date .....

Person Responsible .....

## **Prior to Activity**

- Discuss the activity with initiator .....
- Assist with completion of application, agenda, evaluation form, pre/post ... .. tests as required
- Adjudicate application .....
- Discuss amendments if required .....
- Forward adjudication confirmation letter to activity initiator .....
- Forward Notification of Activity to RACGP .....
- Forward completed application, agenda, evaluation form, pre/post ..... tests and adjudication confirmation letter to Admin

## **The Activity**

- Attend as required .....

## **After the Activity**

- Assist with evaluation as required .....
- Forward relevant information to RACGP .....
- Sign off on activity .....

# **CPD CHECKLIST – Resources/Equipment**

*as at 19/11/2002*

*Title* of Activity..... Date .....

Person Responsible .....

- Attendance list .....
- Name badges .....
- Attendance certificates (2pph and practice staff) .....
- Division evaluation forms .....
- Agenda .....
- Handouts/resources .....
- Information sheet for chairperson .....
- Gift/s for speaker/s .....
  
- Data projector .....
- Laptop (presentation loaded) .....
- Overhead projector .....
- Slide projector .....
- Screen .....
- Power board .....
- Extension cord .....
- Microphone .....
- Camera .....
- Laser pointer .....
- Spare biros .....