

CPD Data Transfer Policy

Introduction

doctorportal Learning Pty Ltd, trading as 'CPD Home' is a jointly owned subsidiary of the Australian Medical Association (WA) Inc, and Australian Society of Anaesthetists.

CPD Home is available to non-exempt medical practitioners in Australia at www.cpdhome.org.au. It is not limited to members of the AMA.

Background

CPD Home provides Australian registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered medical practitioners a CPD Program of Learning. CPD Home aims to provide a program that address a wide range of learning opportunities to meet the continuing professional development needs of its subscribers to.

CPD Home is committed to supporting its subscribers:

- undertake meaningful professional development
- meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* (the Standard)
- easily demonstrate that they have done so should they be audited by the MBA.

CPD Home aims to be the choice provider of CPD home services to medical practitioners and supports their right to choose the CPD home that best meets their needs. When that is not CPD Home, or a subscriber needs to join another CPD home provider, we will support outgoing subscribers with the transfer of their data and evidentiary documentation.

Incoming subscribers from other CPD home providers can safely import their data to ensure a seamless transition to CPD Home.

Purpose

To outline CPD Home's data transfer service and the precautions CPD Home will take when importing or exporting subscriber data.

Objective

To inform incoming and outgoing subscribers of how CPD Home will facilitate the safe transfer of their professional data.

Scope

This policy applies to all incoming and outgoing CPD Home subscribers.

Definitions

Please refer to the Glossary for definition(s) of terms that apply to this policy.

Policy

Principles

CPD Home collects personal and professional data from individual subscribers (see our Data Management Policy). Consenting to the collection of this data is a requirement for CPD Home subscription. This data enables CPD Home to:

- support subscribers in undertaking a CPD Program of Learning relevant to their scope of practice
- track the CPD activities undertaken and the hours spent on those activities
- support subscribers in meeting their CPD requirements

- provide a CPD Statement of Completion
- report subscriber compliance to Ahpra.

CPD Home respects our subscribers right of choice. CPD Home, without prejudice, is committed to supporting any subscriber needing to transfer their data to an alternate provider.

CPD Home is committed to ensuring subscribers are empowered to safely and securely transfer their data when required.

Data extractions

To support subscribers who undertake CPD activities via an alternate CPD home provider, or who choose to move to an alternate CPD home provider, CPD Home provides an encrypted .CSV file of up to 7 years' worth of their data for secure transfer to their alternate provider and easy configuration and importation.

The extracted data will include:

- personal details
- professional details
- written CPD Plan
- record of completed CPD activities
- accrued CPD hours
- evidence of learning completion
- CPD Statement of Completion (where available).

CPD Home will retain a copy of the outgoing subscriber's data until six months after the current CPD year. As soon as practicable after this time the non-subscriber's data will be deleted to ensure CPD Home is not holding their personal information any longer than necessary. An extraction of the files uploaded by the subscriber as supporting documentation will also be provided to them in a .zip file.

Data importations

All data received for an incoming subscriber will be scanned for any malicious content before being compiled by the Technical Lead into compatible data sets for importation into the new subscriber's record. Data to be imported must be provided in a CSV File with a header identifying each field of data so that the data can be mapped to the CPD Home Learning Management System (LMS).

Data transfer

Subscriber data will be downloaded to a .CSV File and, along with a copy of any uploaded supporting documents, will be sent to the subscriber by encrypted email. CPD Home will then email the subscriber the private key for deciphering the email. The subscriber on deciphering the email can then forward the CSV file and any supporting documents to their alternate CPD home. CPD Home will ensure that each CSV file it provided to a subscriber will contain a header identifying each field of data to enable the data to be mapped to the alternate CPD home's system.

Data safety

Subscriber data extracted from the CPD Home LMS will be securely emailed to the requesting subscriber. The subscriber will be responsible for securely sharing the provided data to their alternate CPD home.

Monitoring data transfers

CPD Home will annually monitor, through SQL queries, the number of subscriber data records exported or imported for reporting on incoming/outgoing subscriber activity. CPD Home will create and maintain SQL reports for monitoring data transfers.

Monitoring the exporting and importing of data will inform internal and external reporting on subscriber numbers and movements as part of CPD Home's continuous improvement activities.

This information may also be used to inform accreditation submissions to the Australian Medical Council (AMC).

Related Documents / Legislation

The following documents are related to this policy:

1. CPD Home Data Management Policy.

Appendices

1. Glossary

Version Tracking

Version	Date	Comments
1.0	December 2022	
1.1	September 2024	Updated Introduction to reflect the joint ownership of CPD Home. Update Australian Health Practitioner Regulation Authority to Australian Health Practitioner Regulation Agency. Removed unrelated glossary terms.
1.2	October 2024	Included 'CPD' in policy title. Added Definitions statement and edited glossary. Transferred roles and responsibilities to SOP. Updated minor amendments.

Appendix 1

Glossary

Term	Definition
CPD year	CPD year commences 1 January and concludes 31 December.
.CSV file	Comma Separated Value is an electronic file in which the data in each data field is separated by a comma.
Learning Management System (LMS)	Online system used to deploy, track and report completion of learning activities measured against the CPD Program.
Outgoing subscribers	Subscribers who are moving to a different CPD home provider.
Personal information	Personal information includes a broad range of information such as name, gender, contact details, financial information and may also include other personal information (e.g. professional details) or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.
Professional details	Professional details include information such as qualifications, scope of practice, specialty or specialties, employment information (status, type, role) and educational/supervisory/research activities.