



RACP policy on Continuing Professional Development (CPD) participation

Policy Name	RACP policy on Continuing Professional Development (CPD) participation
Department	Continuing Professional Development (CPD) Unit
Unit	Office of the Dean
Approved By	CPDC
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Effective Date	02/2016
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Policy Status:	'Revised'
Associated Policies, forms or documents	<ul style="list-style-type: none">• College By-Law: Reconsideration, Review and Appeals Process• College Privacy Policy• CPD Audit procedure• Exemption from CPD procedure• Alternative CPD submission procedure• Late CPD submission procedure

1. Purpose and scope

This policy states the Royal Australasian College of Physicians (RACP) standards for participation in CPD by Fellows and non-Fellows.

2. Background

- 2.1 The RACP is committed to establishing and maintaining a high standard of practice through the training and continuing professional development of our Fellows and Trainees.
- 2.2 The RACP plays an important role in supporting the professional development of Fellows and other specialists practising in the disciplines represented by the RACP.
- 2.3 Regulatory bodies in Australia and New Zealand mandate annual professional development requirements that medical practitioners must meet to maintain their medical registration.
- 2.4 The RACP CPD program is a quality assurance activity:

3. RACP responsibility

- 3.1 The RACP will supply a CPD program that:



- 3.1.1 supports the professional development of Fellows and other specialists practising in the disciplines represented by the RACP
 - 3.1.2 is intended to help medical specialists achieve and demonstrate the highest levels of professional performance
 - 3.1.3 enables participants to fulfil their individual responsibility to meet the requirements for CPD participation set by the regulators in Australia and New Zealand
 - 3.1.4 is designed and overseen by representative Fellows in consultation with the Fellowship
 - 3.1.5 aims to be efficient, effective, and fairly administered.
 - 3.2 In administering the CPD program, the RACP will:
 - 3.2.1 publish the RACP CPD framework, procedures and guidelines on the RACP website and ensure that these documents are readily available to participants
 - 3.2.2 provide timely notices of requirements (such as deadlines)
 - 3.2.3 provide advice and support to participants with the aim of ensuring their satisfactory participation
 - 3.2.4 conduct regular audits of the program for the purpose of quality assurance and improvement
 - 3.2.5 report outcomes to the Fellowship via the RACP's committees and publications
 - 3.2.6 as required by law, report on participation and non-participation to medical regulatory authorities.
 - 3.3 Participation will be open to:
 - 3.3.1 Fellows of the RACP (although Fellows who do not have medical registration and are not in medical practice are not required to participate)
 - 3.3.2 Trainees of the RACP (although most trainees have no CPD requirement beyond participation in the training program, and do not need to enrol in the CPD program)
 - 3.3.3 Non-Fellows who have medical registration (subject to payment of the participation fees).
 - 3.4 The RACP CPD standard is completion of the RACP CPD program requirements by the annual deadline.
 - 3.5 The RACP will provide an annual Certificate of Completion to all participants who meet the RACP CPD standard.
 - 3.6 Participants who are selected for audit will not be deemed to have met the RACP CPD standard until they have satisfied the audit requirements.
- 4 Participant responsibility**
- 4.1 Meeting the standards of an accredited CPD program is a regulatory requirement for medical practitioners practising in Australia or New Zealand.
 - 4.2 Participants in the RACP CPD program should be aware of the regulatory requirements for CPD that apply within the jurisdictions in which they practise, and must accept personal responsibility to meet these requirements.
 - 4.3 Participants should make themselves familiar with the RACP CPD framework and procedures, which are available on the RACP website.
 - 4.4 Participants can seek an exemption from CPD requirements on grounds of alternative program participation or non-practising status, but should be aware that regulatory authorities may have some exclusions to the granting of exemptions.
 - 4.5 Participants must notify the RACP of any changes to their contact and registration details so that the RACP can provide correct notifications about CPD requirements.

4. Exceptional circumstances



The RACP acknowledges that exceptional circumstances may arise which impact on an individual's ability to submit their application prior to the due date or otherwise comply with the principles or eligibility criteria of this Policy.

In an exceptional circumstance, an application for special consideration must be provided by the trainee (or delegate thereof) in writing to the relevant education / training committee, as promptly as the circumstance permits.

5. Appeals

Rights of appeal and procedures on appeal are to be found in the *College By-Law: Reconsideration, Review and Appeals Process*.



I. Definitions

CPD	Continuing professional development
Non-Fellow	A participant in MyCPD who does not hold Fellowship and is not undertaking OTP assessment.
Practice	Any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this policy, practice is not restricted to the provision of direct clinical care. It also includes management, administration, education, research, advisory, regulatory or policy development roles,

II. Monitoring and evaluation

This policy will be monitored and evaluated by the CPD Unit, within the Office of the Dean of the Royal Australasian College of Physicians.

III. Related policies and other documents

- i. College By-Law: Reconsideration, Review and Appeals Process
- ii. College Privacy Policy
- iii. CPD Audit procedure
- iv. Exemption from CPD procedure
- v. Alternative CPD submission procedure
- vi. Late CPD submission procedure

IV. Acknowledgements

In addition to the numerous Fellows, Trainees, and working groups who developed the draft version of this policy, the RACP would like to acknowledge and thank those who participated in the consultation process throughout 2015.

Revision History					
Version	Date	Author	Approved by	Sections Modified	Details of Amendments
1	11/2009	CPD EAG	CEC	New Policy	None.
2	05/2011	CPD EAG	CEC	Participation Standards – Section 3.1	Section 3.1.2 changed to “An alternative CPD program accredited by the AMC, MCNZ or equivalent international regulatory authority and approved by RACP”
3	11/2011	CPD EAG	CEC	Various	Removal of: 1) ‘Mandatory’ in policy name 2) Suspension/removal of Fellowship due to non-compliance with the CPD Participation Policy 3) RACP reporting requirements to regulatory authorities due to



					noncompliance with the CPD Participation Policy
4	03/2012	College Board	College Board	All sections reformatted in new policy template (renumbered/reordered sections) • Participation standards (formerly section 4.2.1.1 now 3.1.1)	1) Amendment made to include an exceptional circumstances clause for alternative methods of CPD submission (added 3.1.1.3 and 3.1.1.2) 2) Entire document reformatted into new template
5	02/2016	CPDC	CEC	Various	1) Entire document reformatted into new template 2) Procedural detail removed