



Continuing Professional Development (CPD) Participation Policy

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Approved By:	College Education Committee
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Related Policies and Procedures:	RACP Reconsideration, Review and Appeals Process By-Law, RACP Privacy Policy Medical Board of Australia Registration Standard - CPD, Medical Council of New Zealand – Recertification Requirements
Applicability	Australia and Aotearoa New Zealand

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1. INTRODUCTION

This policy states the Royal Australasian College of Physicians (RACP) standards for participation in the CPD Program for all CPD participants.

2. PURPOSE AND SCOPE

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. The RACP plays a significant role in supporting the professional development of Fellows and other medical practitioners practising in the disciplines represented by the RACP.

Regulatory bodies in Australia and Aotearoa New Zealand mandate annual professional development requirements that medical practitioners must meet to maintain their medical registration. The Medical Board of Australia also mandates that medical practitioners need to select an accredited CPD Home. The RACP is an accredited CPD Home for specialist physicians and paediatricians as well as other medical practitioners practising in the disciplines represented by the RACP. The RACP is required by regulatory bodies in Australia and Aotearoa New Zealand to provide annual compliance, non-compliance and exemptions reports on all CPD Participants.

The RACP CPD Program is designed for Fellows of the College but is also appropriate for medical practitioners whose scope of practice falls within the RACP's specialties. Medical practitioners considering the RACP's CPD Program should ensure they are joining a CPD Home and Program which is relevant to their scope and jurisdiction of practice. The criteria to become an RACP Fellow, trainee, CPD interrupted trainee, CPD user or overseas trained physicians (OTP) is published on our website.

Those holding dual or joint Fellowship with the RACP and another specialist medical college, will need to select a CPD Home which best meets their scope of practice. CPD activities recorded in the chosen CPD Home will need to reflect each specialty or scope of practice. The RACP will not track completed Specialist High-Level Requirements (SHLR) for non RACP specialties through its CPD program and compliance reporting CPD participants may need to enrol in additional CPD programs to ensure they are meeting the CPD requirements of their scope of practice.

MyCPD, the RACP CPD recording platform, is a self-reporting tool within which CPD participants are encouraged to self-accredit and record CPD activity relevant to their scope of practice. MyCPD is for all RACP CPD participants, this includes Fellows, trainees on interruption and other CPD users (non-members) and eligible overseas trained physicians (OTPs).

3. ROLES AND RESPONSIBILITIES

RACP responsibility

3.1 The RACP will deliver and administer a CPD Program that:

- supports the ongoing professional development of all CPD participants in its CPD Program including; Fellows, trainees, CPD interrupted trainees, CPD users, eligible OTPs and other medical practitioners practising in the disciplines represented by the RACP
- helps CPD participants plan, manage and fulfill their annual CPD obligations and enables professional learning
- enables participants to fulfil their individual responsibility to meet the requirements for CPD participation set by the regulators in Australia and Aotearoa New Zealand

- is designed and overseen by representative RACP Fellows
- aims to be efficient, effective, and fairly administered.

3.2 In administering the CPD program, the RACP will:

- publish the RACP CPD Framework, supporting guidance on the RACP website and the MyCPD Handbook ensuring that these documents are readily available to CPD participants
- provide timely notices of requirements (such as deadlines)
- provide ongoing advice and support to participants with the aim of ensuring their satisfactory participation and compliance with regulatory requirements
- conduct annual audits of CPD participants for the purpose of quality assurance and improvement. Audit eligibility is defined as medical practitioners who have a CPD requirement. RACP audits 5% of eligible CPD Participants annually, selected at random
- retain participant CPD records in the system for up to 10 years.
- demonstrate continuous improvement of its CPD Program and supporting guidance to meet changing needs and respond to feedback by regulators and participants
- communicate upcoming regulatory changes to CPD participants as the RACP becomes aware of them and prepares to implement them
- continue to develop resources and activities to assist CPD participants in completing requirements set by the regulators in Australia and Aotearoa New Zealand
- report CPD participation and compliance to the regulators as required by law.

3.3 Participation in the RACP's CPD Program includes:

- Current Fellows of the RACP
- Trainees of the RACP
- CPD Interrupted Trainees (subject to payment of administrative fee)
- CPD Users (access to the CPD program is subject to completion of enrolment form confirming registration as a medical practitioner in the appropriate jurisdiction and payment of the relevant fee)
- Eligible Overseas Trained Physicians (Access to the CPD program is subject to payment of workplace assessment fees)

3.4 The RACP considers a CPD Participant compliant if they meet the RACP CPD Program requirements by the advertised deadline.

3.5 The RACP will provide an annual Certificate of Completion to all CPD participants who are considered compliant by the advertised deadline.

3.6 CPD participants who are selected for audit will not be deemed compliant until they have met the RACP CPD Program requirements and satisfied the audit requirements.

3.7 The RACP considers a CPD Participant non-compliant if they do not meet the RACP CPD Program requirements and where applicable, the audit requirements by the deadline.

3.8 As required by law, the RACP will report compliance, non-compliance and audit non-compliance to medical regulatory authorities in Australia and Aotearoa New Zealand.

3.9 The RACP will identify CPD participants at risk of not meeting the requirements of the CPD Program and provide guidance and support to assist them to meet the requirements by

the annual deadline. The RACP's remediation process for non-compliant CPD participation encompasses at a minimum 3 follow up emails and a phone call directly to the CPD Participant.

3.10 CPD participants that disagree with the RACP's non-compliant decision by the advertised deadline should in the first instance raise concerns with the CPD Team. If unresolved, CPD participants can request a reconsideration, review or appeal as per the processes outlined in the RACP's Reconsideration, Review and Appeal Process By-Law

CPD Participant responsibility

3.11 Meeting the CPD Program requirements of an accredited CPD Home is a regulatory requirement for all medical practitioners practising in Australia.

3.12 Medical practitioners registered in a vocational scope of practice in Aotearoa New Zealand must participate and satisfy all of the requirements of a recertification programme provided by an accredited medical college or other accredited organisation.

3.13 CPD 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 for meeting these requirements.

3.14 CPD participants should make themselves familiar with the RACP CPD Framework and guidance, which are available on the RACP website and MyCPD Handbook.

3.15 CPD participants must ensure any information or files provided do not contain identifiable patient details or other sensitive information, and that all information or files comply with relevant privacy guidelines.

3.16 CPD participants can seek an exemption from CPD requirements if participating in an alternative program that meets regulatory requirements or if they have non-practising status. They should be aware that regulatory authorities may have some exclusions to granting exemptions.

3.17 CPD participants must notify the RACP of any changes to their contact and registration details to ensure they remain updated on the correct notifications about CPD requirements.

3.18 CPD participants should be aware of potential conflicts of interest or undue influence when completing CPD activities. Medical practitioners have a responsibility to ensure that they do not contribute to healthcare practices underpinned by commercial interests.

3.19 If selected for audit, CPD participants must provide acceptable evidence of activity that is sufficient to meet the minimum annual requirements by the annual deadline.

Exceptional circumstances

The RACP acknowledges that exceptional circumstances may arise which impact on an individual's ability to submit their CPD record prior to the due date or otherwise comply with this policy. Exemptions are considered for extended absence from practice such as parental leave, carer leave, cultural responsibilities, illness, or compassionate leave. These are assessed on a case-by-case basis, in line with Australian or Aotearoa New Zealand regulatory requirements.

4. REVIEW OF POLICY

This policy will be monitored and evaluated by the CPD Team. This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.

CPD participants may provide feedback about this document by emailing myCPD@racp.edu.au.

5. DEFINITIONS

Term	Means
“Board”	the Board of Directors of the College.
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
“Fellow”, “Trainee”, and “Member”	have the same meaning as in the College Constitution
“CPD”	Continuing professional development
“CPD Participant”	All CPD participants of the RACP CPD Program including Fellows, trainees, CPD users, CPD interrupted trainees, eligible OTPs
“CPD User”	A CPD Participant in the RACP CPD Program who does not hold Fellowship, is not enrolled in an RACP training program and is not undertaking OTP assessment
“CPD Interrupted trainee”	A trainee of the College who interrupts their training for more than 6 months, does not meet the MBA exemption criteria and nominates the RACP as their CPD Home (for a nominal fee) in order to meet the requirements
“OTP”	Overseas trained physician or paediatrician under assessment via the specialist pathway in Australia.
“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.
“CPD Home”	As defined by the MBA: <i>“An organisation that is accredited by the Australian Medical Council to provide a CPD program(s) for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose, or an organisation with a primary purpose other than education.”</i>

4 HISTORY

Version	Date effective	Approved by	Amendments
V1	November 2009	CEC	New policy
V2	February 2011	CEC	Limited revision Section 3.1.2 changed to “An alternative CPD program accredited by the AMC, MCNZ or equivalent international regulatory authority and approved by RACP”
V3	November 2011	CEC	Limited revision 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
V4	March 2012	College Board	Limited revision 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
V5	February 2016	CEC	Limited revision 1) Entire document reformatted into new template 2) Procedural detail removed
V6	October 2019	CEC	Limited revision 1) Confirmation of trainees’ and overseas trained physicians’ access to participate in CPD 2) Minor changes to wording 3) Entire document reformatted into new template
V7	August 2022	CEC	Limited revision 1) Updated to align with new regulatory requirements 2) Entire document reformatted into new template 3) Approved by CPD Committee
V8	January 2024	CEC	Limited Revisions 1) Updated to align with CPD Homes accreditation requirements 2) Minor wording changes 3) Approved by CPD Committee
V9	March 2025	CEC	1) Entire document reformatted into new template as per RACP Policy Framework 2) Updated reporting to align with new regulatory requirements 3) Updated Naming Conventions in line with Brand and Sub-Brands 4) Updated CPD Participants as collective name and list of participants (3.3)

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			<ol style="list-style-type: none">5) Added info/conditions on choosing the RACP CPD Home re: RACP disciplines & SHLR6) Added participant responsibility re: identifiable patient details (3.16)7) Amended reference to data retention policy doc8) Added definitions for CPD Participant, User, Interrupted Trainee9) Minor wording changes10) Approved by CPD Committee
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