

RACP CPD Audit Policy

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Effective Date:	January 2027
Next Review Date:	January 2030
Related Policies and Procedures:	RACP CPD Participation Policy RACP Complaints Management Policy
Applicability	Australia and Aotearoa New Zealand

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1. INTRODUCTION

The Royal Australasian College of Physicians (RACP) is an accredited CPD Home responsible for administering a Continuing Professional Development (CPD) Program that meets the registration standards set by the [Medical Board of Australia](#) (MBA) and recertification programme requirements set [by Te Kaunihera Rata o Aotearoa/Medical Council of New Zealand](#) (MCNZ).

As part of its obligations as a CPD Home, the RACP must implement appropriate quality assurance mechanisms to ensure that CPD participants meet annual CPD requirements. The annual CPD Audit is a core component of this assurance framework. It provides independent verification that CPD activities recorded by participants are accurate, complete, and compliant with the applicable registration/recertification standards.

2. PURPOSE

The purpose of this policy is to outline the principles, requirements and processes governing the annual audit of CPD activities undertaken by participants of the RACP CPD Program.

3. SCOPE

This policy applies to all medical practitioners enrolled in the RACP CPD Program (CPD Participants) including:

- Fellows of the RACP (FRACP)
- Interrupted trainees who nominate the RACP as their CPD Home
- CPD users (non-members)
- Short Term Trainees
- Specialist International Medical Graduates on peer review

4. THE RACP CPD PROGRAM

The [RACP CPD Program](#) operates on an annual cycle which commences on 1 January and concludes 31 December each year in alignment with MBA and MCNZ requirements. CPD Participants have until 31 March to log and update their CPD activities for the preceding year.

CPD participants must complete the minimum annual CPD requirements as defined in the RACP CPD Framework ([2026 CPD Framework](#)) for the relevant year, including a minimum of 50 hours of CPD.

Activities must map to the three categories required by MBA and MCNZ:

- Educational Activities (EA)
- Reviewing Performance (RP)
- Measuring Outcomes (MO).

Participants must complete mandatory activities within these categories, including an Annual Conversation, a Professional Development Plan and two activities addressing cultural safety, health inequities, professional behaviour and ethics (CAPE). All CPD must have educational value and be relevant to the participant's specialty, scope of practice or development needs.

The ***RACP Recognition and Assessment Framework*** provides CPD Participants guidance on which CPD activities are accepted, how activities are classified, the standards they must meet, and how educational quality and regulatory compliance are assured.

5. RACP CPD AUDIT

The RACP annual CPD Audit is a regulatory tool designed to evaluate and verify CPD participant compliance against the Medical Board of Australia (MBA) and Medical Council of New Zealand (MCNZ) CPD Registration Standard. It is also a quality assurance process to ensure the integrity and effectiveness of the College's CPD Program and activities.

The annual CPD audit is a requirement of CPD Home accreditation with the AMC and the MCNZ. RACP must audit the CPD records of 5% of CPD participants and report on the outcome of the audit to comply with the requirement.

6. AUDIT SELECTION

Audit participation is determined by a random, system-generated selection of 5% of Australian CPD participants and 5% of Aotearoa New Zealand CPD participants to report to Ahpra and MCNZ respectively. CPD participants can be randomly selected for multiple times and consecutive years. Practitioners who have been previously audited and found to be compliant will **not** be exempt from re-selection as per regulatory requirements, unless exceptional circumstances arise (*refer to section 9*).

6.1. Eligibility Criterion

Audit selection comes from active RACP CPD Participants for a CPD year, excluding CPD participants with an exemption in that CPD year.

7. AUDIT PROCESS

Process Step	Indicative Timeframe
College staff prepare for Audit process	January
Audit random selection and verification of 5% Australia and Aotearoa New Zealand CPD Participants (respectively) commence	Mid-February – 31 March
Formal notification email to CPD Participants randomly selected for Audit and required actions sent	1 April (or nearest business day)
First tailored individual emails sent to selected audit participants with required actions unique to participants' circumstances.	April
Phone call contact with CPD audit participants who still have some pending actions	End of April to mid-May
Final notification of non-compliance with a 14-day response period.	Mid-May to end of May
Deadline for audit to be completed	Last business day of May
CPD Participants who are non-compliant and non-responsive are sent a letter detailing the potential implications of self-certifying CPD compliance and	First week of June

that RACP is required to notify Ahpra/MCNZ of non-compliant participants.	
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7.1. Success criteria

To successfully pass audit, evidence of completion CPD activities, in line with the RACP CPD Framework for that CPD year must be submitted including

Participants selected for audit must ensure:

- CPD records are accurate and complete
- supporting evidence is uploaded to the MyCPD platform.
- documentation must identify:
 - Participant name
 - Activity name
 - Provider or authorising body
 - Date(s) of participation
 - Duration or hours claimed

Documentation is not required for RACP-verified activities recorded directly by the College. Detailed examples of acceptable evidence are provided in the *MyCPD Handbook* and *CPD Activities and Evidence Guide*. CPD participants who are participating in an alternative accredited CPD program and selected for audit are required to provide evidence of their compliance for the relevant audit year.

8. OUTCOME OF AUDIT

8.1. Successful Audit

A CPD participant will be deemed compliant where:

- Minimum CPD hour requirements are met.
- Mandatory activities are completed.
- Hours are appropriately categorised.
- No duplication of activities is identified.
- Evidence meets verification standards.
- Activities demonstrate relevance and educational value.

Successful CPD Participants will receive written confirmation (Letter of Successful Audit Completion). Where applicable, a CPD Certificate of Completion will be issued upon successful audit.

Participants participating in alternative accredited CPD programs will receive written confirmation of successful audit only.

8.2. Unsuccessful Audit

CPD Participants who do not meet requirements will receive written notification of unsuccessful audit completion.

Non-compliant participants are reported to MCNZ. The RACP as a CPD Home is required to determine remediation requirements and may impose additional CPD obligations to the participant.

All compliance outcomes are reported to Ahpra. Ahpra manages remediation directly with the practitioner.

The RACP does not determine regulatory sanctions but is responsible for accurate reporting.

9. DEFERRAL FROM CPD AUDIT PROCESS

Requests for deferral from the annual randomised CPD audit will be considered under the following extenuating circumstances such as, a break in practice for the current year audited or the current CPD year, in which case the CPD Home user will be audited in the following year. A CPD Home user may be on a break in practice due to serious illness, parental leave, cultural responsibilities or other circumstances approved by the College. In exceptional circumstances (e.g. compassionate grounds), a CPD Participant may request deferral. Approval is at the discretion of the RACP CPD Program Manager and must be documented.

10. ROLES AND RESPONSIBILITIES

CPD Participants

- Maintain accurate and complete CPD records.
- Retain and provide supporting documentation when required.
- Respond to audit communications within specified timeframes.

CPD Audit Team

- Conduct audits in accordance with this Policy.
- Ensure consistent, fair and transparent verification processes.
- Maintain confidentiality and data security.
- Prepare regulatory reports.

CPD Program Manager

- Oversee audit governance and compliance.
- Approve exceptional deferrals.
- Ensure alignment with regulatory requirements.

11. CONTINUOUS QUALITY IMPROVEMENT

The CPD Audit Team conducts a 'lessons learned' session at the end of the audit process to identify areas for continuous improvement and streamline operational efficiencies. Trends and data are reviewed for continuous quality improvement of the CPD audits.

12. COMPLAINTS AND FEEDBACK

Complaints relating to the handling of CPD Audit will be managed in accordance with RACP [Complaint Management Policy](#). We are committed to providing a complaints management process that is fair, transparent and resolving complaints in a timely manner.

13. REVIEW OF POLICY

This policy will be monitored and evaluated by the CPD Team. This policy will be reviewed every three years or sooner if legislative changes or other amendments require. CPD Participants may provide feedback about this document by emailing myCPD@racp.edu.au.

14. DEFINITIONS

Term	Means
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
CPD	Continuing professional development
CPD Home	As defined by the MBA: “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.”
CPD Participants	All CPD Participants of the RACP CPD Program including Fellows, trainees, CPD users, CPD interrupted trainees, eligible OTPs
Exemption	Exempt from CPD requirements for the relevant CPD calendar year
Non-Practicing Registration	A medical professional registered as “non-practicing” with the MBA or the MCNZ are not required to comply with the CPD registration standard
Verified activities	College CPD activities that have been added to a fellow’s MyCPD record by RACP staff members. These include participation in and via RACP committees and societies, supervision, examining trainees as well as in activities approved by RACP.

15. USEFUL LINKS AND RESOURCES

- [MyCPD Handbook | RACP Online Learning](#)
- [2026 CPD Framework](#)
- CPD Activities and Evidence Guide

16. VERSION HISTORY

Version	Date effective	Approved by	Amendments
V1	March 2026	CEC	Extraction of Audit information from CPD Participation Policy to create standalone CPD Audit Policy.