

RACP Continuing Professional Development (CPD) Participation Policy

Effective: 1 January 2020

1. Purpose and scope

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

- 1.1. 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.
- 1.2. The RACP plays an important role in supporting the professional development of Fellows and other specialists practising in the disciplines represented by the RACP.
- 1.3. Regulatory bodies in Australia and New Zealand mandate annual professional development requirements that medical practitioners must meet to maintain their medical registration.
- 1.4. The RACP CPD program is a quality assurance activity.

2. Roles and Responsibilities

RACP responsibility

- 2.1. The RACP will supply a CPD program that:
 - 2.1.1. supports the professional development of Fellows and other specialists practising in the disciplines represented by the RACP
 - 2.1.2. is intended to help medical specialists achieve and demonstrate the highest levels of professional performance
 - 2.1.3. enables participants to fulfil their individual responsibility to meet the requirements for CPD participation set by the regulators in Australia and New Zealand
 - 2.1.4. is designed and overseen by representative Fellows in consultation with the Fellowship
 - 2.1.5. aims to be efficient, effective, and fairly administered.

- 2.2. In administering the CPD program, the RACP will:
 - 2.2.1. publish the RACP CPD framework, procedures and guidelines on the RACP website and ensure that these documents are readily available to participants
 - 2.2.2. provide timely notices of requirements (such as deadlines)
 - 2.2.3. provide advice and support to participants with the aim of ensuring their satisfactory participation
 - 2.2.4. conduct regular audits of the program for the purpose of quality assurance and improvement
 - 2.2.5. report outcomes to the Fellowship via the RACP's committees and publications
 - 2.2.6. as required by law, report on participation and non-compliance to medical regulatory authorities.
- 2.3. Participation will be open to:
 - 2.3.1. Fellows of the RACP
 - 2.3.2. Trainees of the RACP (can access the CPD program upon request)
 - 2.3.3. Non-Fellows. (Access to the CPD program is subject to payment of the subscription fee).
 - 2.3.4. Eligible Overseas Trained Physicians. (Access to the CPD program subject to payment of OTP fees)
- 2.4. The RACP CPD standard is completion of the RACP CPD program requirements by the annual deadline.
- 2.5. The RACP will provide an annual Certificate of Completion to all participants who meet the RACP CPD standard.
- 2.6. Participants who are selected for audit will not be deemed to have met the RACP CPD standard until they have satisfied the audit requirements.

Participant responsibility

- 2.7. Meeting the standards of an accredited CPD program is a regulatory requirement for medical practitioners practising in Australia or New Zealand.

- 2.8. 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.
- 2.9. Participants should make themselves familiar with the RACP CPD framework and procedures, which are available on the RACP website.
- 2.10. Participants can seek an exemption from CPD requirements if participating in an alternative program that meets requirements or if they have non-practising status but should be aware that regulatory authorities may have some exclusions to granting exemptions.
- 2.11. 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.

3. 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 the principles or eligibility criteria of this Policy.

4. 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.

5. Reconsideration, review and appeals

Reconsideration, review and appeal rights and procedures are set out in the College By-Law: Reconsideration Review and Appeals Process By-Law.

6. Monitoring and evaluation

This policy will be monitored and evaluated by the CPD Unit, within Professional Practice.

7. Related documents

- 7.1. RACP Reconsideration, Review and Appeals Process By-law
- 7.2. RACP Privacy Policy

8. Responsibility, approval and review

Responsible department: Professional Practice, CPD Unit
 College Education Committee approval date: 28 October 2019
 Review year: 2023

9. Policy revision history

Version	Date effective	Approved by	Details of amendments
v1	Nov 2009	CEC	New policy
v2	Feb 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	Nov 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	Mar 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	Feb 2016	CEC	Limited revision 1) Entire document reformatted into new template 2) Procedural detail removed
v6	Oct 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