

Continuing Professional Development (CPD) Audit and Compliance Policy

2025



The Royal Australian
and New Zealand
College of Radiologists®

CPD Audit and Compliance Policy

RANZCR

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About RANZCR

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit professional organisation for clinical radiologists and radiation oncologists in Australia, New Zealand, and Singapore. RANZCR is a membership organisation led by clinicians who are elected by the membership, with oversight from a Board of Directors.

We are the leaders in diagnostic, interventional, and cancer care medicine and associated subspecialty areas through engagement, education, and advocacy; and by supporting clinical excellence. Our Fellows play a critical role in the diagnosis and monitoring of disease, provide interventional treatments and targeted treatments for cancer.

Our evidence-based culture focuses on best practice outcomes for patients and equity of access to high quality care, underpinned by an attitude of compassion and empathy. As an organisation we are committed to diversity and inclusion, and to the training and professional development of our Fellows and trainees throughout their career. We are dedicated to enhancing the health outcomes of Māori, Aboriginal and Torres Strait Islander peoples and to increasing their participation in the professions of clinical radiology and radiation oncology by ensuring our educational programs support best outcomes for them. This includes a commitment to cultural safety in our organisation, for staff and members.

Our Purpose

To advance excellence in diagnostic, interventional and cancer care medicine, to optimise health outcomes for our patients and society.

Our Values

Respect

We treat each other, our members, and our stakeholders with the same dignity and respect that we would expect for ourselves. We hold each other to this standard.

Accountability

We take ownership and responsibility for our actions, behaviour, performance, and commitments.

Innovation

We encourage our people to imagine “what could be”; to be curious and brave. We recognise and celebrate new initiatives and advances in how we deliver our purpose.

Inclusivity

We foster an inclusive and safe workplace where our diverse people and members are all welcome.

Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

Code of Ethics

The [Code](#) defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

1. INTRODUCTION

1.1 Overview

The completion of Continuing Professional Development (CPD) is a requirement for specialist registration with the Medical Board of Australia (MBA) and vocational registration with the Medical Council of New Zealand (MCNZ).

To ensure that RANZCR members who nominate the College as their CPD Home provider can be compliant with the CPD requirements of the MBA and MCNZ, RANZCR provides an Accredited CPD program, as specified in the RANZCR Articles of Association in Section 3.1.6, "Fellows and Educational Affiliates must participate in and meet the minimum requirements of a relevant CPD program specified by the Board from time to time."

With effect from January 2021 the MBA requires International Medical Graduates (IMGs) to participate in a CPD program. The RANZCR accredited CPD program meets those requirements.

New Zealand IMG's have been required to participate in a CPD program for some time. Under RANZCR's Articles of Association, New Zealand IMGs are classified as Educational Affiliates. The RANZCR CPD program also meets the requirements for New Zealand based IMGs.

1.2 Purpose

This policy defines the compliance requirements for CPD Home users, in accordance with the standard for CPD outlined in the RANZCR Clinical Radiology and Radiation Oncology CPD programs.

1.3 Scope

To set out the minimum requirements for eligible CPD Home users for successful participation in the RANZCR CPD program as well as being compliant with relevant legislation and other jurisdictional requirements. This Policy also specifies the actions that the College may pursue against a CPD Home user who fails to meet the minimum requirements of the CPD program.

1.4 Definitions

In this policy document:

CPD Home User means the following RANZCR membership categories who have nominated RANZCR as their CPD home and are participating in the RANZCR CPD program:

- **Educational Affiliate** means a person specified in the Register as an Educational Affiliate of the College.
- **Fellow** means a Member who has been admitted to Fellowship of the College in accordance with RANZCR's Articles of Association and whose Membership of the College has not terminated for any reason.
- **Medical Associate** refers to prospective trainees, medical students and junior doctors who are interested in a career in clinical radiology/radiation oncology. Non-specialist doctors that are qualified and recognised by Aphra as a doctor but who has not gained a fellowship from a recognised Specialist Medical College in Australia or New Zealand or another recognised Specialist Medical Society.
- **CPD Participant** means an International Medical Graduate (IMG) who is practicing in Australia on a limited medical registration, provisional medical registration or general medical registration in an up-skilling capacity.

- **Nursing and Allied Health Associate** refers to other healthcare professionals whose scope of practice identifies with clinical radiology/radiation oncology.
- **Specialist Associate** refers to a doctor who has trained and gained a Fellowship from a recognised Specialist Medical College in Australia or New Zealand or another recognised Specialist Medical Society.

College means The Royal Australian and New Zealand College of Radiologists.

Member means a member of the College.

2. COMPLIANCE

- 2.1 Compliance with the standard for CPD as set by RANZCR (and specified in the CPD Handbook) is a requirement of membership for all Fellows, Educational Affiliates and CPD Participants who are in active practice in Australia, New Zealand or Singapore.
- 2.2 Eligibility to participate in the CPD program is dependent on being an active financial CPD Home User and all required subscriptions have been paid.
- 2.3 Special consideration may be applied for when a CPD Home user who requires a break in practice for up to 12 months due to medical, parental or carers leave. Further information can be found in the CPD Handbook.
- 2.4 CPD Home users not residing or practicing in Australia, New Zealand or Singapore can apply for exemption from participation in the RANZCR CPD program by providing evidence of compliance in another relevant CPD program (considered on a case-by-case basis).
- 2.5 CPD Home users residing overseas but registered to practice in Australia with the MBA or New Zealand with the MCNZ are required to complete the RANZCR CPD program. IMGs classified as CPD participants will be practicing in Australia and must meet the requirements of the RANZCR CPD program.
- 2.6 Fellows who retire from practice are not required to comply with CPD requirements and are, therefore, automatically removed from the College's CPD program. Written notification/request to remain in the program can be submitted and a fee paid. Retired Fellows who are not in practice but wish to return to practice should be aware of external regulatory requirements which have been identified within the College's Re-entry to Practice Guidelines available on the RANZCR website at:
 - [Re-entry to Practice \(Clinical Radiology\)](#)
 - [Recency of Practice \(Radiation Oncology\)](#)

3. PARTICIPATION STANDARDS

- 3.1 The RANZCR CPD program is the only program recognised by RANZCR for the purposes of providing either the annual statement of participation, or the certificate confirming completion of the CPD requirements for the annual CPD cycle.
- 3.2 Evidence of CPD activities must be accessible in case of audit either by the College or the Regulatory Body. RANZCR provides the CPD ePortfolio for this purpose. The CPD ePortfolio enables easy storage, monitoring and retrieval of CPD activities.
- 3.3 An annual CPD statement of completion will be available for those participants that have met all the requirements of the RANZCR CPD program. The CPD program requirements are clearly outlined in the [CPD Handbook](#).

4. CPD AUDITS

- 4.1 RANZCR conducts a CPD audit each year on a randomly selected 5% of CPD Home users.
- 4.2 All participants in the RANZCR CPD program are expected to produce evidence of completion of the CPD activities claimed for the year in which they are selected for audit. Accepted types of evidence are listed in the [CPD Handbook](#).
- 4.3 A CPD Home user will be deemed compliant if they meet the minimum CPD requirements as specified in the CPD handbook.
- 4.4 If an audited CPD Home user does not have appropriate evidence for a claimed activity, the hours for this activity will not be counted towards the audit.
- 4.5 If an audited CPD Home user has input into the CPD ePortfolio more than the minimum requirement of 50 hours and has the appropriate evidence for the hours claimed they will be audited for the minimum of 50 hours only.
- 4.6 If a CPD Home user fails to record CPD activities for the minimum requirements as specified in the CPD handbook, they will be considered non-compliant for that CPD year (see Section 5 Non-Compliance).
- 4.7 If a CPD home user who has been selected for the randomised CPD audit fails to respond to this request or does not provide relevant documentation within the specified time frame, they will automatically be reaudited the following CPD year.

4.8 Self-Assessment of Educational Quality of CPD Activities

- 4.8.1 RANZCR's CPD programs are accredited by the Australian Medical Council (AMC), which also incorporates specific requirements as determined by the Medical Council of New Zealand (MCNZ). As part of the accreditation process for CPD Homes, the medical boards require CPD Homes to undertake an assessment of the educational quality of activities undertaken by those practitioners being audited. To this end, the College has developed a process of self-assessment (CPD Activity Educational Self-Assessment Policy) and those selected for audit will be sent a brief online self-assessment form for use with their activities submitted under the Educational Activities category.

An example of the self-assessment form used as part of the annual CPD audit can be [found here](#).

4.9 Exemptions from CPD Audit Process

- 4.9.1 Requests for exemptions from the annual randomised CPD audit will be considered under the following guidelines:
 - 4.9.1.1 Extenuating circumstances such as, a break in practice for the 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.
 - 4.9.1.2 If the CPD Home user has already been audited within the last three years, then they will be exempt from the audit during this period. Once three years has passed, they will be eligible for random selection for the audit.

- 4.9.1.3 Please note that CPD Home users cannot apply for exemption from an audit for more than one year consecutively. This means that should they be exempted from audit due to extenuating circumstances in one year then they will be reaudited the following year and must comply. If a CPD Home user wishes to apply for an extended exemption from audit due to personal circumstances, the College will assess this on a case-by-case basis.

4.10 Requests for extensions during the audit process

- 4.10.1 Extensions for submission of CPD evidence and/or completed activity self-assessment process will be granted for reasonable circumstances (considered by the College) for a period up to 1 month.
- 4.10.2 If a CPD Home user cannot provide their evidence and/or completed activity self-assessment process by the 1-month extension, the matter may be referred to the Chair of the relevant Professional Practice Committee.
- 4.10.3 Requests for extensions beyond a period of 1 month may be referred to the Chair of the relevant Professional Practice Committee.

5. NON-COMPLIANCE

- 5.1 RANZCR applies the same standards and principles as those of the MBA and the MCNZ in respect of submission of CPD documentation. The MBA requires RANZCR to inform them of any Australian practitioners who are non-compliant by 30 June for the previous CPD cycle. The MCNZ requires New Zealand practitioners to self-certify completion of their CPD.
- 5.2 Should a CPD Home user fail to demonstrate compliance with the RANZCR CPD requirements or fails to respond to the College to requests for information, the following actions will be taken:
- i) An initial notification will be sent to the CPD Home user informing them of their failure to demonstrate compliance and seek a response within 30 days. This correspondence will include the expectations of the College and of MBA or MCNZ regarding CPD.
 - ii) CPD Home users will be offered guidance on how to comply with the CPD program requirements.
 - iii) Any CPD Home user who does not comply or respond to the initial correspondence within 30 days, will be presented to the next meeting of the respective Faculty Professional Practice Committee who will issue a final notification of non-compliance with a 14-day response period. More than one mode of communication will be employed (letter, email and/or telephone).
 - iv) CPD Home users who are non-compliant or non-responsive after the actions previously detailed have been taken, will be sent a letter, on behalf of the Board, informing them that they are accountable to their respective medical board for any claim they may make when self-certifying as CPD compliant. Australian participants will additionally be reminded that RANZCR is required to report non-compliance to Ahpra.

6. AUDIT STEPS

Audit Process Steps	Timeframe
College staff commence audit process	15 February or next business day
CPD Home users chosen for audit are notified and given 30 days to action this request	1 March or next business day
CPD Home users chosen for audit who do not comply or respond within 30 days referred to respective PPC	31 March or next business day
Final notification of non-compliance with a 14-day response period issued	7 April or next business day
CPD Home users who are still non-compliant and non-responsive are sent a letter on behalf of the RANZCR Board, detailing the potential implications of self-certifying CPD compliance and that RANZCR is required to notify Ahpra of non-compliant participants in Australia.	21 April or next business day

7. RECONSIDERATIONS, REVIEWS AND APPEALS OF DECISIONS

CPD Home users who have been subject to a decision which they consider unsatisfactory, are able to request a Reconsideration, Review or Appeal of a decision based on the College's Reconsideration, Review and Appeal of CPD Decisions Policy available on the RANZCR website.

8. VERSION CONTROL

Version	Author	Reason/description of change	Date
3	Manager, Professional Practice	Include Educational Activity Self-Assessment process	31 st July 2025

9. RELATED DOCUMENTS

CPD Handbook
IMG Assessment Policy
Reconsideration, Review and Appeal of CPD Decisions Policy
CPD Reporting Policy
RANZCR Articles of Association
CPD Activity Educational Self-Assessment Policy

