



Accepted Evidence of CPD Activities – Radiation Oncology 2019-2021 CPD Triennium

This document lists the accepted types of evidence documents for each CPD activity listed in the Clinical Radiology Continuing Professional Development Handbook for the 2019-2021 Triennium. The Handbook is available on the RANZCR website at: <http://www.ranzcr.edu.au/cpd/radiation-oncology/radiation-oncology-eligible-activities>.

Please feel free to contact the CPD Administrator with any questions:

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| Category 1 – Professional and Clinical Governance | |
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| 1.1 Participation in RANZCR Governance | <ul style="list-style-type: none">✓ Written confirmation from RANZCR✓ Attendance record in meeting Minutes |
| 1.2 Participation in other Clinical Governance Activities | <ul style="list-style-type: none">✓ Certificate of attendance✓ Attendance record in meeting Minutes✓ Written confirmation of attendance/involvement from organisation |
| 1.3 Cultural Competence Activities | <ul style="list-style-type: none">✓ Certificate of attendance✓ Written Confirmation from organizers |
| 1.4 Risk Management Activities | <ul style="list-style-type: none">✓ Certificate of attendance✓ Written Confirmation from organizers |
| 1.5A Practice Accreditation Activities - Assessor | <ul style="list-style-type: none">✓ Written Confirmation from organizers of accreditation program |
| 1.5B Practice Accreditation Activities - Assessee | <ul style="list-style-type: none">✓ Notice of Assessment✓ Written Confirmation from organizers of accreditation program |
| 1.5C RANZCR MRI Clinical Review or MQAP | <ul style="list-style-type: none">✓ Written confirmation from RANZCR |

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| 1.6A International Governance | <ul style="list-style-type: none"> ✓ Written Confirmation from organizers ✓ Certificate of appreciation ✓ Correspondence regarding organisation of activities |
| 1.6B International Development | <ul style="list-style-type: none"> ✓ Written confirmation from organizers ✓ Certificate of thanks ✓ Correspondence regarding organisation of activities |
| 1.7 Formal Evaluation of a Peers Performance | <ul style="list-style-type: none"> ✓ Written confirmation from Medical Council/Medical Board or organisation ✓ Written confirmation of role <u>as</u> MSF Feedback Provider from organization |
| 1.8 Professional Practice Management | <ul style="list-style-type: none"> ✓ Written confirmation from Head of Department or Practice Manager (or similar) |

Category 2 – Teaching, Training and Supervision

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| 2.1 Teaching | <ul style="list-style-type: none"> ✓ Teaching timetable ✓ Written confirmation from organisation (confirming duration and frequency of teaching sessions) |
| 2.2 Supervision and/or Assessment of Trainees | <ul style="list-style-type: none"> ✓ Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities) |
| 2.3 Supervision of Research Students | <ul style="list-style-type: none"> ✓ Written confirmation from the institution ✓ Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student |
| 2.4 Supervision of IMGs | <ul style="list-style-type: none"> ✓ Written confirmation from organisation |
| 2.5A RANZCR Examiner | <ul style="list-style-type: none"> ✓ Written confirmation from RANZCR |
| 2.5B Undergraduate or Postgraduate Examiner | <ul style="list-style-type: none"> ✓ Written confirmation from the institution |
| 2.5C Formal Exam Question Development | <ul style="list-style-type: none"> ✓ Written confirmation from organisation |
| 2.6 Director of Training | <ul style="list-style-type: none"> ✓ Internal verification from RANZCR |

Category 3 – Self Directed Learning

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| 3.1 Journal Reading | <ul style="list-style-type: none"> ✓ List of journal articles read ✓ Completed journal reading logbook (record of all journal articles read). Template can be downloaded from CPD online |
| 3.2A Web-based Learning | <ul style="list-style-type: none"> ✓ Certificate of completion ✓ List of the names and completion dates of web-based learning activities |
| 3.2B RANZCR e-learning Modules | <ul style="list-style-type: none"> ✓ Completion of an e-learning module in the LMS of the RANZCR Learning Portal will automatically be recorded in your CPD profile after completion and no evidence is required. A certificate can also be downloaded if required. |
| 3.3 Reflective Diary | <ul style="list-style-type: none"> ✓ Record of usage (exported from the CPD online system) ✓ Written confirmation from a peer confirming the existence of a reflective diary |
| 3.4 Formal Post Graduate Study | <ul style="list-style-type: none"> ✓ Written confirmation from institution |
| 3.5 Post RANZCR Fellowship Training | <ul style="list-style-type: none"> ✓ Written confirmation from organisation ✓ Certificate of completion |
| Category 4 - Research | |
| 4.1 Research Investigator 4.1A Principal or Lead Investigator 4.1B Co-Investigator | <ul style="list-style-type: none"> ✓ Written confirmation from research organisation, granting body or ethics committee. |
| 4.2 Investigator of Research Grant Application 4.2A Principal Investigator of Research Grant Application 4.2B Associate Investigator of Research Grant Application 4.2C Reviewer of Research Grant Application | <ul style="list-style-type: none"> ✓ Written confirmation from research organisation or granting body ✓ Written confirmation from the organisation or institution |
| 4.3 Research Sabbatical | <ul style="list-style-type: none"> ✓ Written confirmation from organisation ✓ Certificate of completion ✓ Sabbatical report |
| 4.4 Clinical Trial Patient Recruitment | <ul style="list-style-type: none"> ✓ Written confirmation from central study coordinator, site data manager or research organisation |
| 4.5 Clinical Trial Quality Assurance | <ul style="list-style-type: none"> ✓ Written confirmation from the clinical trial centre or research organisation |

| Category 5 – Publications and Presentations | |
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| <p>5.1 Publication in Journals and Electronic Media 5.1A First Author 5.1B Second or Later Author 5.1C Editorial/Opinion/Comment Letter/Book Review/Invited Expert Article</p> | <ul style="list-style-type: none"> ✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article ✓ Electronic citation ✓ Copy of publication ✓ Written confirmation from publisher of acceptance of article |
| <p>5.2 Editorial Duties for Peer Reviewed Journal 5.2A Formal Peer Review of Manuscript 5.2B Member of Editorial Board 5.2C Editor of Journal</p> | <ul style="list-style-type: none"> ✓ Written confirmation from publisher or editor of journal ✓ Written confirmation from the publisher |
| <p>5.3 Books and Chapters 5.3A First Author of Book 5.3B Second or Latter Author of Book 5.3C First Author of Chapter 5.3D Second or Latter Author of Chapter 5.3E Editor of Book</p> | <ul style="list-style-type: none"> ✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher |
| <p>5.4 Presentations at Conferences and Meetings 5.4A Keynote/Plenary Speaker 5.4B Proffered Oral or Poster Presentation 5.4C Invited lecturer 5.4D Session Chair/Panel Member 5.4E Small Group Practical Instructor</p> | <ul style="list-style-type: none"> ✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers ✓ Program ✓ Written confirmation from meeting or conference organisers |
| <p>5.4F Formal Presentations at in-house or Local Meetings</p> | <ul style="list-style-type: none"> ✓ Program identifying speakers ✓ Invitation to the meeting identifying speakers ✓ Written confirmation from organisers |

| Category 6 – Attendance at Conferences and Meetings | |
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| 6.1 Conference Attendance | <ul style="list-style-type: none"> ✓ Written confirmation of attendance from meeting organisers ✓ Certificate of attendance |
| 6.2 In-House Educational or Clinical Meetings | <ul style="list-style-type: none"> ✓ Written confirmation of attendance at meeting from organisers ✓ Certificate of attendance |
| 6.3 Medical Professional Courses | <ul style="list-style-type: none"> ✓ Written confirmation of attendance at meeting from organisers ✓ Certificate of attendance |
| 6.4 Practical Skills Workshops | <ul style="list-style-type: none"> ✓ Written confirmation of attendance at meeting from organisers ✓ Certificate of attendance |
| <p style="text-align: center;">6.5 Convening of RANZCR ASM</p> <p style="text-align: center;">6.5A ASM Principal Scientific Convenor</p> <p style="text-align: center;">6.5B ASM Co-convenor</p> <p style="text-align: center;">6.5C Member of ASM Organising Committee</p> <p style="text-align: center;">6.5D Reviewer of Abstract for ASM</p> <p style="text-align: center;">6.5E Session Convenor for ASM</p> <p style="text-align: center;">6.6 Convening of Other Meetings</p> <p style="text-align: center;">6.6A Principal Scientific Convenor of meeting</p> <p style="text-align: center;">6.6B Co-convenor of meeting</p> <p style="text-align: center;">6.6C Member of Organising Committee for Meeting</p> <p style="text-align: center;">6.6D Reviewer of Abstract for Meeting</p> <p style="text-align: center;">6.6E Session Convenor for Meeting</p> | <ul style="list-style-type: none"> ✓ RANZCR ASM – Written confirmation from RANZCR ✓ Other meetings – ✓ Program confirming role as Convenor/Co-convenor/on Organising Committee/Session Convenor ✓ Written confirmation from the meeting organisers |

| Category 7 – Maintenance of Professional Standards | |
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| 7.1 Practice Profile and Professional Development Plan | ✓ Practice Profile and Professional Development Plan template |
| 7.2 Multi-source Feedback (MSF) | ✓ Declaration confirming completion of activity (including name of member and feedback provider and time period completed in) |
| 7.3 Audit | ✓ Declaration confirming completion of activity (including the audit topic, the number of cases and the time period completed in) |
| 7.4A Peer Review Audit Tool | ✓ Peer Review Audit Tool Scoring Sheet for every case reviewed |
| 7.5 Database Log Book | <ul style="list-style-type: none"> ✓ Database Log Book template (de-identified cases) ✓ Spreadsheet of de-identified cases |
| 7.6 Patient Satisfaction Survey | ✓ Declaration confirming completion of the survey signed by both the member and the peer the patient feedback was discussed with |

Please do not upload documents as evidence of your CPD activities which contain sensitive or confidential information.

All uploaded evidence documents must be de-identified.

Please also note that an invitation or tax receipts are not acceptable as evidence of attendance.