

CLINICAL RADIOLOGY  
CONTINUING PROFESSIONAL DEVELOPMENT  
HANDBOOK  
2019-2021



THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS®

# Continuing Professional Development (CPD) Handbook

Clinical Radiology

2019 – 2021 Triennium

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## **About the College**

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit association of members who deliver skills, knowledge, insight, time and commitments to promote the science and practice of the medical specialties of clinical radiology (diagnostic and interventional) and radiation oncology in Australia and New Zealand.

The Faculty of Radiation Oncology, RANZCR, is the peak bi-national body advancing patient care and the specialty of radiation oncology through setting of quality standards, producing excellent radiation oncology specialists, and driving research, innovation and collaboration in the treatment of cancer.

## **Our Vision**

RANZCR as the peak group driving best practice in clinical radiology and radiation oncology for the benefit of our patients.

## **Our Mission**

To drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

## **Our Values**

### **Commitment to Best Practice**

Exemplified through an evidence-based culture, a focus on patient outcomes and equity of access to high quality care; an attitude of compassion and empathy.

### **Acting with Integrity**

Exemplified through an ethical approach: doing what is right, not what is expedient; a forward thinking and collaborative attitude and patient-centric focus.

### **Accountability**

Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

# 1. INTRODUCTION

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## 1.1 2019-2021 CPD Program

The aim of the RANZCR Continuing Professional Development Program (CPD) is to assist participants to structure their ongoing learning in order to maintain currency in knowledge, skills and practice not only in their chosen specialty of radiology, but also in more generic areas associated with the practice of medicine.

The 2019-2021 triennium recognises a broad range of activities eligible for CPD points. These activities are grouped into seven categories:

1. Professional and Clinical Governance
2. Teaching, Training and Supervision
3. Self Directed Learning
4. Research
5. Publications and Presentations
6. Attendance at Conferences and Meetings
7. Maintenance of Professional Standards

## 1.2 CanMEDS

CanMEDS 1 is a framework for improving patient care by enhancing physician training. It was developed by the Royal College of Physicians in Canada to outline competencies for well-rounded medical practice and subsequently inform medical education and practice. It is recognized internationally as a best practice model for ongoing medical education.

The 2019-2021 RANZCR triennium has been broadly aligned to each of the CanMEDS capabilities outlined in Figure 1, whilst acknowledging the interdependency of the capabilities. The College encourages development of capability both in the medical expert role and the non-medical expert roles for CPD participants.

The CPD Category mapping to CanMEDS can be found in CPD Program Overview section of this document and in the Help section of CPD online (RANZCR Learning Portal).

The roles have been depicted by the College in the Learning and Development Framework diagram (based on the CanMEDS model).

Figure 1 CanMEDS Framework



CanMEDS Framework<sup>2</sup>

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<sup>1</sup> Frank JR, Snell L, Sherbino J, (Eds). CanMEDS 2015 Physician Competency Framework. Ottawa: Royal College of Physicians and Surgeons of Canada; 2015.

<sup>2</sup> Adapted from the CanMEDS Physician Competency Diagram with permission of the Royal College of Physicians and Surgeons of Canada. Copyright © 2009

### 1.3 RANZCR Principles of CPD

In addition to aligning the CanMEDS roles for well-rounded medical education and practice to the categories of the RANZCR CPD program, the RANZCR CPD program is based on the following principles:

- CPD provides a framework for directing and framing lifelong learning to uphold professional standards in Australia, New Zealand and Singapore.
- CPD encourages quality medical practice for improved patient healthcare and ultimately for a healthier society.
- The CPD program encourages participants to have a CPD plan for the triennium and to develop and reflect on current trends in the clinical radiology field.
- The CPD program is not a provider of education but provides a framework for directing education provided by others and to guide self-directed learning.
- The College supports the principle of lifelong learning and self-development.
- The CPD program provides a pathway to record, demonstrate and substantiate ongoing learning.

### 1.4 Background

#### Future Changes to the Medical Board of Australia Registration and CPD Requirements

The Medical Board of Australia (MBA) has announced reforms to the regulatory requirements for registration in Australia, scheduled to commence in approximately 2021. Exact details of the implementation have yet to be announced, however RANZCR is proceeding with a new triennium. In Clinical Radiology, there will be no changes to the CPD requirements in the 2019-2021 Triennium. It is anticipated that RANZCR members will not need to meet the future requirements until after the 2019-2021 Triennium. These reforms will see the introduction of a range of evidenced-based approaches to assure safe and high-quality patient care<sup>3</sup>. There are three (3) main components to the changes, outlined in Figure 2 and Tables 1-3.

*Figure 2 Core elements of the MBA Reform*



<sup>3</sup> Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

**Table 1: Professional Development**

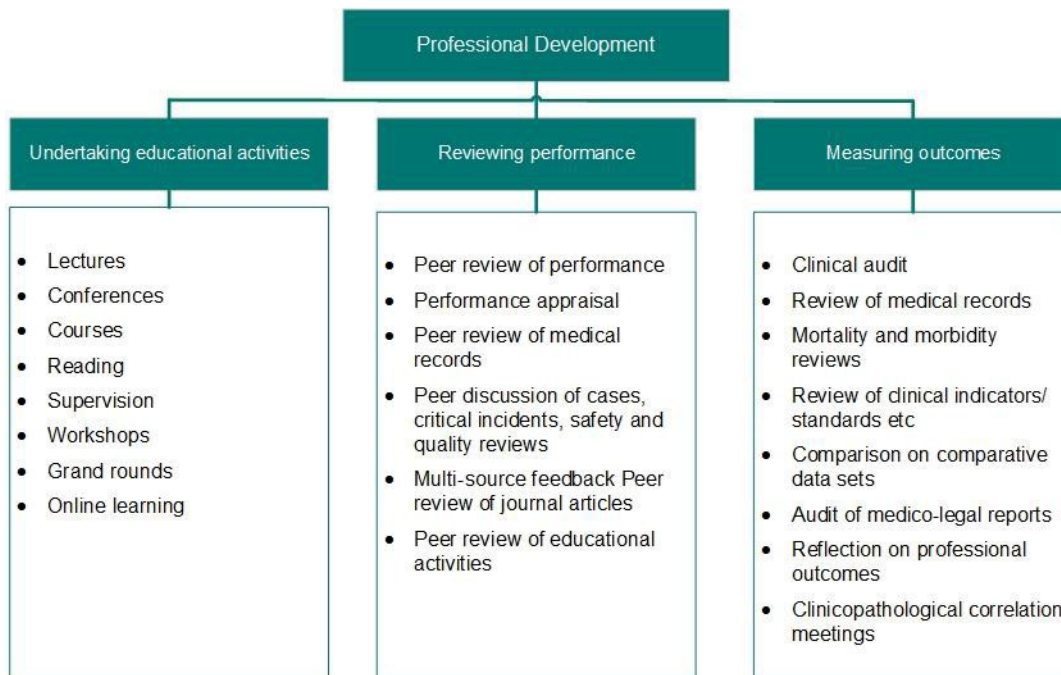


- Under the future requirements all doctors must <sup>4</sup>;
- Nominate a CPD home and participate in an accredited CPD program.
  - Complete a minimum of 50 hours of CPD per year
    - *at least 25% of the minimum (12.5 hours) on educational activities;*
    - *at least 25% of the minimum (12.5 hours) on reviewing performance;*
    - *at least 25% of the minimum (12.5 hours) on measuring outcomes; and*
    - *the remaining 25% can be distributed across any types of CPD.*
  - All CPD must be relevant to the doctor’s scope of practice and based on a personal Professional Development Plan (PDP) each year

**CPD Activities in the Three Future Categories**

Figure 3 below show examples of CPD activities in each of the three required future categories of educational activities, reviewing performance and measuring outcomes. These activities are examples only and are not intended to be an exhaustive list.

*Figure 3 The Three future categories of professional development <sup>5</sup>*



<sup>4</sup> Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

<sup>5</sup> Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.

## Table 2: Wellbeing



Under the future requirements the MBA will introduce a program to more readily support the wellbeing of doctors and transform the culture of the profession. Aspects of the program will include health checks and a contemporary Code of Conduct and registration standards<sup>6</sup>. [3]

## Table 3: Remediation



Under the future requirements doctors at risk of poor performance will be identified and mechanisms established to support them including.

- **Age** - Doctors providing clinical care will be required to have peer review and health checks at the age of 70 and every 3 years thereafter.
- **Professional isolation** – the MBA will provide guidelines on identifying professional isolation and manage this with increased peer-review
- Doctors with three or more substantiated **complaints** that have an impact on patient safety over a five-year period will be required to participate in formal peer review and performance management. [3]

For more information on the future registration requirements for doctors in Australia please see the RANZCR website <https://www.ranzcr.com/fellows/general/changes-to-cpd-requirements> .

### 1.5 Mandatory Participation in the RANZCR CPD Program

Compliance with Continuing Professional Development (CPD) is mandated by The Royal Australian and New Zealand College of Radiologists (RANZCR) and is a requirement for specialist registration with the Medical Board of Australia and the Medical Council of New Zealand. As specified in the RANZCR Articles of Association in Section 3.1.7, 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.

This means that all Fellows and Educational Affiliates who are in active practice are required to participate in the RANZCR CPD program and to comply with the annual and triennium CPD requirements.

Should a Fellow or Educational Affiliate fail to demonstrate compliance with the RANZCR minimum CPD requirements in an individual year, or the triennium and has not demonstrated compliance by 1 July in the following year, the College will commence action including substantiation from the non-compliant member.

For more information please refer to the CPD Compliance Policy available on the RANZCR website at: <https://www.ranzcr.com/documents/3696-ranzcr-cpd-compliance-policy/file>

### 1.6 RANZCR Membership and Eligibility to Participate in the CPD Program

All Fellows, Educational Affiliates and CPD Participants are eligible to participate in the RANZCR CPD program provided they are an active financial member of the College. For anyone who would like to apply to join the CPD program, further information and requirements

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<sup>6</sup> Medical Board of Australia. Expert Advisory Group on revalidation Final report. August 2017.



for membership can be found on the RANZCR website at:

<https://www.ranzcr.com/trainees/clinical-radiology/becoming-a-fellow>

<https://www.ranzcr.com/trainees/rad-onc/becoming-a-fellow>

### **1.7 Australian Health Practitioner Regulation Agency (AHPRA)**

The Australian Health Practitioner Regulation Agency (AHPRA) requires that all registered medical practitioners participate in CPD that is relevant to their scope of practice in order to enhance their knowledge, skills and performance to ensure that they deliver high quality and safe care. When renewing their registration all medical practitioners must make a declaration that they have participated in CPD and met the CPD Registration Standard. Further details can be found in the CPD Registration Standard on the AHPRA website at: <http://www.medicalboard.gov.au/Registration-Standards.aspx>

CPD participants registered to practice in Australia should also note that AHPRA has commenced randomly auditing medical practitioners to determine whether they are meeting the CPD Registration Standard. Further information about the AHPRA audit can be found at: <http://www.medicalboard.gov.au/Registration/Audit.aspx>. If requested members must provide evidence of the CPD activities you have undertaken to meet the requirements of the Board's CPD Registration Standard.

### **1.8 Medical Council of New Zealand (MCNZ) CPD Requirements**

The Medical Council of New Zealand (MCNZ) requires that all New Zealand Fellows, Educational Affiliates and CPD Participants meet the requirements of an approved CPD program, which includes recertification, to receive an annual practicing certificate. The requirements of the MCNZ include:

- A minimum of one Audit each year
- A minimum of 10 hours of Peer Review activity each year
- A minimum of 20 hours of Educational Activities each year

All New Zealand RANZCR Fellows, Educational Affiliates and CPD Participants will be required to meet the MCNZ requirements of audit, peer review and educational activities each year and record these activities in their annual CPD submission.

Members registered to practice in New Zealand should also note that the Medical Council of New Zealand conducts an annual random audit of 15% of medical practitioners each year. Further details can be found on the Medical Council of New Zealand website at: <https://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/>

## 1.9 Annual CPD Random Audit

Each year an audit of CPD compliance will be completed on a random sample of members. The sample size will be 7% of the total membership. Members selected for an audit will be contacted by RANZCR staff and asked to provide evidence of the CPD activities claimed for the relevant year.

The definition of passing or failing an audit and its relationship with non-compliance can be found in Section 2.4 of the CPD Compliance Policy. This Policy is available on the RANZCR website at: <https://www.ranzcr.com/search/ranzcr-cpd-compliance-policy>

There are several documents to assist members should they be randomly selected for audit:

- A list of the Accepted Evidence Documents
- A checklist to assist in compiling evidence documents
- Instructions on how to upload documents to CPD Online (RANZCR Learning Portal)

The above documents can be downloaded from the Help section on the blue menu bar of CPD Online and will also be sent to members randomly selected for audit. Should any member wish to discuss this further or apply for an exemption and future re-audit due to unusual circumstances it is advised that they contact the CPD team at the College once they receive notice of having been selected for audit:

**Email:** [cpd@ranzcr.edu.au](mailto:cpd@ranzcr.edu.au)

**Telephone:** +61 2 9268 9777

## 1.10 Pro Rata Guidelines for Members Taking Extended Leave

For the 2019-2021 Triennium, members who are taking extended leave from practice and are unable to participate in CPD activities may be eligible for pro rata CPD points. Members can request exemption in writing from CPD for special circumstances; such as maternity leave, parental leave or sick leave.

All requests for exemption from CPD for special circumstances should be emailed to [cpd@ranzcr.edu.au](mailto:cpd@ranzcr.edu.au) and the following details included:

- The reason for requesting exemption (for example maternity leave, parental leave or sick leave).
- The start and if known, the finish date of the period for which an exemption is being requested.
- Any other information relevant to the decision-making process.

If an exemption is granted by the College, then an appropriate number of CPD points will be credited to the member's total for that year to enable that member to meet the requirements of the CPD program. Within any CPD triennium, the College has discretion to grant exemption for up to one year of extended leave.

Requests for exemptions for more than one year of leave will need to be approved by the Faculty of Clinical Radiology Professional Practice Committee. Members taking more than one year of extended leave should also refer to the RANZCR Clinical Radiology Recency of Practice Guidelines available on the RANZCR website at: <https://www.ranzcr.com/search/recency-of-practice-guidelines-for-clinical-radiology> .

Further information regarding recency of practice and returning to practice after extended leave is also available on the AHPRA website at: <http://www.medicalboard.gov.au/> and the MCNZ website at: <https://www.mcnz.org.nz/>. For example, if leave is taken from January 2019 to December 2020, then at a minimum, the member must complete the equivalent of one year's

continuing professional development (CPD) activities (60 points), relevant to your intended scope of practice.

The following criteria for pro-rata CPD points also apply to any exemption request:

- Exemption can be applied for in cases where a minimum of 3 months and up until one year of extended leave is taken.
- Pro rata CPD points are calculated at 5 points per month with a maximum of 60 pro rata CPD points in a calendar year.
- If the leave taken is over 2 calendar years then the points can be split over two years, for example, if leave is taken from November 2019-April 2020, then points can be split as follows: 10 points in 2019 and 20 points in 2020.
- CPD participants taking less than a year of leave are encouraged to do some CPD activities in order to meet the requirements. The minimum number of CPD points required in a calendar year is 30 points.

For more information on how CPD pro-rata points will be calculated, please refer to the CPD Frequently Asked Questions (FAQ's) document which can be downloaded from the Help section on the blue menu bar of CPD Online.

### **1.11 MRI Specific Requirements**

Medicare Australia uses 'participation in the RANZCR MRI Quality Program' as one of the eligibility criteria under MRI Eligible Provider regulations. All eligible providers for MRI declare that they are meeting the requirements of the MRI Quality Program in their MRI Statutory Declarations to Medicare Australia.

All radiologists reporting MRI are required under the RANZCR Standards of Practice for Diagnostic and Interventional Radiology, V10 to participate in the MRI Quality Program. This requires MRI Radiologists to initially register as a participant in the MRI Quality Program and meet the ongoing requirement to accrue 30 MRI-specific CPD points per CPD triennium, included within the minimum triennium requirements.

MRI-specific CPD points are also subject to random audit and should an MRI Radiologist be randomly selected for an audit of their CPD activities they will also be required to provide evidence of their MRI-specific CPD activities. For more information on how to accrue and record MRI-specific CPD points and eligible CPD categories, please refer to the MRI CPD Frequently Asked Questions (FAQ's) document which can be downloaded from the Help section on the blue menu bar of CPD Online.

## 1.12 Mammography Specific Requirements

The RANZCR Standards of Practice require Radiologists reporting Mammography to accumulate a total of 15 Mammography-specific CPD activities per CPD triennium, included within the minimum triennium requirements.

For more information on how to accrue and record Mammography-specific CPD points and eligible CPD categories, please refer to the CPD Frequently Asked Questions (FAQ's) document which can be downloaded from the Help section on the blue menu bar of CPD Online.

## 1.13 Providers of CPD Activities

CPD providers who are running an event which will be attended by members of the RANZCR are able to apply to the College for the allocation of CPD points. Please note that the allocation of CPD points does not constitute accreditation, recognition or endorsement by the RANZCR and therefore cannot be advertised as being accredited by the RANZCR.

For CPD Providers who would like to apply for the allocation of CPD points for an event (conference, meeting, course, workshop etc.) please contact the College CPD team on [cpd@ranzcr.com](mailto:cpd@ranzcr.com) and provide the following information:

- Full name of the event
- Date/s of the event (and those of any repeat events)
- The finalised program or schedule outlining the start, finish and break times as well as session details of the activity.

Participants will also need to be provided with evidence of attendance e.g. an attendance certificate, registration, program or receipt of payment to provide as evidence that they have participated in the event.

## 1.14 Retaining CPD Documents

The Medical Council of New Zealand and the Medical Board of Australia regularly audit medical practitioners and it is advised that each CPD participant retain their CPD documentation and evidence for the duration of the entire triennium and an additional 2 years to cover the random audit of the triennium. This means that for the 2019-2021 triennium, CPD participants are asked to retain their documentation until the end of 2023. It is the responsibility of the CPD participant to keep a copy of their evidence.

## 1.15 Annual Submission of CPD Activities

CPD participants are required to submit their CPD activities on an annual basis using the RANZCR Learning Portal. The deadline for submission of CPD activities is 31 January of the following year for example, 2019 CPD activities must be submitted by 31 January 2020. CPD activities can be recorded on the RANZCR Learning Portal as they are completed however future events and activities cannot be recorded until after they have occurred.

## 2. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

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The CPD compliance requirements for the 2019-2021 Triennium are as follows:

Updated April 2020 to reflect changed requirements from the MBA and the MCNZ resulting from the impacts of COVID-19.

- (a) Participants should accrue a minimum of 125 CPD points in the 2019-2021 triennium.
- (b) Participants should accrue a minimum of 30 points for the 2019 CPD year only.
- (c) Participants should accrue CPD points from a minimum of 3 categories in each triennium.
- (d) No CPD points will be carried across years or into the next triennium

### 3. CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM OVERVIEW

An overview of the CPD categories and sub-categories, the allocated CPD points, annual capping on CPD points and the designated CanMEDS role.

*The CPD categories are colored coded and mapped to the future MBA CPD categories to assist members with preparing for the new requirements in 2022.*

- Educational Activities
  Reviewing Performance
  Measuring Outcomes  
 Pending MBA clarification

Category		Points	Annual Cap	CanMEDS Roles	
<b>Category 1 – Professional and Clinical Governance</b>					
1.1	Participation in RANZCR Governance	2 points per hour	Annual cap of 60 points for Category 1	Manager	
1.2	Participation in Other Clinical Governance Activities	2 points per hour		Professional	
1.3	Cultural Competence Activities	2 points per hour		Health Advocate	
1.4	Risk Management Activities	2 points per hour		Health Advocate	
<b>1.5 - Accreditation</b>					
1.5A	Practice Accreditation Activities – Assessor	3 points per hour		Manager	
1.5B	Practice Accreditation Activities - Assessee	2 points per hour		Manager	
1.5C	RANZCR MRI Clinical Review or MQAP	10 points per year		Health Advocate	
<b>1.6 – Participation in International Governance Activities</b>					
1.6A	International Governance	2 points per hour		Manager	
1.6B	International Development	2 points per hour	Health Advocate		
1.7	Formal Evaluation of a Peers Performance	2 points per hour	Professional		
1.8	Professional Practice Management	2 points per hour	Manager		
<b>Category 2 – Teaching, Training and Supervision</b>					
2.1	Teaching	2 points per hour	Annual cap of 60 points for Category 2	Scholar	
2.2	Supervision and/or Assessment of Trainees	1 point per hour		Scholar	
2.3	Supervision of Research Students	1 point per hour		Scholar	
2.4	Supervision of IMGs	1 point per hour		Scholar	
<b>2.5 – Examining</b>					
2.5A	RANZCR Examiner	2 points per hour		Scholar	
2.5B	Undergraduate or Postgraduate Examiner	1 point per hour		Scholar	
2.5C	Exam Question Development	2 points per hour		Scholar	
2.6	Director of Training	10 points per year		Scholar	
<b>Category 3 – Self Directed Learning</b>					
3.1	Journal Reading	1 point per hour	Annual cap of 60 points for Category 3	Professional	
<b>3.2 – Web-based Learning</b>					
3.2A	Web-based Learning	1 point per hour		Professional	
3.2B	RANZCR e-learning Modules	1 point per hour		Professional	
3.3	Reflective Diary	1 point per hour		Professional	
3.4	Formal Post Graduate Study	1 point per hour		Scholar	
3.5	Post RANZCR Fellowship Training	1 point per hour		Professional	
<b>Category 4 - Research</b>					
<b>4.1 – Research Investigator</b>					
4.1A	Principal or Lead Investigator	30 points per project	Annual cap of 60 points for Category 4	Scholar	
4.1B	Co-investigator	15 points per project		Scholar	
4.1C	Participation	5 points per project		Scholar	
4.2	Reviewer of Research Grant Application	2 points per hour		Scholar	
4.3	Research Sabbatical	1 point per hour		Scholar	

Category		Points	Annual Cap	CanMEDS Roles	
<b>Category 5 – Publications and Presentations</b>					
<b>5.1 – Publication in Journals and Electronic Media</b>					
5.1A	First Author	15 points per article	Annual cap of 60 points for Category 5	Scholar	
5.1B	Second or Latter Author	5 points per article		Scholar	
5.1C	Editorial/book review/invited expert article/non-peer reviewed articles	5 points per publication		Scholar	
<b>5.2 – Editorial Duties for Peer Reviewed Journal</b>					
5.2A	Formal Peer Review of Manuscript	1 point per hour		Scholar	
5.2B	Member of Editorial Board	5 points per board		Scholar	
5.2C	Editor of Journal	10 points per journal		Scholar	
<b>5.3 – Books and Chapters</b>					
5.3A	First Author of Book	45 points per book		Scholar	
5.3B	Second or Latter Author of Book	10 points per book		Scholar	
5.3C	First Author of Chapter	15 points per chapter		Scholar	
5.3D	Second or Latter Author of Chapter	5 points per chapter		Scholar	
5.3E	Editor of Book	30 points per book		Scholar	
<b>5.4 – Presentations and Posters at Conferences and Meetings</b>					
5.4A	Keynote/Plenary Speaker	15 points per presentation		Scholar	
5.4B	Proffered Oral or Poster Presentation	10 points per presentation/poster	Scholar		
5.4C	Invited Lecturer	5 points per lecture	Scholar		
5.4D	Session Chair/Panel Member	1 point per hour	Scholar		
5.4E	Small Group Practical Instructor	3 points per hour	Scholar		
5.4F	Formal Presentations at In-house or Local Meetings	2 points per hour	Scholar		
<b>Category 6 – Attendance at Conferences and Meetings</b>					
6.1	Conference Attendance	1 point per hour	Annual cap of 60 points for Category 6	Professional	
6.2	In-house Educational or Clinical Meetings	1 point per hour		Professional	
6.3	Medical Professional Courses	1 point per hour		Professional	
6.4	Practical Skills Workshops	3 points per hour		Professional	
<b>6.5 – Convening of ASM</b>					
6.5A	ASM Principal Scientific Convenor	40 points per ASM		Manager	
6.5B	ASM Co-convenor	20 points per ASM		Manager	
6.5C	Member of ASM Organising Committee	10 points per ASM		Manager	
6.5D	Reviewer of Abstract for ASM	1 point per hour		Scholar	
6.5E	Session Convenor for ASM	2 points per hour		Manager	
<b>6.6 – Convening of Other Meetings</b>					
6.6A	Principal Scientific Convenor of Meeting	30 points per meeting		Manager	
6.6B	Co-convenor of Meeting	10 points per meeting		Manager	
6.6C	Member of Organising Committee of Meeting	10 points per committee		Manager	
6.6D	Reviewer of Abstract for Meeting	1 point per hour		Scholar	
6.6E	Session Convenor for Meeting	2 points per hour	Manager		
<b>Category 7 – Maintenance of Professional Standards</b>					
7.1	Practice Profile and Professional Development Plan	5 points	Annual cap of 60 points for Category 7	Professional	
7.2	Multi-source Feedback (MSF)	20 points		Professional	
7.3	Audit	30 points per audit		Professional	
<b>7.4 – Peer Review</b>					
7.4A	Review of Cases	30 points for reviewer/30 points for reviewee		Professional	
7.4B	Observed Procedural Cases	30 points for reviewer/30 points for reviewee		Professional	
7.4C	Active Presentation of Cases with Feedback	2 points per 5 cases		Communicator	



## 4. CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES

### 4.1 Category 1 – Professional and Clinical Governance

Annual cap of 60 points on Category 1 – if more than 60 points is claimed in Category 1 in one calendar year it will automatically be capped at 60 points.

1.1	Participation in RANZCR Governance
<b>Definition</b>	Active participation in governance of RANZCR at federal, state or New Zealand branch level.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Committees</li> <li>• Faculty of Clinical Radiology Council</li> <li>• RANZCR training site accreditation</li> <li>• Board of Directors</li> <li>• Working Groups</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

1.2	Participation in Other Clinical Governance Activities
<b>Definition</b>	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Ethics Committee</li> <li>• Hospital Board</li> <li>• Hospital Management Committee</li> <li>• Credentialing Committee</li> <li>• Governance of professional bodies</li> <li>• Special Interest Group Committee</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Attendance record in meeting Minutes</li> <li>• Written confirmation of attendance/involvement from organisation</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

1.3	Cultural Competence Activities
<b>Definition</b>	Attendance at cultural competence courses or participation in cultural competence activities.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Treaty of Waitangi course (NZ)</li> <li>• RANZCR Intercultural Learning modules(LMS)</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from the organisers</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

1.4	Risk Management Activities
<b>Definition</b>	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Medical indemnity organisations</li> <li>• Risk Management seminar run by a Medical Defence Organisation.</li> <li>• Hospital department risk minimisation team.</li> <li>• Work Health and Safety (WHS) activities.</li> <li>• Radiology Event Register (RaER) entry</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from the organisers</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

## 1.5 – Practice Accreditation Activities

1.5A	Practice Accreditation Activities - Assessor
<b>Definition</b>	Acting as an assessor on behalf of a practice enrolled in a recognised accreditation program.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Hospital accreditation</li> <li>• AMC accreditation</li> </ul>
<b>Note</b>	RANZCR training site accreditation should be claimed under Category 1.1 – Participation in RANZCR Governance.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from organiser of accreditation program</li> </ul>
<b>CPD Points</b>	<b>3 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

1.5B	Practice Accreditation Activities - Assessee
<b>Definition</b>	Acting as assessee on behalf of a practice enrolled in a recognised accreditation program.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Hospital accreditation</li> <li>• AMC accreditation</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Notice of Assessment</li> <li>• Written confirmation from organiser of accreditation program</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

1.5C	RANZCR MRI Clinical Review or MQAP
<b>Definition</b>	Participation in a RANZCR Mammography Quality Assurance Program (MQAP) or MRI program as an image reviewer.
<b>Note</b>	This activity can only be claimed if invited by the RANZCR to participate.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>10 points per year</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 1.6 – Participation in International Governance Activities

1.6A	International Governance
<b>Definition</b>	Active contribution of time to professional governance for an international society or organisation.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• AOCR</li> <li>• SPR</li> <li>• ISR</li> <li>• ISMRM</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from organisers</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

1.6B	International Development
<b>Definition</b>	Active contribution of time to activities assisting development of Radiology in a country other than Australia and New Zealand.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Volunteering for an overseas organisation</li> <li>• Providing education to medical staff in a developing country</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from organisers</li> <li>• Certificate of thanks</li> <li>• Correspondence regarding organisation of activities</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>



<b>1.7</b>	<b>Formal Evaluation of a Peers Performance</b>
<b>Definition</b>	Active participation in formal review of performance of a Radiologist for a regulatory body or as part of an interview.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• RANZCR International Medical Graduate assessment (Area of Need Assessor or Specialist Recognition)</li> <li>• AHPRA</li> <li>• MCNZ</li> <li>• MSF Feedback Provider (not <u>MSF assessor</u>)</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from Medical Council/Medical Board</li> <li>• Written confirmation of role as MSF Feedback Provider from organisation</li> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

<b>1.8</b>	<b>Professional Practice Management</b>
<b>Definition</b>	Active involvement in practice management.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Staff appraisal meetings</li> <li>• Operational planning meetings</li> <li>• Staff training</li> <li>• Equipment compliance</li> <li>• Workplace Health and Safety meetings</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from Head of Department or Practice Manager (or similar)</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

## 4.2 Category 2 – Teaching, Training and Supervision

Annual cap of 60 points on Category 2 – if more than 60 points is claimed in Category 2 in one calendar year it will automatically be capped at 60 points.

2.1	Teaching
<b>Definition</b>	Delivery of lectures or tutorials to trainees as part of the training program of RANZCR or other vocational colleges, undergraduate or postgraduate students in medicine, nursing or allied health disciplines of a recognised tertiary institutional education program.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Teaching timetable</li> <li>• Written confirmation from organisation (confirming duration and frequency of teaching sessions)</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

2.2	Supervision and/or Assessment of Trainees
<b>Definition</b>	Supervision and assessment of RANZCR trainees at the participant's institution
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Supervision of trainees</li> <li>• Supervision of trainee research project</li> <li>• Assessment of trainees (e.g. mini CEX)</li> <li>• Mock exams</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

2.3	Supervision of Research Students
<b>Definition</b>	Acting as a formal research supervisor to an undergraduate or a postgraduate research student.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from the institution</li> <li>• Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student.</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

2.4	Supervision of IMGs
<b>Definition</b>	Supervision of an International Medical Graduate who has need of further training or supervision identified by the AMC/RANZCR pathway, the Area of Need pathway or by the MCNZ.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from the organisation</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 2.5 – Examining

<b>2.5A</b>	<b>RANZCR Examiner</b>
<b>Definition</b>	College examiner or marker for RANZCR Part I or Part II exams.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points
<b>2.5B</b>	<b>Undergraduate or Postgraduate Examiner</b>
<b>Definition</b>	Examiner of undergraduate or postgraduate university students or students of other medical colleges.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from the institution</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
<b>2.5C</b>	<b>Exam Question Development</b>
<b>Definition</b>	Formal submission of multiple choice questions (MCQs) for RANZCR, University or other Specialist Medical College exams and e-cases for RANZCR e-exams.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from organisation</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points
<b>2.6</b>	<b>Director of Training</b>
<b>Definition</b>	<p>The Director of Training has overall responsibility for the structure and quality of training in a hospital or Department, in line with the College policies and the specific arrangements within their training network, and for providing trainees with information and feedback on their progress.</p> <p>The Director of Training has overall responsibility for the structure and quality of training in a hospital or department. They have an important role and ideally should have a broad understanding and experience in College activities. They provide liaison between Trainees and hospital/department administration regarding matters related to training as well as with Branch Education Officers and the College Office.</p>
<b>Note</b>	Only the hours spent working as a Director of Training or can be claimed under this category, those hours spent teaching, supervising or assessing trainees should be claimed in the relevant categories.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Internal verification from RANZCR</li> <li>Written confirmation from organisation</li> </ul>
<b>CPD Points</b>	<b>10 points per year</b>

### 4.3 Category 3 - Self Directed Learning

Annual cap of 60 points on Category 3 – if more than 60 points is claimed in Category 3 in one calendar year it will automatically be capped at 60 points.

3.1	Journal Reading
<b>Definition</b>	Reading of Radiology and medical imaging peer reviewed journals and literature.
<b>Examples</b>	<ul style="list-style-type: none"> <li>JMIRO</li> <li>Radiographics</li> <li>CPD+ (MCQ 1 point per 5 questions)</li> <li>European Journal of Radiology</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>List of journal articles or book chapters read</li> <li>Completed journal reading logbook (record of all journal articles read). Template can be downloaded from CPD online</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

#### 3.2 – Web-based Learning

3.2A	Web-based Learning
<b>Definition</b>	Undertaking web-based CPD activities including e-learning modules and podcasts provided by other organisations.
<b>Examples</b>	<p>Please note that these are examples only and are not endorsed by the RANZCR.</p> <ul style="list-style-type: none"> <li>RANZCR ASM recorded presentations (available in the RANZCR webcast library)</li> <li>RSNA (1 RSNA CMEcredit = 1 RANZCR CPD point)</li> <li>ARRS (1 ARRS CMEcredit = 1 RANZCR CPD point)</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Certificate of completion</li> <li>List of the names and completion dates of web-based learning activities</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

3.2B	RANZCR e-learning Modules
<b>Definition</b>	Undertaking e-learning modules available on the Learning Management System (LMS) of the RANZCR Learning Portal.
<b>Examples</b>	<ul style="list-style-type: none"> <li>Communication Essentials modules</li> <li>Appropriate Imaging Referrals modules</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>

<b>3.3</b>	<b>Reflective Diary</b>
<b>Definition</b>	Completion of a reflective diary either in hard copy or by using the Diary function of CPD Online (RANZCR Learning Portal) to address the following questions: <ul style="list-style-type: none"> <li>• What is the incident, case or CPD activity and how has it been carried out?</li> <li>• What have I learned from the activity that may enhance my practice?</li> <li>• How can I integrate what I have learned into my practice?</li> <li>• How will/has this integration enhance/enhanced my practice?</li> <li>• Will/Have I make/made changes to my practice?</li> <li>• How will/have I assess/assessed the changes to my practice (peer review, audit)?</li> <li>• If the changes have been implemented, have they worked? If not, why not?</li> <li>• Have I identified future learning needs based on what I have learned from this learning activity?</li> </ul>
<b>Note</b>	Please note that all diary entries are private and the College is not able to view the Diary section of CPD online as only the individual member has access to this area.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Record of usage (exported from the CPD online system)</li> <li>• Written confirmation from a peer confirming the existence of a reflective diary</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>3.4</b>	<b>Formal Post Graduate Study</b>
<b>Definition</b>	Study as part of a recognised University or Medical College or Professional Society administered course leading to a formal qualification (Degree, Diploma).
<b>Examples</b>	<ul style="list-style-type: none"> <li>• PhD</li> <li>• Masters of Public Health</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from institution</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>3.5</b>	<b>Post RANZCR Fellowship Training</b>
<b>Definition</b>	Training undertaken by a participant after attaining RANZCR Fellowship in order to broaden knowledge and skills in a particular area of clinical practice. Also includes short term Fellowships to gain skills and experience in a specific area.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Nuclear Medicine training</li> <li>• Neuroradiology Fellowship</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from organisation</li> <li>• Certificate of completion</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 4.4 Category 4 - Research

Annual cap of 60 points on Category 4 – if more than 60 points is claimed in Category 4 in one calendar year it will automatically be capped at 60 points.

### 4.1 – Research Investigator

4.1A	Principal or Lead Investigator
<b>Definition</b>	Principal or lead investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from research organisation, granting body or ethics committee.</li> </ul>
<b>CPD Points</b>	<b>30 points per project</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

4.1B	Co- Investigator
<b>Definition</b>	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from research organisation, granting body or ethics committee.</li> </ul>
<b>CPD Points</b>	<b>15 points per project</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

4.1C	Participation
<b>Definition</b>	Participation in an active research project organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from research organisation, granting body or ethics committee.</li> </ul>
<b>CPD Points</b>	<b>5 points per project</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

4.2	Reviewer of Research Grant Application
<b>Definition</b>	Reviewer of a research grant application.
<b>Examples</b>	<ul style="list-style-type: none"> <li>RANZCR Research Grant reviewer</li> <li>National Health and Medical Research Council (NHMRC)</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from the organisation or institution</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

4.3	Research Sabbatical
<b>Definition</b>	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to undertake research focused learning activities with defined educational goal and study plan that does not lead to a formal academic or professional qualification.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Written confirmation from organisation</li> <li>Certificate of completion</li> <li>Sabbatical report</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 4.5 Category 5 - Publications and Presentations

Annual cap of 60 points on Category 5 – if more than 60 points is claimed in Category 5 in one calendar year it will automatically be capped at 60 points.

### 5.1 – Publication in Journals and Electronic Media

5.1A	First Author
<b>Definition</b>	First author of an article. To be claimed for the year the article was accepted for publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of article</li> <li>• Written confirmation from publisher of acceptance of article</li> </ul>
<b>CPD Points</b>	<b>15 points per article</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

5.1B	Second or Latter Author
<b>Definition</b>	Second or later author of an article. To be claimed for the year the article was accepted for publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of article</li> <li>• Written confirmation from publisher of acceptance of article</li> </ul>
<b>CPD Points</b>	<b>5 points per article</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

5.1C	Editorial/book review/invited expert article/non peer reviewed articles
<b>Definition</b>	Author of an editorial, book review or invited expert article. To be claimed for the year the article was accepted for publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of publication</li> </ul>
<b>CPD Points</b>	<b>10 points per publication</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

### 5.2 – Editorial Duties for Peer Reviewed Journal

5.2A	Formal Peer Review of Manuscript
<b>Definition</b>	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Record of manuscripts reviewed</li> <li>• confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

5.2B	Member of Editorial Board
<b>Definition</b>	Member of the editorial board of a peer reviewed journal of scientific or educational content
<b>Examples</b>	<ul style="list-style-type: none"> <li>• JMIRO editorial board</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from the publisher or editor</li> </ul>
<b>CPD Points</b>	<b>5 points per board</b>

<b>5.2C</b>	<b>Editor of Journal</b>
<b>Definition</b>	Editor or Deputy editor of a peer reviewed journal of scientific or educational content
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from the publisher</li> </ul>
<b>CPD Points</b>	<b>10 points per journal</b>

### 5.3 – Books and Chapters

<b>5.3A</b>	<b>First Author of Book</b>
<b>Definition</b>	First author of book. To be claimed for the year of publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>45 points per book</b>
Eligible for MRI-specific CPD points	
Eligible for Mammography-specific CPD points	

<b>5.3B</b>	<b>Second or Latter Author of Book</b>
<b>Definition</b>	Second or later author of book. To be claimed for the year of publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>10 points per book</b>
Eligible for MRI-specific CPD points	
Eligible for Mammography-specific CPD points	

<b>5.3C</b>	<b>First Author of Chapter</b>
<b>Definition</b>	First author of chapter. To be claimed for the year of publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>15 points per chapter</b>
Eligible for MRI-specific CPD points	
Eligible for Mammography-specific CPD points	

<b>5.3D</b>	<b>Second or Latter Author of Chapter</b>
<b>Definition</b>	Second or later author of chapter. To be claimed for the year of publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>5 points per chapter</b>
Eligible for MRI-specific CPD points	
Eligible for Mammography-specific CPD points	

<b>5.3E</b>	<b>Editor of Book</b>
<b>Definition</b>	Editor of book. To be claimed for the year of publication.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
<b>CPD Points</b>	<b>30 points per book</b>
Eligible for MRI-specific CPD points	
Eligible for Mammography-specific CPD points	



## 5.4 – Presentations at Conferences and Meetings

<b>5.4A</b>	<b>Keynote/Plenary Speaker</b>
<b>Definition</b>	Plenary or keynote presentation of 40 minutes or more at an international, national or state level meeting or conference.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conferenceorganisers</li> </ul>
<b>CPD Points</b>	<b>15 points per presentation</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>5.4B</b>	<b>Proffered Oral or Poster Presentation</b>
<b>Definition</b>	Proffered oral or poster presentation at an international, national or state level meeting or conference.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conferenceorganisers</li> </ul>
<b>CPD Points</b>	<b>10 points per poster/presentation</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>5.4C</b>	<b>Invited Lecturer</b>
<b>Definition</b>	Invited lecturer at an international, national or state level meeting or conference. CPD points can be claimed for each lecture of between 20 and 40 minutes given at a conference or meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conferenceorganisers</li> </ul>
<b>CPD Points</b>	<b>5 points per lecture</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>5.4D</b>	<b>Session Chair/Panel Member</b>
<b>Definition</b>	Participation as session chair or panel member at an international, national or state level meeting or conference.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conferenceorganisers</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

<b>5.4E</b>	<b>Small Group Practical Instructor</b>
<b>Definition</b>	Instructor of a small group of participants in a particular skill at a meeting or course.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• CTCA Course</li> <li>• Basic Life Support</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Written confirmation from meeting or conferenceorganisers</li> </ul>
<b>CPD Points</b>	<b>3 points per hour</b>

<b>5.4F</b>	<b>Formal Presentations at In-house or Local Meetings</b>
<b>Definition</b>	Presentations at department, hospital, practice and community group meetings.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Presentation to GPs</li> <li>• Presentation to a patient support group</li> <li>• Presentation at a Radiology Department meeting</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program identifying speakers</li> <li>• Invitation to the meeting identifying speakers</li> <li>• Written confirmation from organisers</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 4.6 Category 6 - Attendance at Conferences and Meetings

Annual cap of 60 points on Category 6 – if more than 60 points is claimed in Category 6 in one calendar year it will automatically be capped at 60 points.

6.1	Conference Attendance
<b>Definition</b>	Attendance at meetings, conferences and courses that are relevant to your clinical and academic practice and may also include general or specialty medical knowledge relevant to practice as a Radiologist.
<b>Examples</b> (not limited to)	<ul style="list-style-type: none"> <li>• RANZCR ASM</li> <li>• RSNA</li> <li>• ARRS</li> <li>• ECR</li> <li>• ARGANZ</li> <li>• ANZSNR</li> <li>• IRSA</li> <li>• ANZSNM</li> <li>• AMSIG</li> <li>• ANZSPR</li> <li>• AOCC</li> <li>• ESGAR</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Confirmation of attendance from meeting organisers</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

6.2	In-house Educational or Clinical Meetings
<b>Definition</b>	Attendance at organisation or practice convened educational or clinical meetings.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Radiology meetings</li> <li>• Multidisciplinary meetings</li> <li>• Journal Clubs</li> <li>• Interesting case meetings</li> <li>• Grand Rounds</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Confirmation of attendance from meeting organisers</li> <li>• Certificate of attendance</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

6.3	Medical Professional Courses
<b>Definition</b>	Attendance at professional development courses.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Ethics</li> <li>• Research methods</li> <li>• Conflict resolution</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Confirmation of attendance from organisers</li> <li>• Certificate of attendance</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

6.4	Practical Skills Workshops
<b>Definition</b>	Small-group hands-on workshop designed to impart a particular manual or interpretative skill with some one-on-one supervision and feedback on individual performance.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Resuscitation, Advanced Life Support and CPR courses and workshops</li> <li>• CTCA Workshops</li> <li>• Breast Workshops</li> <li>• Case review workshops</li> <li>• Case-based Mammography interpretation workshops</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Confirmation of attendance from meeting organisers</li> <li>• Certificate of attendance</li> </ul>
<b>CPD Points</b>	<b>3 points per hour</b>
	Eligible for MRI-specific CPD points
	Eligible for Mammography-specific CPD points

## 6.5 - Convening of RANZCR ASM

<b>6.5A</b>	<b>ASM Principal Scientific Convenor</b>
<b>Definition</b>	Principal Scientific Convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>40 points per ASM</b>

<b>6.5B</b>	<b>ASM Co-convenor</b>
<b>Definition</b>	Co-Convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>20 points per ASM</b>

<b>6.5C</b>	<b>Member of ASM Organising Committee</b>
<b>Definition</b>	Member of the Organising Committee for the RANZCR ASM. Points can only be claimed for the year of the ASM.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>10 points per ASM</b>

<b>6.5D</b>	<b>Reviewer of Abstract for ASM</b>
<b>Definition</b>	Reviewer of abstracts for the RANZCR ASM.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>

<b>6.5E</b>	<b>Session Convenor for ASM</b>
<b>Definition</b>	Session convenor for the RANZCR ASM. Points can only be claimed for the year of the ASM.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Written confirmation from RANZCR</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

## 6.6 – Convening of Other Meetings

<b>6.6A Principal Scientific Convenor of Meeting</b>	
<b>Definition</b>	Convenor of scientific or educational conference or meeting organised by professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program confirming role as Convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>CPD Points</b>	<b>30 points per meeting</b>

<b>6.6B Co-convenor of Meeting</b>	
<b>Definition</b>	Convenor of scientific or educational conference organised by professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program confirming role as Convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>CPD Points</b>	<b>10 points per meeting</b>

<b>6.6C Member of Organising Committee for Meeting</b>	
<b>Definition</b>	Member of the Organising Committee for meetings and conferences. Points can only be claimed for the year of the meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program confirming role as Convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>CPD Points</b>	<b>10 points per Committee</b>

<b>6.6D Reviewer of Abstract for Meeting</b>	
<b>Definition</b>	Reviewer of abstracts for meeting. Points can only be claimed for the year of the meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program confirming role as Reviewer</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>CPD Points</b>	<b>1 point per hour</b>

<b>6.6E Session Convenor for Meeting</b>	
<b>Definition</b>	Convenor of scientific or educational conference or session, or instructor of practical skills workshop, organised by professional medical organisation, healthcare institution, research group or educational body. Points can only be claimed for the year of the meeting.
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Program confirming role as Convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>CPD Points</b>	<b>2 points per hour</b>

## 4.7 Category 7 – Maintenance of Professional Standards

No annual cap on Category 7.

7.1	Practice Profile and Professional Development Plan
<b>Definition</b>	The practice profile enables members to complete a profile with information on the type and area of practice about they are engaged in. This information provides an opportunity for members to reflect on their practice and complete the Professional Development Plan to determine their learning needs and goals for the 2016-2018 triennium. Based on their learning needs and goals members will be able to plan the CPD activities that they will be completing during the triennium.
<b>Notes</b>	In order to claim this category please complete the Practice Profile and Professional Development template and upload as evidence in CPD online the RANZCR Learning Portal
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Practice Profile and Professional Development Plantemplate</li> </ul>
<b>CPD Points</b>	<b>5 points</b>

7.2	Multi-source Feedback (MSF)
<b>Definition</b>	Multi-Source Feedback (MSF) is an assessment of behaviour, interactions and skills by a number and variety of observers who have direct interaction with the doctor in the workplace. Assessors rate the doctor in a number of domains including team work, professionalism, empathy with patients and communication skills. The feedback is then discussed with the member by their nominated feedback provider.
<b>Notes</b>	<ul style="list-style-type: none"> <li>Only the assesse can claim CPD points in this category, MSF feedback providers can claim CPD points under Category 1.7.</li> <li>Members do not have to use the RANZCR MSF tool and can use other MSF/360° Review tools already in use in their practice or department.</li> <li>Members are asked not to submit sensitive or confidential information from completion of an MSF as evidence of this activity as this information is only for the member and the feedback provider.</li> <li>The RANZCR MSF tool can be accessed on the RANZCR Learning Portal</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>Declaration confirming completion of activity (including name of member and feedback provider and time period completed in)</li> </ul>
<b>CPD Points</b>	<b>20 points</b>

7.3	Audit
<b>Definition</b>	<p>The purpose of a clinical audit is to evaluate the performance of a participant in a particular aspect of clinical practice in comparison to a reference standard. This is a systematic critical analysis of the quality of the doctor's own practice that is used to improve clinical and/or health outcomes, or to confirm that current management is consistent with current available evidence or accepted consensus guidelines.</p> <ul style="list-style-type: none"> <li>Audit of medical practice may be multidisciplinary. It involves acycle of continuous improvement of care, based on explicit and measurable indicators of quality.</li> <li>It has a statistical basis.</li> </ul>

<b>Examples</b>	<ul style="list-style-type: none"> <li>• external audit of procedures (not of the service)</li> <li>• comparing the processes, or outcomes of health or patient care, with best practice in that domain</li> <li>• analysis of patient outcomes</li> <li>• audit of departmental outcomes including information on where you fit within the team</li> <li>• audit of your performance in an area of practice against that of your peers</li> <li>• taking an aspect of practice such as transfusion rates and comparing your performance to national standards</li> <li>• formal double reading of scans or slides and assessment of your results against those of the group (to evaluate the performance in comparison to a reference standard, with further review and reflection)</li> <li>• patient satisfaction survey</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Members do not have to use the RANZCR Clinical Audit template and can use other audit tools already in use in their practice or department.</li> <li>• Members are asked not to submit sensitive or confidential information from completion of an audit as evidence of this activity.</li> <li>• The RANZCR Clinical Audit template can be accessed on the RANZCR Learning Portal</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Declaration confirming completion of activity (including the audit topic, the number of cases and the time period completed in)</li> </ul>
<b>CPD Points</b>	<b>30 points per audit (must have a minimum of 30 cases)</b>

## 7.4 – Peer Review

<b>7.4A</b>	<b>Review of Cases</b>
<b>Definition</b>	<p>Completion of a peer review activity in which a minimum 30 cases of a peer are reviewed and any discrepancies identified. This is evaluation of the performance of individuals or groups of doctors by members of the same profession or team. It may be formal or informal and can include any time when doctors are learning about their practice with colleagues. Peer review can also occur in multidisciplinary teams when team members, including other health professionals, give feedback. In formal peer review, peer(s) systematically review aspects of your work, for example, the first six cases seen, or a presentation on a given topic. Peer review normally includes feedback, guidance and a critique of your performance.</p> <p>Peer review must take place in an environment conducive to:</p> <ul style="list-style-type: none"> <li>• the confidentiality of the patients being discussed</li> <li>• the privacy of the doctors whose work is being reviewed</li> <li>• mutual learning</li> <li>• professional support and collegiality</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• joint review of cases</li> <li>• review of charts</li> <li>• practice visits to review a doctor's performance</li> <li>• critique of a video review of consultations</li> <li>• discussion groups</li> <li>• inter-departmental meetings, which may review cases and interpretations of findings</li> <li>• Mortality and morbidity meetings</li> <li>• Formal double reading of cases</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Members do not have to use the RANZCR Review of Cases tool and can use other peer or case review tools already in use in their practice or department.</li> <li>• Members are asked not to submit sensitive or confidential information from the completion of a review of cases as evidence of this activity.</li> <li>• The RANZCR Review of Cases template can be accessed on the RANZCR Learning Portal.</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Declaration confirming completion of activity (including details of the peer or case review activity and the number of cases reviewed)</li> </ul>
<b>CPD Points</b>	<p><b>30 points for the reviewer</b>  <b>30 points for the member being reviewed</b>  <b>(must have a minimum of 30 cases)</b></p>

<b>7.4B</b>	<b>Observed Procedural Cases</b>
<b>Definition</b>	<p>Completion of a peer review activity in which procedural radiology cases are reviewed and any discrepancies identified.</p>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Members do not have to use the RANZCR Review of Cases tool and can use other peer or case review tools already in use in their practice or department.</li> <li>• Members are asked not to submit sensitive or confidential information from the completion of a review of cases as evidence of this activity.</li> <li>• There are no minimum number of cases, but at least one session or half-a-day is counted.</li> <li>• The RANZCR Observed Procedural Cases template can be accessed on the RANZCR Learning Portal.</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• Declaration confirming completion of activity (including details of the peer or case review activity and the number of cases reviewed)</li> </ul>



<b>CPD Points</b>	<b>30 points for the reviewer 30 points for the member being reviewed</b>
<b>7.4C</b>	<b>Active Presentation of Cases with Feedback</b>
<b>Definition</b>	Active presentation of radiological cases at multidisciplinary or peer review meetings, with either immediate or delayed feedback by other professionals. Participant's diagnosis and feedback received should be documented in the member's records.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• CTCA correlated cases</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Members are asked not to submit sensitive or confidential information about the cases presented at multidisciplinary or peer review meetings as evidence of this activity.</li> <li>• The RANZCR Case Log Book can be used by members if desired to record the details of cases however confidential and identifying patient information should not be recorded in this documents.</li> <li>• The RANZCR Case Log Book template can be accessed on the RANZCR Learning Portal</li> </ul>
<b>Evidence Required</b>	<ul style="list-style-type: none"> <li>• RANZCR Case Log Book template</li> <li>• Declaration confirming completion of activity (including details of meeting and the number of cases presented)</li> </ul>
<b>CPD Points</b>	<b>2 points per 5 cases</b>

## 5. APPENDICES

### A. Acronyms

<b>ACHS</b>	<b>Australian Council on Healthcare Standards</b>
<b>ADIA</b>	<b>Australian Diagnostic Imaging Association</b>
<b>AHPRA</b>	<b>Australian Health Practitioners Regulation Agency</b>
<b>AMA</b>	<b>Australian Medical Association</b>
<b>AMC</b>	<b>Australian Medical Council</b>
<b>AMSIG</b>	<b>Australian Musculoskeletal Imaging Group</b>
<b>ANZAPNM</b>	<b>Australian and New Zealand Association of Physicians in Nuclear Medicine</b>
<b>ANZSNM</b>	<b>Australian and New Zealand Society of Nuclear Medicine</b>
<b>ANZSNR</b>	<b>Australian and New Zealand Society of Neuroradiology</b>
<b>ANZSPR</b>	<b>Australian and New Zealand Society for Paediatric Radiology</b>
<b>AOSR</b>	<b>Asia Oceania Society of Radiology</b>
<b>ARGANZ</b>	<b>Abdominal Radiology Group Australia and New Zealand</b>
<b>ARRS</b>	<b>American Roentgen Ray Society</b>
<b>ASM</b>	<b>Annual Scientific Meeting</b>
<b>ASUM</b>	<b>Australasian Society for Ultrasound in Medicine</b>
<b>BIG</b>	<b>Breast Imaging Group</b>
<b>CanMEDS</b>	<b>Canadian Medical Education Directives for Specialists</b>
<b>CME</b>	<b>Continuing Medical Education</b>
<b>COSA</b>	<b>Clinical Oncological Society of Australia</b>
<b>CPD</b>	<b>Continuing Professional Development</b>
<b>CT</b>	<b>Computed Tomography</b>
<b>CTC</b>	<b>Computed Tomography Colonography</b>
<b>CTCA</b>	<b>Computed Tomography Coronary Angiography</b>
<b>EANM</b>	<b>European Association of Nuclear Medicine</b>
<b>ECR</b>	<b>European Congress of Radiology</b>
<b>ESGAR</b>	<b>European Society of Gastrointestinal and Abdominal Radiology</b>
<b>FAQs</b>	<b>Frequently Asked Questions</b>
<b>FMF</b>	<b>Fetal Medicine Foundation</b>
<b>FRANZCR</b>	<b>Fellowship of the Royal Australian and New Zealand College of Radiologists</b>
<b>FT</b>	<b>Full Time</b>
<b>FTE</b>	<b>Full Time Equivalent</b>
<b>GP</b>	<b>General Practitioner</b>
<b>IANZ</b>	<b>International Accreditation New Zealand</b>
<b>ICR</b>	<b>International Congress of Radiology</b>
<b>LMS</b>	<b>Learning Management System</b>
<b>LP</b>	<b>RANZCR Learning Portal</b>
<b>IRSA</b>	<b>Interventional Radiological Society of Australasia</b>
<b>ISMRM</b>	<b>International Society for Magnetic Resonance Imaging in Medicine</b>
<b>ISR</b>	<b>International Society of Radiology</b>
<b>JMIRO</b>	<b>Journal of Medical Imaging and Radiation Oncology</b>
<b>MBA</b>	<b>Medical Board of Australia</b>
<b>MCNZ</b>	<b>Medical Council of New Zealand</b>
<b>MCQ</b>	<b>Multiple Choice Questions</b>
<b>MD</b>	<b>Doctor of Medicine</b>
<b>MQAP</b>	<b>Mammography Quality Assurance Program</b>
<b>MRI</b>	<b>Magnetic Resonance Imaging</b>
<b>MSF</b>	<b>Multi-source Feedback</b>
<b>NATA</b>	<b>National Association of Testing Authorities</b>
<b>NICS</b>	<b>National Institute of Clinical Studies</b>
<b>NHMRC</b>	<b>National Health and Medical Research Council</b>
<b>NZ</b>	<b>New Zealand</b>
<b>PET</b>	<b>Positron Emission Tomography</b>
<b>PhD</b>	<b>Doctor of Philosophy</b>

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## Appendix A

<b>PT</b>	<b>Part Time</b>
<b>QI</b>	<b>Quality Improvement</b>
<b>QUDI</b>	<b>Quality Use of Diagnostic Imaging</b>
<b>RACMA</b>	<b>Royal Australasian College of Medical Administrators</b>
<b>RACGP</b>	<b>Royal Australian College of General Practitioners</b>
<b>RACP</b>	<b>Royal Australasian College of Physicians</b>
<b>RaER</b>	<b>Radiology Events Register</b>
<b>RANZCR</b>	<b>Royal Australian and New Zealand College of Radiologists</b>
<b>RCR</b>	<b>Royal College of Radiologists</b>
<b>RHCE</b>	<b>Rural Health Continuing Education</b>
<b>RSNA</b>	<b>Radiological Society of North America</b>
<b>SNM</b>	<b>Society of Nuclear Medicine</b>
<b>SIR</b>	<b>Society of Interventional Radiology</b>
<b>SPAC</b>	<b>Standards of Practice and Accreditation Committee</b>
<b>SPR</b>	<b>Society of Pediatric Radiology</b>
<b>SSRS</b>	<b>Support Scheme for Rural Specialists</b>
<b>TROG</b>	<b>Trans-Tasman Radiation Oncology Group</b>
<b>UKRC</b>	<b>United Kingdom Radiological Congress</b>