



The Royal Australian and New Zealand College of Radiologists®

Clinical Radiology CPD Annual Return Form 2020

Please Note the Submission Deadline – 31 January 2021

Your 2020 CPD activities can also be completed online via the **RANZCR Learning Portal**. Just click on the **Learning Portal quick link** on the myRANZCR website at www.myranzcr.com, log into the Learning Portal and click on CPD. For more information please refer to the **CPD Online User Guide and Frequently Asked Questions (FAQs)** documents on the RANZCR website at: <https://www.ranzcr.com/fellows/general/learning-portal-help>.

By logging into the RANZCR Learning Portal you will have access to the following:

- An overview of your CPD activities for the current year and the triennium so you can track your progress
- Ability to print out your **CPD Statement of Participation** to confirm your participation in the CPD program at any time.
- Reduced data entry time using the CPD Event calendar to automatically populate CPD activities.

If you require assistance with CPD online, please contact the CPD team on: Phone: +61 2 9268 9777 or Email: cpd@ranzcr.edu.au

Instructions for filling out your Return Form

- ✓ Please clearly write your **name** and **Member ID (CPD number)**.
- ✓ If you would like a confirmation email that the College has received your CPD form, please clearly write your **preferred email address**.
- ✓ Categories 1 – 5 and 7: please clearly write the number of points in the box for each activity you are claiming.
- ✓ Categories 6: please clearly write the date (if known) or the frequency e.g. fortnightly, the name of the event and the number of points you are claiming. Please refer to the 2020 Meeting Point Allocation List for the total number of points which can be claimed.

Instructions for filling out the MRI and Mammography Section (if relevant to you)

- ✓ Please enter MRI or Mammography related points as a sub-set of the Total points; e.g. If you claimed 25 points for a conference for CPD points and 10 points of that conference were MRI specific, write 10 in the MRI Points Column.
- ✓ Once you have calculated the number of MRI/Mammography specific CPD points for the year, please write the total in the MRI/Mammography self-declaration section.

Please refer to the CPD Handbook for more details on evidence requirements, which activities can be claimed, the number of points earned and annual caps on specific categories. The **2019 – 2021 CPD Handbook** is available on the College website at: <https://www.ranzcr.com/fellows/general/cpd-overview>.

Important Reminder

This is a Self-Declaration - Supporting documentation for CPD activity is NOT required to be sent to the College. The College will conduct a random annual audit of all Participants in the College CPD Program. If you are selected for audit you will need to supply your documentation. Participants are therefore required to keep their verification documents for the duration of the current triennium.

Please complete your details below

Name _____

Member ID
(CPD Number) _____

Email _____

Please list your email address if you would like confirmation that the College has received your CPD form.

Do you require a CPD Statement of Participation? **Yes** **No**

Please list the CPD activities you have completed for the 2020 year (1 January 2020 – 31 December 2020). Please note that some CPD categories have an annual cap on the CPD points that can be claimed in a year. Please refer to the 2019-2021 CPD Handbook for more information.

Category 1 – Professional and Clinical Governance (annual cap of 60 points)			Total Points	MRI Points	Mammography Points
1.1	Participation in RANZCR Governance	(1 hour = 2 points)			
1.2	Participation in Other Clinical Governance Activities	(1 hour = 2 points)		N/A	N/A
1.3	Cultural Competence Activities	(1 hour = 2 points)		N/A	N/A
1.4	Risk Management Activities	(1 hour = 2 points)		N/A	N/A
1.5A	Practice Accreditation Activities - Assessor	(1 hour = 3 points)			
1.5B	Practice Accreditation Activities - Assessee	(1 hour = 2 points)			
1.5C	RANZCR MRI Clinical Review or MQAP	(10 points per year)			
1.6A	International Governance	(1 hour = 2 points)		N/A	N/A
1.6B	International Development	(1 hour = 2 points)		N/A	N/A
1.7	Formal Evaluation of a Peers Performance	(1 hour = 2 points)		N/A	N/A
1.8	Professional Practice Management	(1 hour = 2 points)		N/A	N/A

Category 2 – Teaching, Training and Supervision (annual cap of 60 points)			Total Points	MRI Points	Mammography Points
2.1	Teaching	(1 hour = 1 point)			
2.2	Supervision and/or Assessment of Trainees	(1 hour = 1 point)			
2.3	Supervision of Research Students	(1 hour = 1 point)			
2.4	Supervision of IMGs	(1 hour = 1 point)			
2.5A	RANZCR Examiner	(1 hour = 2 points)			
2.5B	Undergraduate or Postgraduate Examiner	(1 hour = 1 point)		N/A	N/A
2.5C	Exam Question Development	(1 hour = 2 points)			
2.6	Director of Training	(10 points per year)		N/A	N/A

Category 3 – Self Directed Learning (annual cap of 60 points)			Total Points	MRI Points	Mammo graphy Points
3.1	Journal Reading	(1 hour = 1 point)			
3.2A	Web-based Learning	(1 hour = 1 point)			
3.2B	RANZCR e-learning Modules	(1 hour = 1 point)			
3.3	Reflective Diary	(1 hour = 1 point)			
3.4	Formal Post Graduate Study	(1 hour = 1 point)			
3.5	Post RANZCR Fellowship Training	(1 hour = 1 point)			

Category 4 – Research (annual cap of 60 points)			Total Points	MRI Points	Mammo graphy Points
4.1A	Principal or Lead Investigator	(1 project = 30 points)			
4.1B	Co-investigator	(1 project = 15 points)			
4.1C	Participation	(1 project = 5 points)			
4.2	Reviewer of Research Grant Application	(1 hour = 2 points)			
4.3	Research Sabbatical	(1 hour = 1 point)			

Category 5 – Publications and Presentations (annual cap of 60 points)			Total Points	MRI Points	Mammo graphy Points
5.1A	First Author	(1 article = 15 points)			
5.1B	Second or Latter Author	(1 article = 5 points)			
5.1C	Editorial/Book Review/Invited Expert Article/Non-Peer Reviewed Articles	(1 article = 5 points)			
5.2A	Formal Peer Review of Manuscript	(1 hour = 1 point)			
5.2B	Member of Editorial Board	(1 board = 5 points)			
5.2C	Editor of Journal	(1 journal = 10 points)			
5.3A	First Author of Book	(1 book = 45 points)			
5.3B	Second or Latter Author of Book	(1 book = 10 points)			
5.3C	First Author of Chapter	(1 chapter = 15 points)			
5.3D	Second or Latter Author of Chapter	(1 chapter = 5 points)			
5.3E	Editor of Book	(1 book = 30 points)			
5.4A	Keynote/Plenary Speaker	(1 presentation = 15 points)			
5.4B	Proffered Oral or Poster Presentation	1 presentation/poster = 10 points)			
5.4C	Invited Lecturer	(1 lecture = 5 points)			
5.4D	Session Chair/Panel Member	(1 hour = 1 point)			
5.4E	Small Group Practical Instructor	(1 hour = 3 points)			
5.4F	Formal Presentations at In-house or Local Meetings	(1 hour = 2 points)			

Category 6 – Conferences and Meetings (annual cap of 60 points)	Total Points	MRI Points	Mammo graphy Points
--	---------------------	-------------------	----------------------------

6.1 Conference Attendance (1 hour = 1 point)

e.g. RANZCR ASM, RANZCR Branch, ANZSNR, IRSA, AMSIG, ARGANZ, RSNA, ARRS, CIRSE

Date Name of conference

6.2 In-house Educational or Clinical Meetings (1 hour = 1 point)

Date Name of Meeting

Total Points	MRI Points	Mammo graphy Points
---------------------	-------------------	----------------------------

6.3 Medical Professional Courses (1 hour = 1 point)

e.g. communication, ethics, management, research skills, conflict resolution

Date Name of Course:

Total Points	MRI Points	Mammo graphy Points
---------------------	-------------------	----------------------------

6.4 Practical Skills Workshop (1 hour = 3 points)

e.g. CTCA workshops, advanced life support courses, small group hands-on workshops

Date Name of Workshop:

Total Points	MRI Points	Mammo graphy Points
---------------------	-------------------	----------------------------

Category 6 – Conferences and Meetings (annual cap of 60 points) (Cont'd)			Total Points	MRI Points	Mammography Points
6.5A	RANZCR ASM Principal Scientific Convenor	(1 ASM = 40 points)		N/A	N/A
6.5B	RANZCR ASM Co-Convenor	(1 ASM = 20 points)		N/A	N/A
6.5C	Member of ASM Organising Committee	(1 ASM = 10 points)		N/A	N/A
6.5D	Reviewer of Abstract for ASM	(1 hour = 1 point)			
6.5E	Session Convenor for ASM	(1 hour = 2 points)		N/A	N/A
6.6A	Principal Scientific Convenor of Meeting	(1 meeting = 30 points)		N/A	N/A
6.6B	Co-Convenor of Meeting	(1 meeting = 10 points)		N/A	N/A
6.6C	Member of Organising Committee of Meeting	(1 committee = 10 points)		N/A	N/A
6.6D	Reviewer of Abstract for Meeting	(1 hour = 1 point)			
6.6E	Session Convenor for Meeting	(1 hour = 2 points)			

Category 7 – Maintenance of Professional Standards			Total Points	MRI Points	Mammography Points
7.1	Practice Profile and Professional Development Plan	(5 points)		N/A	N/A
7.2	Multi-source Feedback (MSF)	(10 points)		N/A	N/A
7.3	Audit	(1 audit = 30 points)			
7.4A	Review of Cases	(reviewer/reviewee = 30 points)			
7.4B	Observed Procedural Cases	(reviewer/reviewee = 30 points)		N/A	N/A
7.4C	Active Presentation of Cases with Feedback	(5 cases = 2 points)			

MRI and Mammography Specific Requirements

Specific requirements for CPD activities in MRI and Mammography are a requirement of the RANZCR Standards of Practice. If relevant to you, please complete the below sections before signing your Annual Return form. If this section is not relevant for you, please go to the Declaration at the end of this form.

MRI Self-Declaration

Total Requirement - Each Radiologist interpreting MR images must accumulate **30 MRI-specific CPD points for the 2019-2021 CPD triennium** as part of their 180 CPD points. This means ideally you should claim 10 MRI-specific CPD points each year.

For more information regarding the MRI Quality and Accreditation Program and an application form, please visit the RANZCR website at: <https://www.ranzcr.com/fellows/clinical-radiology/quality-assurance-and-accreditation/mri>.

If you require a letter confirming the number of MRI-specific CPD points you have claimed in the 2019-2021 CPD triennium, please contact cpd@ranzcr.edu.au.

Total MRI-specific CPD points for 2020

Mammography Self-Declaration

Total Requirement – **15 Mammography-specific CPD points** are required for the 2019-2021 CPD triennium as part of their 180 CPD points.

Total Mammography-specific CPD points for 2020

Declaration

I,, (*Please print name*) do hereby declare that the information provided in the 2020 CPD Annual Return form is a true and proper account of my continuing professional development activities for the 2020 CPD year.

Signed:..... Date: /..... /.....

Please return your completed CPD Annual Return form by no later than 31 January 2021.

Post: CPD Administrator
Royal Australian and New Zealand College of Radiologists
Level 9, 51 Drutt Street
Sydney, NSW, 2000
Australia

Fax: +61 2 9268 9799

Email: cpd@ranzcr.edu.au