



Radiation Oncology 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 (if not submitting online)

- ✓ 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.

Please refer to your CPD Handbook for more details on evidence requirements, which activities can be claimed, the number of points earned and point caps on 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 2019 year (1 January 2019 – 31 December 2019). Please also note that some CPD categories have a cap on the CPD points that can be claimed in a year.

Category 1 – Professional and Clinical Governance (annual cap of 60 points)			Points
1.1	Participation in RANZCR Governance	(1 hour = 2 points)	
1.2	Participation in Other Clinical Governance Activities	(1 hour = 2 points)	
1.3	Cultural Competence Activities	(1 hour = 2 points)	
1.4	Risk Management Activities	(1 hour = 2 points)	
1.5A	Practice Accreditation Activities - Assessor	(1 hour = 3 points)	
1.5B	Practice Accreditation Activities - Assessee	(1 hour = 2 points)	
1.6A	International Governance	(1 hour = 2 points)	
1.6B	International Development	(1 hour = 2 points)	
1.7	Professional Practice Management	(1 hour = 2 points)	

Category 2 – Teaching, Training and Supervision (annual cap of 60 points)			Points
2.1	Teaching	(1 hour = 2 points)	
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 and/or Assessment of IMGs	(1 hour = 1 point)	
2.5A	RANZCR Examiner	(1 hour = 2 points)	
2.5B	Undergraduate or Postgraduate Examiner	(1 hour = 1 point)	
2.5C	Formal Exam Question Development	(1 hour = 2 points)	
2.6	Director of Training/Training Network Director	(1 hour = 2 points)	

Category 3 – Self Directed Learning (annual cap of 60 points)			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)			Points
4.1A	Principal or Lead Investigator	(1 project = 30 points)	
4.1B	Co-investigator	(1 project = 15 points)	
4.2A	Principal Investigator of Research Grant Application	(1 application = 10 points)	
4.2B	Associate Investigator of Research Grant Application	(1 application = 5 points)	
4.2C	Reviewer of Research Grant Application	(1 hour = 2 points)	
4.3	Research Sabbatical	(1 hour = 1 point)	
4.4	Clinical Trial Patient Recruitment	(1 patient = 1 point)	
4.5	Clinical Trial Quality Assurance	(1 hour = 1 point)	

Category 5 – Publications and Presentations (annual cap of 60 points)			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	(1 article = 10 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 = 20 points)	
5.4B	Proffered Oral or Poster Presentation	1 presentation/poster = 10 points)	
5.4C	Invited Lecturer	(1 lecture = 15 points)	
5.4D	Session Chair/Panel Member	(1 hour = 1 point)	
5.4E	Small Group Practical Instructor	(1 hour = 2 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)	Points
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6.1 Conference Attendance (1 hour = 1 point)
 e.g. RANZCR ASM, RANZCR Branch, ANZSNR, IRSA, AMSIG, ARGANZ, RSNA, ARRS, CIRSE

<i>Date</i>	<i>Name of conference</i>

6.2 In-house Educational or Clinical Meetings (1 hour = 1 point)
Date *Name of Meeting*

6.3 Medical Professional Courses (1 hour = 1 point)
 e.g. communication, ethics, management, research skills, conflict resolution

<i>Date</i>	<i>Name of Course:</i>

6.4 Practical Skills Workshop (1 hour = 3 points)
 e.g. CTCA workshops, advanced life support courses, small group hands-on workshops

<i>Date</i>	<i>Name of Workshop:</i>

Category 6 – Conferences and Meetings (annual cap of 60 points) (Cont'd)		Points
6.5A	RANZCR ASM Principal Scientific Convenor (1 ASM = 40 points)	
6.5B	RANZCR ASM Co-Convenor (1 ASM = 20 points)	
6.5C	Member of ASM Organising Committee (1 ASM = 10 points)	
6.5D	Reviewer of Abstract for ASM (1 hour = 1 point)	
6.5E	Session Convenor for ASM (1 hour = 2 points)	
6.6A	Principal Scientific Convenor of Meeting (1 meeting = 30 points)	
6.6B	Co-Convenor of Meeting (1 meeting = 10 points)	
6.6C	Member of Organising Committee of Meeting (1 committee = 10 points)	
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 (no annual cap)		Points
7.1	Practice Profile and Professional Development Plan (5 points)	
7.1B	Multi-source Feedback (MSF) (20 points)	
7.1C	Peer Review Meetings (1 point per case)	
7.1D	Evaluation of Performance (1 hour = 2 points)	
7.2A	Audit (1 audit = 30 points)	
7.2B	Database Log Book (20 points)	
7.2C	Patient Satisfaction Survey (20 points)	

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
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Email: cpd@ranzcr.edu.au