



2022 Clinical Radiology CPD Program – Accepted Evidence of CPD Activities

This document lists the accepted types of evidence documents for each CPD activity in the table below. The Handbook is available on the RANZCR website at: [2022 RANZCR Clinical Radiology CPD Handbook | RANZCR](https://www.ranzcr.org/2022-RANZCR-Clinical-Radiology-CPD-Handbook). Please feel free to contact the CPD Administrator with any questions:

EDUCATIONAL ACTIVITIES			
Professional and Clinical Governance	Definition	Examples	Evidence Required
Cultural Competence	Attendance at cultural competence courses or participation in cultural competence activities.	<ul style="list-style-type: none"> Treaty of Waitangi course (NZ) RANZCR intercultural learning modules (LMS) 	<ul style="list-style-type: none"> ✓ Certificate of attendance ✓ Written confirmation from the organisers
Risk management Activities	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).	<ul style="list-style-type: none"> Medical indemnity organisations Risk management seminar run by a Medical Defence Organisation Hospital department risk minimization team Workplace Health and Safety (WHS) activities Radiology Event Register (RaER) entry 	<ul style="list-style-type: none"> ✓ Written confirmation from organiser of accreditation program
Accreditation			
Practice accreditation activities – assessor	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.	<ul style="list-style-type: none"> Hospital accreditation; AMC accreditation 	<ul style="list-style-type: none"> ✓ Written confirmation from hours or accreditation program
Practice accreditation activities - assessee	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.	<ul style="list-style-type: none"> Hospital accreditation; AMC accreditation 	<ul style="list-style-type: none"> ✓ Notice of Assessment ✓ Written confirmation from hours or accreditation program
Teaching, training and supervision			
Teaching	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		<ul style="list-style-type: none"> ✓ Teaching timetable ✓ Written confirmation from organisation (confirming

	recognised tertiary institutional education program		duration and frequency of teaching sessions)
Supervision and/or assessment of trainees	Supervision and assessment of RANZCR trainees at the participant's institution.	<ul style="list-style-type: none"> Supervision of trainees; supervision of trainee research project Assessment of trainees (e.g. mini CEX) Mock exams 	✓ Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)
Supervision of research students	Acting as a formal research supervisor to an undergraduate or a postgraduate research student.	<ul style="list-style-type: none"> Written confirmation from the institution Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student 	
Supervision of IMGs	Acting as a formal research supervisor to an undergraduate or a postgraduate research student		✓ Written confirmation from the organisation
Examining			
RANZCR examiner	College examiner or marker for RANZCR Part I or Part II exams		✓ Written confirmation from RANZCR
Undergraduate or postgraduate examiner	Examiner of undergraduate or postgraduate university students or students of other medical colleges		✓ Written confirmation from the institution
Exam question development	Formal submission of multiple choice questions (MCQs) and exam questions for RANZCR, University or other Specialist Medical College exams and e-cases for RANZCR e-exams		✓ Written confirmation from organisation
Director of training	<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 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 matter related to training as well as with Branch Education Officers and the College Office</p>	<ul style="list-style-type: none"> Only the hours spent working as a Director of Training can be claimed under this category, those hours spent teaching, supervising or assessing trainees should be claimed in the relevant categories. 	✓ Internal verification from RANZCR written confirmation from organisation
Self-directed learning			
Journal reading	Reading of Radiology and medical imaging peer reviewed journals and literature.	<ul style="list-style-type: none"> JMIRO Radiographics European Journal of Radiology 	<ul style="list-style-type: none"> ✓ List of journal articles or book chapters read ✓ Completed journal reading logbook (record of all journal articles read).
Web-based learning	Undertaking web-based CPD activities including e-	<ul style="list-style-type: none"> RANZCR ASM recorded presentations 	✓ Certificate of completion

	learning modules and podcasts provided by other organisations	<ul style="list-style-type: none"> • RSNA • ARRS 	<ul style="list-style-type: none"> ✓ List of the names and completion dates of web-based CPD activities
Formal post graduate study	Study as part of a recognised University or Medical College or Professional society administered course leading to a formal qualification (Degree, Diploma)	<ul style="list-style-type: none"> • PhD • Master of Public Health Administration 	<ul style="list-style-type: none"> ✓ Written confirmation from institution
Post RANZCR Fellowship training	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	<ul style="list-style-type: none"> • Nuclear Medicine training • Neuroradiology Fellowship 	<ul style="list-style-type: none"> ✓ Written confirmation from organisation ✓ Certificate of completion
Research			
Principal or lead investigator in research	Principal of lead investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.		<ul style="list-style-type: none"> ✓ Written confirmation from research organisation, granting body or ethics committee.
Co-investigator in research	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project		<ul style="list-style-type: none"> ✓ Written confirmation from research organisation, granting body or ethics committee.
Participation in research	Participation in an active research project organisation or institution approved research project. Can be claimed for each year of involvement in an active project		<ul style="list-style-type: none"> ✓ Written confirmation from research organisation, granting body or ethics committee.
Reviewer of research grant application	Reviewer of a research grant application	<ul style="list-style-type: none"> • RANZCR Research grant reviewer • National Health and Medical Research Council (NHMRC) 	<ul style="list-style-type: none"> ✓ Written confirmation from research organisation or granting body
Research sabbatical	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		<ul style="list-style-type: none"> ✓ Written confirmation from organisation ✓ Certification of completion ✓ Sabbatical report
Publications and presentations	Definition	Examples	Evidence Required
First author in publications	First author of an article. To be claimed either for the year the article was accepted for publication or the year of publication		<ul style="list-style-type: none"> ✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article
Second or latter author in publication	Second or latter author of an article. To be claimed either for the year the article was accepted for		<ul style="list-style-type: none"> ✓ Electronic citation ✓ Copy of article

	publication or the year of publication		✓ Written confirmation from publisher of acceptance of article
Editorial/book review/ invited expert article/non- peer reviewed articles	Author of an editorial, book review or invited expert article. be claimed either for the year the article was accepted for publication or the year of publication.		✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article
First author of book	First author of book. To be claimed for the year of publication		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Second or latter author of chapter	Second or latter author of chapter. To be claimed for the year of publication		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
First author of a chapter	First author of chapter. To be claimed for the year of publication.		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Second or latter author of chapter	Second or latter author of chapter. To be claimed for the year of publication		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Editor of book	Editor of book. To be claimed for the year of publication		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Keynote/plenary speaker at a conference	Plenary or keynote presentation at an international, national or state level meeting or conference		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Proffered oral or poster presentation	Proffered oral or poster presentation at an international, national or state level meeting or conference		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Invited lecturer at conference/meeting	Invited lecturer at an international, national or state level meeting or conference. CPD hours can be		✓ Program ✓ Published abstract

	claimed for each lecture of between 20 and 40 minutes given at a conference or meeting		✓ Written confirmation from meeting or conference organisers
Session chair/panel member at conference meeting	Participation as a session chair or panel member at an international, national or state level meeting or conference		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Small group practical instructor at conference/meeting	Instructor of a small group of participants in a particular skill at a meeting or course	<ul style="list-style-type: none"> • CTCA course • Basic Life Support 	✓ Program ✓ Written confirmation from meeting or conference organisers
Formal presentations at in house or local meetings	Presentations at department, hospital and community group meeting	<ul style="list-style-type: none"> • Presentation to GPs • Presentation to a patient support group • Presentation at a radiology department meeting 	✓ Program identifying speakers ✓ Invitation to the meeting identifying speakers ✓ Written confirmation from organisers
Formal peer review of manuscript	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal		✓ Written confirmation from publisher or editor of journal
Attendance at conferences and meetings			
Conference attendance	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	<ul style="list-style-type: none"> • Including but not limited to: • RANZCR ASM, RSNA, ARRS, ECR, ARGANZ, ANZSNR, IRSA, ANZSNM, ANZSIG, ANZSPR, AOCC, ESGAR 	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting organisers
In-house educational or clinical meetings	Attendance at organisation or practice convened educational or clinical meetings.	<ul style="list-style-type: none"> • Multidisciplinary meetings; Radiology meetings; Journal Clubs; Interesting case meetings; Grand Rounds 	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting organisers
Medical professional courses	Attendance at professional development courses	<ul style="list-style-type: none"> • Communication courses • Research Methods • Ethics courses • Conflict resolution courses 	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting organisers
Practical skills workshops	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.	<ul style="list-style-type: none"> • Resuscitation, Advanced Life Support and CPR courses • CTCA workshops • Breast/case-based Mammography interpretation 	✓ Certificate of attendance ✓ Written confirmation of attendance from Workshop organisers

		workshops • Case Review workshops	
ASM principal scientific convener	Principal Scientific Convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM		✓ Written confirmation from RANZCR
ASM co-convener	Co-Convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM		✓ Written confirmation from RANZCR
Reviewer of abstract for the ASM	Member of the Organising Committee for the RANZCR ASM. Hours can only be claimed for the year of the ASM		✓ Written confirmation from RANZCR
Member of ASM organising committee	Member of the Organising Committee for the RANZCR ASM. Hours can only be claimed for the year of the ASM		✓ Written confirmation from RANZCR
Session convener for ASM	Session convener for the RANZCR ASM. Hours can only be claimed for the year of the ASM		✓ Written confirmation from RANZCR
Principal scientific convener of meeting (other than ASM)	Principal Scientific Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting		✓ Program confirming role as Convenor ✓ Written confirmation from the meeting organisers
Co-convener of meeting (other than ASM)	Co-Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting		✓ Program confirming role as co-convener ✓ Written confirmation from the meeting organisers
Member of organising committee of meeting (other than ASM)	Member of the Organising Committee for meetings and conferences. Hours can only be claimed for the year of the meeting		✓ Program confirming role on Organising Committee ✓ Written confirmation from the meeting organisers
Reviewer of abstract for meeting (other than ASM)	Reviewer of abstracts for meetings and conferences		✓ Written confirmation from the meeting organisers
Session convener for meeting (other than ASM)	Convenor of a session at a scientific or educational conference, organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting		✓ Program confirming role as session convener ✓ Written confirmation from the meeting organisers
Member of editorial board	Member of the editorial board of a peer reviewed journal of scientific or educational content		✓ JMIRO editorial board ✓ Written confirmation from publisher or editor of journal
Editor of journal	Editor or Deputy editor of a peer reviewed journal of scientific or educational content		✓ Written confirmation from the publisher

REVIEWING PERFORMANCE AND REFLECTING ON PRACTICE			
Participation in International Governance activities			
International governance	Active contribution of time to professional governance for an international society or organisation.	<ul style="list-style-type: none"> • AOCR; SPR; ISR; ISMRM 	<ul style="list-style-type: none"> ✓ Written confirmation from organisers
International development	Active contribution of time to activities assisting development of Radiology in a country other than Australia and New Zealand	<ul style="list-style-type: none"> • Volunteering for an overseas organisation • Providing education to medical staff in a developing country 	<ul style="list-style-type: none"> ✓ Written confirmation from organisers ✓ Certificate of thanks ✓ Correspondence regarding organisation of activities
Professional practice management	Active involvement in practice or department management	<ul style="list-style-type: none"> • Staff appraisal meetings; Staff training • Operational planning meetings; • Equipment compliance; Workplace Health and Safety meetings 	<ul style="list-style-type: none"> ✓ Written confirmation from Head of Department or Practice Manager (or similar)
Maintenance of professional standards			
Professional development plan (PDP)	A PDP is a planning document that can guide a doctor's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to a particular doctor, based on identified development needs, the identification and integration of professional and personal (non-work) objectives	<ul style="list-style-type: none"> • All members must complete a Professional Development Plan annually. The Professional Development Plan template can be accessed via the CPD e-Portfolio. RANZCR is aware that Members may choose to complete their own PDP through their employer. There is an option in CPD e-Portfolio for members to indicate this 	<ul style="list-style-type: none"> ✓ Professional Development Plan template completed in CPD e-Portfolio ✓ Professional Development Plan completed with employer uploaded to CPD e-Portfolio ✓ Confirmation letter from employer that PDP has been completed
Multi-source feedback (MSF)	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 teamwork, professionalism, empathy with patients and communication skills	<ul style="list-style-type: none"> • Only the assessee can claim CPD hours in this category, MSF feedback providers can claim CPD hours under Formal Evaluation of Peers Performance. • 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. • 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. • The RANZCR MSF tool can be accessed via the CPD e-Portfolio 	<ul style="list-style-type: none"> ✓ Declaration confirming completion of activity (including name of member and feedback provider and time period completed in)
Review of cases	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	<ul style="list-style-type: none"> • Joint review of cases • Review of charts 	<ul style="list-style-type: none"> ✓ Declaration confirming completion of activity (including details of the

	<p>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. Peer review must take place in an environment conducive to:</p> <ul style="list-style-type: none"> • the confidentiality of the patients being discussed • the privacy of the doctors whose work is being reviewed • mutual learning • professional support and collegiality 	<ul style="list-style-type: none"> • Practice visits to review a doctor's performance • Critique of a video review of consultations discussion groups • Inter-departmental meetings, which may review cases and interpretations of findings • Mortality and morbidity meetings • Formal double reading of cases 	<ul style="list-style-type: none"> ✓ peer or case review activity and the number of cases reviewed)
Observed procedural cases	Completion of a peer review activity in which procedural radiology cases are reviewed and any discrepancies identified	<ul style="list-style-type: none"> • 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. • Members are asked not to submit sensitive or confidential • information from the completion of a review of cases as evidence of this activity. • There are no minimum number of cases, but at least one session or half-a-day is counted. • The RANZCR Observed Procedural Cases template can be accessed on the RANZCR Learning Portal. 	<ul style="list-style-type: none"> ✓ Declaration confirming completion of activity (including details of the ✓ peer or case review activity and the number of cases reviewed)
Active presentation of cases with feedback	<p>Active presentation of radiological cases at multidisciplinary or peer review meetings, with either immediate or delayed feedback by other professionals.</p> <p>Participant's diagnosis and feedback received should be documented in the member's records</p>	<ul style="list-style-type: none"> • CTCA correlated cases 	<ul style="list-style-type: none"> ✓ RANZCR Case Log Book template ✓ Declaration confirming completion of activity (including details of ✓ meeting and the number of cases presented)
Professional and clinical governance	✓		
Participation in RANZCR Governance	Active participation in governance of RANZCR at federal, state or New Zealand branch level	<ul style="list-style-type: none"> • Committees • Board of Directors 	<ul style="list-style-type: none"> ✓ Written confirmation from RANZCR

		<ul style="list-style-type: none"> • Faculty of Clinical Radiology • Working Groups Council • RANZCR training site accreditation 	
Participation in other clinical governance activities	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies)	<ul style="list-style-type: none"> • Hospital Board • Hospital Management Committee • Ethics committee • Credentialing committee • Governance of professional bodies • Special Interest Group executive Committee 	<ul style="list-style-type: none"> ✓ Certificate of attendance ✓ Attendance record in meeting Minutes ✓ Written confirmation of attendance/involvement from organisation
Self-directed learning			
Reflective Diary	<p>Completion of a reflective diary either in hard copy or by using the reflective note function on CPD e-Portfolio. If completing your own hard copy diary, below is a selection of questions that could be considered:</p> <ul style="list-style-type: none"> • What is the incident, case or CPD activity and how has it been carried out? • What have I learned from the activity that may enhance my practice? • How can I integrate what I have learned into my practice? • How will/has this integration enhance/enhanced my practice? • Will/Have I make/made changes to my practice? • How will/have I assess/assessed the changes to my practice (peer review, audit)? • If the changes have been implemented, have they worked? If not, why not? • Have I identified future learning needs based on what I have learned from this learning activity? 	<ul style="list-style-type: none"> • Please note that all reflective diary entries are kept confidential, and only the individual member has access to this area 	<ul style="list-style-type: none"> ✓ Record of usage, can be exported from the CPD e-Portfolio system ✓ Written confirmation from a peer confirming the existence of a reflective diary
Multidisciplinary team meetings	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. (See also MDT under Measuring Outcomes)	<ul style="list-style-type: none"> • Specific MDTs/MDMs 	<ul style="list-style-type: none"> ✓ Confirmation from Chair of the MDM of attendance record/frequency of meeting
Participating in clinical governance/Quality Assurance committees	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies)	<ul style="list-style-type: none"> • Hospital Board; Hospital Management Committee • Ethics committee • Credentialing committee 	<ul style="list-style-type: none"> ✓ Certificate of attendance ✓ Attendance record in meeting Minutes

		<ul style="list-style-type: none"> • Governance of professional bodies • Special Interest Group executive Committee 	<ul style="list-style-type: none"> ✓ Written confirmation of attendance/involvement from organisation
Formal evaluation of self/peer performance	Active participation in formal review of performance of a Radiologist for a regulatory body or as part of an interview	<ul style="list-style-type: none"> • RANZCR International • AHPRA Medical Graduate • MCNZ assessment (Area of Need Provider) • MSF Feedback Provider (not Assessor or Specialist Recognition) • MSF Feedback • MSF 	<ul style="list-style-type: none"> ✓ Written confirmation from Medical Council/Medical Board ✓ Written confirmation of role as MSF Feedback Provider from organisation ✓ Written confirmation from RANZCR
Measuring and Improving Outcomes			
Audit	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	<ul style="list-style-type: none"> • Members can use an audit tool already in use in their practice or department. • Members are asked not to submit sensitive or confidential information from completion of an audit as evidence of this activity 	<ul style="list-style-type: none"> ✓ Declaration confirming completion of activity (including name of member and feedback provider and time period completed)
Database Logbook	The database logbook consists of a log or a list of all patients treated by a clinician over a calendar year. This log provides an indication of the types of cases being treated and should be used to identify any significant variances in practice from what is expected. While these variances may not necessarily indicate inappropriate practice they may indicate the need for further investigation. This activity also provides members with an opportunity to reflect on their cases for the calendar year and be used as the basis for a clinical audit	<ul style="list-style-type: none"> • Please keep a Database Log Book and upload as evidence in CPD e-Portfolio • Alternatively, a list of de-identified cases can be uploaded (e.g. in a spreadsheet) as evidence 	<ul style="list-style-type: none"> ✓ Completed database logbook ✓ Spreadsheet of de-identified cases
Patient experience survey	A patient satisfaction survey is a way of improving the quality of patient care, measuring the effectiveness of health care delivery and identifying and resolving potential problems	<ul style="list-style-type: none"> • Members can conduct a patient satisfaction survey using a tool of their choice, or from their workplace 	<ul style="list-style-type: none"> ✓ Collation of survey responses
Multidisciplinary team meetings	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. To qualify for this category, include multi-disciplinary team meetings where outcomes of treatment were reviewed	<ul style="list-style-type: none"> • Specific MDTs/MDMs 	<ul style="list-style-type: none"> ✓ Confirmation from Chair of the MDM of attendance record/frequency of meeting

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

All uploaded evidence documents must be de-identified.

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