Clinical Radiology CPD Handbook 2022

Name of document and version:
Clinical Radiology CPD Handbook 2022, Version 1

Approved by:
Faculty of Clinical Radiology Council

Date of approval:
29 October 2021

TABLE OF CONTENTS

About RANZCR

The Royal Australian and New Zealand College of Radiologists (RANZCR) is committed to improving health outcomes for all, by educating and supporting clinical radiologists and radiation oncologists. RANZCR is dedicated to setting standards, professional training, assessment and accreditation, and advocating access to quality care in both professions to create healthier communities.

RANZCR creates a positive impact by driving change, focusing on the professional development of its members and advancing best practice health policy and advocacy, to enable better patient outcomes. RANZCR members are critical to health services: radiation oncology is a vital component in the treatment of cancer; clinical radiology is central to the diagnosis and treatment of disease and injury.

RANZCR is led by clinicians who are democratically elected by the membership. The ultimate oversight and responsibility for RANZCR is vested in the Board of Directors. The work of the RANZCR is scrutinised and externally accredited against industry standard by the Australian Medical Council and the Medical Council of New Zealand.

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.

Leadership

Exemplified through a culture of leadership where we demonstrate outcomes.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

1. DEFINITIONS

In this CPD Handbook document:

College means The Royal Australian and New Zealand College of Radiologists, being a company limited by guarantee under the Corporations Act.

Compliance means ensuring that a member has accrued the necessary hours to satisfy MBA/MCNZ minimum requirements.

CPD e-Portfolio refers to the new platform which members will use to record their CPD activities.

CPD Home means an organisation that is accredited by the Medical Board of Australia's accreditation authority, the Australian Medical Council, to provide a CPD program for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose or an organisation with a primary purpose other than education.

CPD Participant means an International Medical Graduate who is practicing in Australia on a limited medical registration, provisional medical registration or general medical registration in an up-skilling capacity.

Educational Affiliate means a person specified in the Register as an Educational Affiliate of the College.

Fellow means a Member who has been admitted to Fellowship of the College in accordance with these Articles and whose Membership of the College has not terminated for any reason.

Member means a member of the College.

2.   RANZCR CONTINUING PROFESSIONAL DEVELOPMENT INTRODUCTION

The 2022 annual RANZCR Continuing Professional Development Program (CPD) aims 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 2022 Annual CPD program recognises a broad range of activities eligible for CPD hours.

2.1   Changes to the Medical Board of Australia and Medical Council of New Zealand CPD Requirements

The Medical Board of Australia (MBA) and Medical Council of New Zealand (MCNZ) announced reforms to the regulatory requirements for registration in Australia and New Zealand.

The MCNZ published the 'Strengthened recertification requirements for vocationally registered doctors' in November 2019, with the requirements to be implemented by July 2022.

The MBA published the 'Revised CPD registration standard' in July 2021 for implementation from January 2023.

To ensure members are suitably prepared for the 2023 implementation of the MBA changes, and to meet MCNZ 2022 requirements, RANZCR will implement a transition year from 2022.

The transition year will reflect a number of changes from the MBA and MCNZ and is designed to support members to become familiar with the changes CPD program requirements and new CPD platform.

2.2   RANZCR Principles of CPD

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 an annual CPD plan 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.

3.   KEY CHANGES TO CPD REQUIREMENTS

3.1   2022 Key Changes

Moving from Triennium to an Annual Cycle

From 2022, triennium's will be replaced with an annual cycle where Clinical Radiologists will need to accrue 50 hours of CPD annually.

Note: members will only be able to edit CPD hours within the current Annual cycle. As such, members are advised to regularly update their CPD e-Portfolio as they acquire CPD hours. College staff will need to edit any previous cycles recorded activities.

Points to Hours

In 2022, CPD activities will be measured in hours, instead of points as has been traditionally used. Members are advised to claim the actual number of hours spent undertaking an activity.

CPD e-Portfolio

The CPD e-Portfolio will be replacing the current Learning Portal as of January 1, 2022 to coincide with the implementation of the annual CPD cycle. The CPD e-Portfolio will make it easier for members to record CPD hours, view their compliance to date and download certificates (e.g. confirming CPD participation). The new platform will be mobile friendly, allowing members to log their CPD activities and upload evidence from a smartphone or tablet. The overall new design will also allow members to more easily interact with the platform.

The CPD e-Portfolio can be accessed via your My RANZCR portal.

3.2   Key Changes 2021 through to 2023

2019- 2021 Triennium	2022 Annual	2023 Annual
Activities recorded as points	Activities recorded as hours	Activities recorded as hours
Minimum of 30 points per year (within the triennium minimum of 125)	Minimum of 50 hours per year	Minimum of 50 hours per year
Points recorded across 3 of the 7 RANZCR Categories for the triennium	No minimum requirement for hours in each category. Members are encouraged to record hours in each category	25 hours (50%) of hours recorded across *Reviewing Performance* and *Measuring Outcomes.* With a minimum of 5 hours for each category 12.5 hours (25%) of hours recorded under *Educational Activities* 12.5 hours (25%) across any of the CPD categories
	Complete a Professional Development Plan	Complete a Professional Development Plan
	New Zealand members to complete a structured annual conversation.	New Zealand members to complete a structured annual conversation.
Australian based members practicing MRI		
30 points recorded for the triennium	8 MRI CPD hours per year	8 MRI CPD hours per year
Australian based members practicing Mammography		
15 points recorded for the triennium	4 Mammography CPD hours per year	4 Mammography CPD hours per year

4. CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

4.1 CPD Annual Requirements

Complete a minimum of 50 hours of CPD per year
A Professional Development Plan (PDP) is required to be completed
All CPD must be relevant to the doctor's scope of practice and based on a personal Professional Development Plan (PDP) completed each year
If reporting MRI, 8 CPD hours are required annually
If reporting Mammography, 4 CPD hours are required annually
No CPD hours will be carried across years or into the next annual cycle
Structured Annual Conversation (New Zealand members only, see 4.9 below for further information)

Please note members who practice part time, must complete 50 hours of CPD as per the AHRPA and MCNZ regulations.

4.2 CPD Activities in the Three New Categories

The Medical Board of Australia and Medical Council of New Zealand have developed three categories in which CPD activities fit into. Members are required to undertake a spread of activities across the three categories. These are:

- Measuring and Improving Outcomes
- Educational Activities
- Reviewing Performance and Reflecting on Practice

For the 2022 transition year there is no minimum hour requirements across the three categories.

Please note activities can only be claimed once per year and in one category.

4.3 Professional Development Plan (PDP)

Members are required to prepare a professional development plan (PDP) on an annual basis.

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 an individual doctor, based on identified development needs, the identification and integration of professional and personal (non-work) objectives.

A template to complete your PDP can be found in the CPD e-Portfolio. The College recognises that many employers require staff to submit PDPs as part of their annual reviews. If members have a PDP with their employer, this can be indicated in the CPD e-Portfolio, satisfying the MBA and MCNZ requirements. A copy can be saved in the CPD e-Portfolio and must be available as evidence if audited.

We strongly recommend that members complete their PDP within the first three months of the year to ensure that they are completing CPD activities that are meaningful and allows them to meet the goals set out in their PDP.

4.4 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 (MBA) and the Medical Council of New Zealand (MCNZ). As specified in the RANZCR Articles of Association in Section 3.1.6, Fellows, Educational Affiliates and CPD Participants must participate in and meet the minimum requirements of the RANZCR CPD program or relevant program as specified by the Board from time to time.

Should a Fellow, Educational Affiliate or CPD Participant fail to demonstrate compliance with the RANZCR minimum CPD requirements in an annual year and have not demonstrated compliance by 31 January in the following year, the College will commence action as specified in the CPD compliance policy (Section 3.5)

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

4.5 RANZCR Membership and Eligibility to Participate in the CPD Program

RANZCR is set up as a CPD home for medical professionals. 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, further information and requirements for membership, please contact the College via cpd@ranzcr.edu.au

4.6 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.

4.7 MRI Specific Requirements for Australian Members

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, V11.1 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 8 hours of MRI-specific CPD per annual cycle. Members are required to complete a MRI QA Program Participation Form only once and then send through to the CPD College staff to confirm their enrolment in the MRI Quality Program.

MRI-specific CPD requirements 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 hours and eligible CPD activities, please refer to the MRI CPD Frequently Asked Questions (FAQ's) document on the College website.

4.8 Mammography Specific Requirements for Australian Members

The RANZCR Standards of Practice require Radiologists reporting Mammography to accumulate a total of 4 hours per annual cycle.

For more information on how to accrue and record Mammography-specific CPD hours and eligible CPD activities, please refer to the CPD Frequently Asked Questions (FAQ's) document on the College website.

4.9 New Zealand (MCNZ) Specific Requirements

Structured Annual Conversation – New Zealand Members only

A structured conversation (at least annually) with a peer, colleague or employer about the doctor's clinical practice is considered an essential component of recertification programs. The intent of this activity is to provide time for the doctor to reflect on their development needs, their goals for learning and professional activities and their intentions for the next year. Members are encouraged to use the information they have obtained undertaking activities across the three types of CPD to inform this conversation.

It provides an opportunity to receive constructive feedback and share best practice. It may also give members the opportunity to explore their satisfaction in their current role, self-care and any health and wellbeing issues so they are able to adjust their practice accordingly, set performance targets for the future, and consider longer-term career aspirations. (MCNZ document *Recertification requirements for vocationally-registered doctors in New Zealand* Nov 2019).

The CPD e-Portfolio has an annual conversation template which can be used by members. The College is aware that many employers undertake annual performance reviews (or similar) for their staff. If members already have an annual review or conversation with their employer, they will be able to indicate this in the CPD e-Portfolio and upload a copy or a letter from their employer indicating that a conversation has taken place, which will satisfy the MCNZ requirements.

For more information about MCNZ Recertification Requirements, please visit the MCNZ website.

Cultural Safety and Health Equity

The MCNZ requires cultural safety and health equity activities be embedded within Members CPD activities. This includes other core elements of the CPD program including the annual structured conversation and professional development plan.

Medical colleges can determine what it means for a member to have successfully embedded a cultural safety and health equity lens across their recertification activities. New Zealand based members can indicate the CPD activities they undertake which may include these elements by using the tick box function in the CPD e-Portfolio. Please note the CPD activity does not wholly need to focus on cultural safety and/or health equity.

5. 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 Faculty 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 and consequences of non-compliance can be found in sections 3.2 and 3.5 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 the CPD e-Portfolio

The above documents are available from the College website 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 via email cpd@ranzcr.edu.au or phone +61 2 9268 9737 or +61 2 9268 9714.

6. 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 3 years to cover the annual random audit. All participants in the CPD program are asked to retain their documentation until the end of 2023. It is the responsibility of the member to keep a copy of their evidence.

Past CPD triennium data will be retained by the College and can be accessed by the member if required. Please email cpd@ranzcr.edu.au if you require copies of your CPD documents from past trienniums.

7. ANNUAL SUBMISSION OF CPD ACTIVITIES

CPD participants are required to submit their CPD activities on an annual basis using CPD e-Portfolio.

The deadline for submission of CPD activities is 31 January of the following year for example, 2022 CPD activities must be submitted by 31 January 2023. CPD activities can be recorded and evidence attached on the CPD e-Portfolio as they are completed however future events and activities cannot be recorded until after they have occurred.

8. PRO RATA GUIDELINES FOR MEMBERS TAKING EXTENDED LEAVE

In the 2022 annual CPD cycle, members who are taking extended leave from practice and are unable to participate in CPD activities may be eligible for pro rata CPD hours. Members can request exemption in writing from CPD for special circumstances; such as parental leave, sick leave, other extenuating circumstances.

All requests for a pro rata CPD arrangement due to special circumstances can be made directly through the CPD e-Portfolio using the 'break in practice' form or can be emailed to members@ranzcr.edu.au with the following details included:

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

If a pro rata arrangement is granted by the College, an adjusted number of CPD hours the member needs to accrue for the year will be displayed on you CPD e-Portfolio dashboard for that year to enable the member to meet the requirements of the CPD program.

Within any CPD annual cycle, the College has discretion to grant a pro rata arrangement for up to one year of extended leave. Requests for a pro rata arrangement 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/college/document-library/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/ .

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

- A pro rata arrangement can be applied for in cases where a minimum of three (3) months and up until one (1) year of extended leave is taken.
- Pro rata CPD hours are calculated at a reduction of 4 hours per month of leave with a maximum pro rata arrangement of 50 hours (if granted 1-year exemption from CPD).
- If the leave taken is over 2 calendar years then the hours can be split over two years, for example, if leave is taken from November 2022-April 2023, then hours can be split as follows: 8 hours in 2022 and 16 hours in 2023.

For more information on how CPD pro-rata hours will be calculated, please refer to the CPD Frequently Asked Questions (FAQ's) document which can be downloaded from the CPD e-Portfolio.

Pro rata calculation breakdown:

Amount of Leave	Hours
3 months	12
4 months	16
5 months	20
6 months	24
7 months	28
8 months	32
9 months	36
10 months	40
11 months	44
12 months	50

Pro-rata of MRI Hours

Amount of Leave	Hours
3 months	4
4 months	4
5 months	5
6 months	5
7 months	6
8 months	6

9 months	7
10 months	7
11 months	8
12 months	8

Pro-rata of Mammography Hours

Amount of Leave	Hours
3 months	1
4 months	1
5 months	1
6 months	2
7 months	2
8 months	2
9 months	3
10 months	3
11 months	3
12 months	4

Example: A radiologist takes maternity leave for 9 months in one calendar year. Using the first table 36 hours may be deducted from the annual total of 50 CPD hours. Therefore, the CPD hours requirement is 50 minus 36 = 14 CPD hours.

This radiologist reports both MRI and Mammography. 8 MRI CPD hours are required for the year minus 7 (table 2) = 1 MRI CPD hour required. The mammography CPD hour requirement is 4 per annum minus 3 (table 3) = 1 Mammography CPD hour required.

So overall 14 CPD hours is the requirement of which 1 is MRI specific and 1 is Mammography specific.

9. CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES

Educational Activities

Self-directed learning
- Journal reading
- Web-based learning
- Formal post graduate study
- Post RANZCR Fellowship training

Attendance at conferences and meetings
- Conference attendance
- Inhouse educational or clinical meetings
- Medical professional courses
- Practical skills workshops
- ASM principal scientific convener
- ASM co-convener
- Reviewer of abstract for the ASM
- Member of ASM organising committee
- Session convener for ASM
- Principal scientific convener of meeting (other than ASM)
- Co-convener of meeting (other than ASM)
- Member of organizing committee of meeting (other than ASM)
- Reviewer of abstract for meeting (other than ASM)
- Session convener for meeting (other than ASM)

Professional and clinical governance
- Cultural competence activities
- Risk management activities

Accreditation
- Practice accreditation activities – assessor
- Practice accreditation activities – assessee

Participation in International Governance activities
- International governance
- International development
- Professional practice management

Teaching, training and supervision
- Teaching
- Supervision and/or assessment of trainees
- Supervision of research students
- Supervision of IMGs

Examining
- RANZCR examiner
- Undergraduate or postgraduate examiner
- Exam question development
- Director of training

Research
- Principal or lead investigator in research
- Co-investigator in research
- Participation in research
- Reviewer of research grant application
- Research sabbatical

Publications and presentations
- First author in publications
- Second or latter author in publications
- Editorial/book review/ invited expert article/non-peer reviewed articles
- Formal peer review of manuscript
- Member of editorial board
- Editor of journal
- First author of book
- Second or latter author of book
- First author of a chapter
- Second or latter author of chapter
- Editor of book
- Keynote/plenary speaker at a conference
- Proffered oral or poster presentation
- Invited lecturer at conference/meeting
- Session chair/panel member at conference meeting
- Small group practical instructor at conference/meeting
- Formal presentations at in house or local meetings

Reviewing Performance and Reflecting on Practice

Participation in International Governance activities
- International governance
- International development
- Professional practice management

Professional and clinical governance
- Participation in RANZCR Governance
- Participation in other clinical governance activities

Maintenance of professional standards
- Professional development plan (PDP)
- Multi-source feedback (MSF)
- Formal Evaluation of a Peers Performance

Self-directed learning
- Reflective diary
- Multidisciplinary team meetings
- Participating in clinical governance/Quality Assurance committees

Cultural Competence activities

Measuring and Improving Outcomes		
• Audit • Patient experience survey	• Database logbook	• Multidisciplinary team meetings

EDUCATIONAL ACTIVITIES

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

Self Directed Learning	
Journal reading	
Definition	Reading of Radiology and medical imaging peer reviewed journals and literature.
Examples	• JMIRO • Radiographics • European Journal of Radiology
Evidence Required	• List of journal articles or book chapters read • Completed journal reading logbook (record of all journal articles read).
Web-based learning	
Definition	Undertaking web-based CPD activities including e-learning modules and podcasts provided by other organisations
Examples	• RANZCR ASM recorded presentations • RSNA • ARRS
Evidence Required	• Certificate of completion • List of the names and completion dates of web-based CPD activities
Formal post graduate study	
Definition	Study as part of a recognised University or Medical College or Professional society administered course leading to a formal qualification (Degree, Diploma)
Examples	• PhD • Master of Public Health Administration
Evidence Required	• Written confirmation from institution
Post RANZCR Fellowship training	
Definition	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.
Examples	• Nuclear Medicine training • Neuroradiology Fellowship
Evidence Required	• Written confirmation from organisation • Certificate of completion
Conferences and Meetings	
Conference attendance	
Definition	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.
Examples	Including but not limited to: • RANZCR ASM, RSNA, ARRS, ECR, ARGANZ, ANZSNR, IRSA, ANZSNM, ANZSIG, ANZSPR, AOCR, ESGAR
Evidence Required	• Certificate of attendance • Written confirmation of attendance from meeting organisers
In-house educational or clinical meetings	
Definition	Attendance at organisation or practice convened educational or clinical meetings.
Examples	• Multidisciplinary meetings; Radiology meetings; Journal Clubs; Interesting case meetings; Grand Rounds
Evidence Required	• Certificate of attendance • Written confirmation of attendance from meeting organisers
Medical professional courses	
Definition	Attendance at professional development courses.

Examples	• Communication courses • Research Methods • Ethics courses • Conflict resolution courses
Evidence Required	• Certificate of attendance • Written confirmation of attendance from meeting organisers

Practical skills workshops	
Definition	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.
Examples	• Resuscitation, Advanced Life Support and CPR courses • CTCA workshops • Breast/case-based Mammography interpretation workshops • Case Review workshops
Evidence Required	• Certificate of attendance • Written confirmation of attendance from Workshop organisers

ASM principal scientific convener	
Definition	Principal Scientific Convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	• Written confirmation from RANZCR

ASM co-convener	
Definition	Co-Convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	• Written confirmation from RANZCR

Reviewer of abstract for the ASM	
Definition	Member of the Organising Committee for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	• Written confirmation from RANZCR

Member of ASM Organizing Committee	
Definition	Member of the Organising Committee for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	• Written confirmation from RANZCR

Session convener for ASM	
Definition	Session convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	• Written confirmation from RANZCR

Principal scientific convener of meeting (other than ASM)	
Definition	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.
Evidence Required	• Program confirming role as Convenor • Written confirmation from the meeting organisers

Co-convener of meeting (other than ASM)	
Definition	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.
Evidence Required	• Program confirming role as co-convenor • Written confirmation from the meeting organisers

Member of ASM organising committee (other than ASM)	
Definition	Member of the Organising Committee for meetings and conferences. Hours can only be claimed for the year of the meeting.
Evidence Required	• Program confirming role on Organising Committee • Written confirmation from the meeting organisers

Reviewer of abstract of meeting (other than ASM)	
Definition	Reviewer of abstracts for meetings and conferences.
Evidence Required	• Written confirmation from the meeting organisers

Session convener for meeting (other than ASM)	
Definition	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.
Evidence Required	• Program confirming role as session convenor • Written confirmation from the meeting organisers

Professional and Clinical governance	

Cultural competence activities	
Definition	Attendance at cultural competence courses or participation in cultural competence activities.
Examples	• Treaty of Waitangi course (NZ) • RANZCR intercultural learning modules (LMS)
Evidence Required	• Certificate of attendance • Written confirmation from the organisers

Risk Management activities	
Definition	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).
Examples	• 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
Evidence Required	• Certificate of attendance • Written confirmation from the organisers

Accreditation	

Practice accreditation activities – assessor	
Definition	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.
Examples	• Hospital accreditation; AMC accreditation
Note	RANZCR training site accreditation should be claimed under Participation in RANZCR Governance
Evidence Required	• Written confirmation from organiser of accreditation program

Practice accreditation activities – assessee	
Definition	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.
Examples	• Hospital accreditation; AMC addreditation
Evidence Required	• Notice of Assessment • Written confirmation from hours or accreditation program

Participation in International Governance activities	

International Governance	
Definition	Active contribution of time to professional governance for an international society or organization.
Examples	• AOCR; SPR; ISR; ISMRM
Evidence Required	• Written confirmation from organisers

International Development	
Definition	Active contribution of time to activities assisting development of Radiology in a country other than Australia and New Zealand.
Examples	• Volunteering for an overseas organisation • Providing education to medical staff in a developing country
Evidence Required	• Written confirmation from organisers • Certificate of thanks • Correspondence regarding organisation of activities

Professional practice management	
Definition	Active involvement in practice or department management.
Examples	• Staff appraisal meetings; Staff training • Operational planning meetings;

	• Equipment compliance; Workplace Health and Safety meetings
Evidence Required	• Written confirmation from Head of Department or Practice Manager (or similar)

Teaching, Training and Supervision	

Teaching	
Definition	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.
Evidence Required	• Teaching timetable • Written confirmation from organisation (confirming duration and frequency of teaching sessions)

Supervision and /or assessment of trainees	
Definition	Supervision and assessment of RANZCR trainees at the participant's institution.
Examples	• Supervision of trainees; supervision of trainee research project • Assessment of trainees (e.g. mini CEX) • Mock exams
Evidence Required	• Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)

Supervision of research students	
Definition	Acting as a formal research supervisor to an undergraduate or a postgraduate research student.
Evidence Required	• Written confirmation from the institution • Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student.

Supervision of International Medical Graduates (IMGs)	
Definition	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.
Evidence Required	• Written confirmation from the organisation

Examining	

RANZCR examiner	
Definition	College examiner or marker for RANZCR Part I or Part II exams.
Evidence Required	• Written confirmation from RANZCR

Undergraduate or postgraduate examiner	
Definition	Examiner of undergraduate or postgraduate university students or students of other medical colleges.
Evidence Required	• Written confirmation from the institution

Formal exam question development	
Definition	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.
Evidence Required	• Written confirmation from organisation

Director of training	
Definition	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. 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.
Note	• 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.
Evidence Required	• internal verification from RANZCR • written confirmation from organisation

Research	

Principal or lead investigator in research	
Definition	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.
Evidence Required	• Written confirmation from research organisation, granting body or ethics committee.

Co-investigator in research	
Definition	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Evidence Required	• Written confirmation from research organisation, granting body or ethics committee.

Participation in research	
Definition	Participation in an active research project organization or institution approved research project. Can be claimed for each year of involvement in an active project.
Evidence Required	• Written confirmation from research organisation, granting body or ethics committee.

Reviewer of research grant application	
Definition	Reviewer of a research grant application
Examples	• RANZCR Research grant reviewer • National Health and Medical Research Council (NHMRC)
Evidence Required	• Written confirmation from research organisation or granting body.

Research sabbatical	
Definition	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.
Evidence Required	• Written confirmation from organisation • Certification of completion • Sabbatical report

Publications and Presentations	

First author in publications	
Definition	First author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Evidence Required	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article

Second or latter author in publications	
Definition	Second or latter author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Evidence Required	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article

Editorial/book review/invited expert article/non-peer reviewed articles	
Definition	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.
Evidence Required	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article

Formal Peer Review of Manuscript	
Definition	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal.
Evidence Required	• Written confirmation from publisher or editor of journal

Member of editorial Board	
Definition	Member of the editorial board of a peer reviewed journal of scientific or educational content.
Examples	• JMIRO editorial board
Evidence Required	• Written confirmation from publisher or editor of journal

Editor of Journal	
Definition	Editor or Deputy editor of a peer reviewed journal of scientific or educational content.
Evidence Required	• Written confirmation from the publisher

First author of book	
Definition	First author of book. To be claimed for the year of publication.
Evidence Required	• Electronic citation • Reprint • Written confirmation from publisher

Second or latter author of book	
Definition	Second or latter author of book
Evidence Required	• Electronic citation • Reprint • Written confirmation from publisher

First author of a chapter	
Definition	First author of chapter. To be claimed for the year of publication.
Evidence Required	• Electronic citation • Reprint • Written confirmation from publisher

Second or latter author of chapter	
Definition	Second or latter author of chapter. To be claimed for the year of publication
Evidence Required	• Electronic citation • Reprint • Written confirmation from publisher

Editor of book	
Definition	Editor of book. To be claimed for the year of publication.
Evidence Required	• Electronic citation • Reprint • Written confirmation from publisher

Keynote/plenary speaker at a conference	
Definition	Plenary or keynote presentation at an international, national or state level meeting or conference.
Evidence Required	• Program • Published abstract • Written confirmation from meeting or conference organisers

Proffered oral or poster presentation	
Definition	Proffered oral or poster presentation at an international, national or state level meeting or conference.
Evidence Required	• Program • Published abstract • Written confirmation from meeting or conference organisers

Invited lecturer at conference/meeting	
Definition	Invited lecturer at an international, national or state level meeting or conference. CPD hours can be claimed for each lecture of between 20 and 40 minutes given at a conference or meeting.
Evidence Required	• Program • Published abstract • Written confirmation from meeting or conference organisers

Session chair/panel member at conference meeting	

Definition	Participation as a session chair or panel member at an international, national or state level meeting or conference.
Evidence Required	• Program • Published abstract • Written confirmation from meeting or conference organisers

Small group practical instructor at conference/meeting	
Definition	Instructor of a small group of participants in a particular skill at a meeting or course.
Examples	• CTCA course • Basic Life Support
Evidence Required	• Program • Written confirmation from meeting or conference organisers

Formal presentations at in-house or local meetings	
Definition	Presentations at department, hospital and community group meeting
Examples	• Presentation to GPs • Presentation to a patient support group • Presentation at a radiology department meeting
Evidence Required	• Program identifying speakers • Invitation to the meeting identifying speakers • Written confirmation from organisers

REVIEWING PERFORMANCE

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

Multi Source Feedback (MSF) may be undertaken by members through their place of employment, using the College developed tools or through a commercial organisation sourced and funded by the member. If audited, evidence will be required for any MSF activity hours claimed.

Participation in International Governance activities	
International Governance	
Definition	Active contribution of time to professional governance for an international society or organization.
Examples	• AOCR; SPR; ISR; ISMRM
Evidence Required	• Written confirmation from organisers
International Development	
Definition	Active contribution of time to activities assisting development of Radiology in a country other than Australia and New Zealand.
Examples	• Volunteering for an overseas organisation • Providing education to medical staff in a developing country
Evidence Required	• Written confirmation from organisers • Certificate of thanks • Correspondence regarding organisation of activities
Professional practice management	
Definition	Active involvement in practice or department management.
Examples	• Staff appraisal meetings; Staff training • Operational planning meetings; • Equipment compliance; Workplace Health and Safety meetings
Evidence Required	• Written confirmation from Head of Department or Practice Manager (or similar)
Cultural competence activities	
Definition	Attendance at cultural competence courses or participation in cultural competence activities.
Examples	• Treaty of Waitangi course (NZ) • RANZCR intercultural learning modules (LMS)

Evidence Required	• Certificate of attendance • Written confirmation from the organisers

Maintenance of Professional standards

Professional Development Plan (PDP)

Definition	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.
Notes	**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.
Evidence Required	• 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)

Definition	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.
Notes	• 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
Evidence Required	• Declaration confirming completion of activity (including name of member and feedback provider and time period completed in)

• Formal Evaluation of a Peers Performance

Definition	• Active participation in formal review of performance of a Radiologist for a regulatory body or as part of an interview.
Notes	• RANZCR International AHPRA Medical Graduate MCNZ assessment (Area of Need Provider (not Assessor or Specialist Recognition) • • • MSF Feedback MSF assessor)
Evidence Required	• Written confirmation from Medical Council/Medical Board • Written confirmation of role as MSF Feedback Provider from organisation • Written confirmation from RANZCR

Self-directed learning

Reflective diary

Definition	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: • 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?
Notes	Please note that all reflective diary entries are kept confidential, and only the individual member has access to this area.
Evidence Required	• Record of usage, can be exported from the CPD e-Portfolio system • Written confirmation from a peer confirming the existence of a reflective diary

Multi-disciplinary team meetings	
Definition	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)
Examples	• specific MDTs/MDMs
Evidence Required	• Confirmation from Chair of the MDM of attendance record/frequency of meeting

Participating in clinical governance/Quality Assurance committees	
Definition	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
Examples	• Hospital Board; Hospital Management Committee • Ethics committee; Credentialing committee • Governance of professional bodies • Special Interest Group executive Committee
Evidence Required	• Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation.

MEASURING AND IMPROVING OUTCOMES

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

Audit	
Definition	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.
Notes	• 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.
Evidence Required	• Declaration confirming completion of activity (including name of member and feedback provider and time period completed

	in)
Database logbook	
Definition	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.
Notes	• 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
Evidence Required	• Completed database logbook • Spreadsheet of de-identified cases
Patient experience survey	
Definition	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.
Notes	Members can conduct a patient satisfaction survey using a tool of their choice, or from their workplace.
Evidence Required	• Collation of survey responses
Multidisciplinary team meetings	
Definition	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
Examples	• specific MDTs/MDMs
Evidence Required	• Confirmation from Chair of the MDM of attendance record/frequency of meeting

10. APPENDICES

10.1 Abbreviations

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

NHMRC	National Health and Medical Research Council
NZ	New Zealand
PET	Positron Emission Tomography
PhD	Doctor of Philosophy