

Radiation Oncology Continuing Professional Development (CPD) Handbook

2022



The Royal Australian
and New Zealand
College of Radiologists®

The Faculty of Radiation Oncology

Continuing Professional Development (CPD) Handbook

Radiation Oncology

2022

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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:

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 met the minimum requirements of the CPD program as specified by the MBA/MCNZ.

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. A MESSAGE FROM THE DEAN, FACULTY OF RADIATION ONCOLOGY

Welcome to the Faculty of Radiation Oncology Continuing Professional Development (CPD) Handbook for 2022. Over the last couple of years, the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) have been consulting on proposed changes to CPD for medical professionals.

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

Simultaneously, the College has been working on a new e-Portfolio platform that will provide Fellows, Education Affiliates and CPD participants with more functionality and accessibility.

This Handbook sets out the CPD requirements for 2022 with guidance to achieve the requirements. College staff will be available to support members in the event in that any Fellow, Education Affiliate or CPD participant does have any difficulties. For any assistance, please contact the CPD team via CPD@ranzcr.edu.au and by phone on [+ 61 2 9268 9777](tel:+61292689777).

The MCNZ have also specified particular requirements for medical professionals practicing in New Zealand including the need for an Annual Structured conversation and embedding cultural safety into CPD activities, these requirements are explained within this handbook.

Short 'how to guides' for the CPD e-Portfolio will soon be available. Feedback on the CPD e-Portfolio can also be given to College staff by emailing CPD@ranzcr.edu.au

On behalf of the Faculty of Radiation Oncology, I would like to thank the Post Fellowship Education Committee and secretariat for the rigorous work that has gone into the new CPD programme and the revision of the FRO CPD handbook.

Please look out for eNews and Inside News for the changes to CPD for 2023.

Yours sincerely,

Dr Keen-Hun Tai

Dean, Faculty of Radiation Oncology

3. BACKGROUND

3.1 Australian Health Practitioner Regulation Agency (AHPRA) CPD Requirements

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 audited; members must provide evidence of the CPD activities undertaken to meet the requirements of the Board's CPD Registration Standard.

Members are encouraged to keep evidence of CPD activities. These activities can also be stored on the CPD e-Portfolio.

3.2 Medical Council of New Zealand (MCNZ) CPD Requirements

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

The requirements of the MCNZ include:

- A mix of CPD activities specifically those that involve:
 - Educational activities
 - Reviewing and reflecting on practice
 - Measuring and improving outcomes
- A structured annual conversation with a peer, colleague or employer; and
- Cultural safety and a focus on health equity must be reflected in CPD activities

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

4. INTRODUCTION

The 2022 annual RANZCR Continuing Professional Development (CPD) Program aims to assist participants to structure their ongoing learning in order to meet the requirements of the MBA and MCNZ and maintain currency in knowledge, skills and practice not only in their chosen specialty of radiation oncology, 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.

4.1 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
- The CPD program encourages participants to have an annual CPD plan, to learn about and reflect on current trends in the radiation oncology 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 CPD e-Portfolio provides a place to record, demonstrate and substantiate ongoing learning

4.2 Mandatory Participation in the RANZCR CPD Program

As noted in Section 1.1 and 1.2 the completion of Continuing Professional Development (CPD) is a requirement for specialist registration with the MBA and the MCNZ. So that RANZCR Fellows, Education Affiliates and CPD Participants can be compliant with the requirements RANZCR provides an Accredited CPD program, 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 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/search/ranzcr-cpd-compliance-policy>

4.3 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 anyone who would like to apply to join the CPD program, further information and requirements for membership, please refer to www.ranzcr.com/college/membership

5. KEY CHANGES TO CPD REQUIREMENTS

5.1 2022 Key Changes

Points to Hours

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

Moving from Triennium to an Annual Cycle

From 2022, trienniums will be replaced with an annual cycle where Radiation Oncologists will need to accrue a minimum of 50 hours of CPD annually.

Note: Members will only be able to enter CPD hours until 31 January the following year after the annual cycle. As such, members are advised and strongly encouraged to regularly update their e-Portfolio as they acquire CPD hours. Any editing of previous cycles will need College staff assistance. For assistance please contact College staff via email cpd@ranzcr.edu.au or phone + 61 2 9268 9777.

CPD e-Portfolio

The CPD e-Portfolio will be replacing the current Learning Portal as of 1 January 2022 to coincide with the implementation of the annual 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 MyRANZCR portal

5.2 Key Changes 2021 through to 2023

2021 Triennium	2022 Annual	2023 Annual
Activities recorded as points	Activities recorded as hours	Activities recorded as hours
Minimum of 50 points per year (within the triennium minimum of 130)	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	<u>25 hours (50%)</u> of hours recorded across <i>Reviewing Performance and Reflecting on Practice</i> and <i>Measuring and Improving Outcomes</i> . With a minimum of 5 hours for each category <u>12.5 hours (25%)</u> of hours recorded under <i>Educational Activities</i>

		<u>12.5 hours (25%)</u> 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.

6. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

6.1 CPD Requirements for 2022

<ul style="list-style-type: none"> Complete a minimum of 50 hours of CPD per year
<ul style="list-style-type: none"> A Professional Development Plan (PDP) is required to be completed
<ul style="list-style-type: none"> All CPD must be relevant to the member's scope of practice and based on their Professional Development Plan (PDP) completed each year
<ul style="list-style-type: none"> No CPD hours will be carried across into the succeeding annual cycle
<ul style="list-style-type: none"> Structured Annual Conversation (New Zealand members only, see 7.1 below for further information)

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

6.2 CPD Activities in the Three Categories

The Medical Board of Australia and Medical Council of New Zealand have defined three categories of CPD activities.

Members are encouraged to undertake a spread of activities across the three categories for the 2022 transition year. These are:

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

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

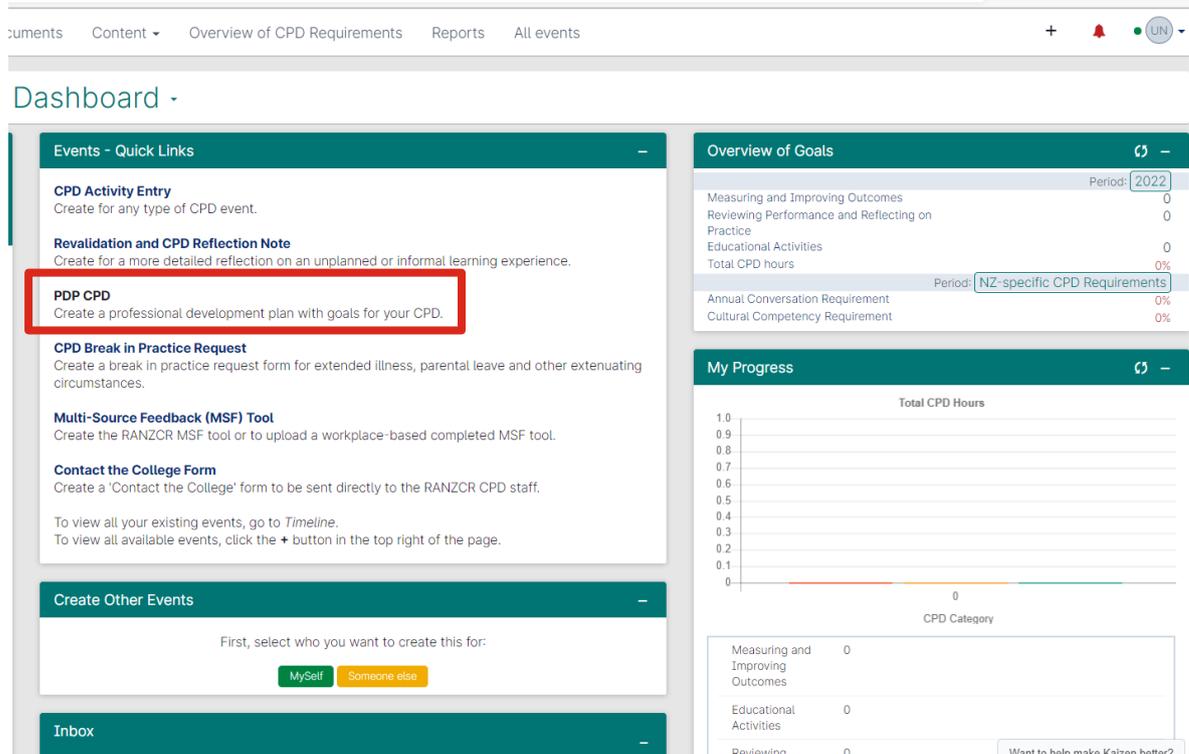
6.3 Professional Development Plan (PDP)

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

A PDP is a planning document that can guide a member's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to an individual member, based on identified development needs, the identification and integration of professional and personal (non-work) objectives.

Should you require a template to complete your PDP, this 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 e-Portfolio and must be available as evidence if audited.

Figure 1. Screenshot showing CPD e-Portfolio dashboard highlighting PDP



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.

7. NEW ZEALAND (MCNZ) SPECIFIC REQUIREMENTS

7.1 Structured Annual Conversation

A structured conversation (at least annually) with a peer, colleague or employer about the member's clinical practice is considered an essential component of recertification programs. The intent of this activity is to provide time for the member 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

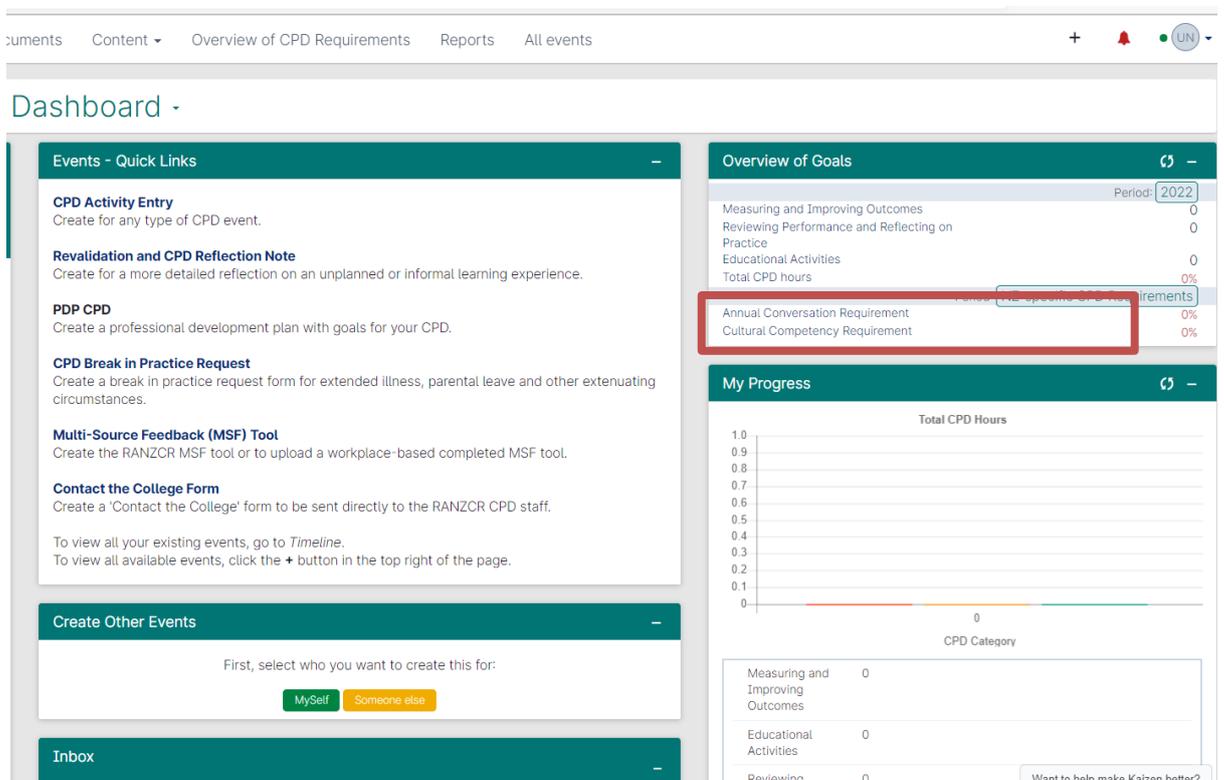
employer indicating that a conversation has taken place, which will satisfy the MCNZ requirements.

7.2 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.

Figure 2. Screenshot showing CPD e-Portfolio dashboard highlighting structured conversation and cultural safety activities



8. BREAK IN PRACTICE

8.1 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 or other extenuating circumstances.

All requests for a pro rata CPD arrangement due to special circumstances can be made directly through the CPD e-Portfolio 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 will be displayed on the dashboard for that year.

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 Radiation Oncology Professional Practice Committee.

Members taking more than one year of extended leave should also refer to the RANZCR Radiation Oncology Recency of Practice Guidelines available on the RANZCR website at: <https://www.ranzcr.com/college/document-library/recency-of-practice-guidelines-for-radiation-oncology>

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 to 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 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

9. ANNUAL RANZCR 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 College staff to advise of their selection for the audit. Should College staff be unable to verify sufficient evidence in the CPD e-Portfolio, members will be given advice as to how to become compliant.

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 can be downloaded from CPD e-Portfolio 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.

10. CPD DOCUMENTS AND RECORDING ACTIVITIES

10.1 Retaining CPD Documents

The Medical Council of New Zealand and the Medical Board of Australia regularly audit medical practitioners. Every Fellow, Educational Affiliate or CPD Participant must retain their CPD documentation and evidence for 3 years to cover the annual random audit. For the 2022 year, Fellows Educational Affiliates and CPD participants must retain their documentation. 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.

10.2 Annual Submissions of CPD Activities

Fellows, Educational Affiliates and CPD participants are required to submit their CPD activities on an annual basis into the CPD e-Portfolio. The deadline for submission of CPD activities is 31 January the following year for example, 2022 CPD activities must be submitted by 31 January 2023.

CPD activities can be recorded, and evidence attached in the CPD e-Portfolio as they are completed.

11. CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES

Educational Activities		
<p>Learning</p> <ul style="list-style-type: none"> • Self-directed learning – journal reading and web-based no certificate <i>*reflection required</i> • Web-based learning with certificate • Formal post graduate study • Post RANZCR Fellowship training <p>Conferences and Meetings</p> <ul style="list-style-type: none"> • Conference attendance • In house 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 an ASM organising committee • Session convener for the ASM • Principal scientific convener of a meeting (other than an ASM) • Co-convener of a meeting (other than an ASM) • Member of an organising committee (other than an ASM) • Reviewer of an abstract for a meeting (other than an ASM) • Session convener/ for a meeting (other than an ASM) 	<p>Professional and Clinical Governance</p> <ul style="list-style-type: none"> • Cultural competency activities • Risk management activities • Practice accreditation activities – assessor • Practice accreditation activities – assessee • International development • Professional practice management <p>Teaching, Training and Supervision</p> <ul style="list-style-type: none"> • Teaching • Supervision and/or assessment of trainees • Supervision of research students • Supervision and/or assessment of IMGs • RANZCR examiner • Undergraduate or postgraduate examiner • Formal exam question development • Training network director <p>Publications and Presentations</p> <ul style="list-style-type: none"> • 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 	<p>Publications/Presentations cont.</p> <ul style="list-style-type: none"> • Editor of book • Keynote/plenary speaker at a conference • Proffered oral or poster presentation • Invited lecturer at conference/meeting • Formal presentations at in house or local meetings • Session chair/panel member at a conference/meeting • Small group practical instructor at conference/meeting <p>Research</p> <ul style="list-style-type: none"> • Principal or lead investigator in research • Co-investigator in research • Principal Investigator of Research Grant Application • Associate Investigator of Research Grant Application • Reviewer of research grant application • Research sabbatical • Clinical Trial Patient Recruitment • Clinical Trial Quality Assurance
Reviewing Performance and Reflecting on Practice		
<ul style="list-style-type: none"> • Participation in RANZCR Governance 	<ul style="list-style-type: none"> • Annual conversation with peer/colleague/employer 	<ul style="list-style-type: none"> • Formal Evaluation of Performance – assessor/assessee

<ul style="list-style-type: none"> • Participation in other clinical governance activities • International governance • Reflective diary 	<ul style="list-style-type: none"> • Professional development plan (PDP) • Multi-source feedback (MSF) • Peer Review Meetings 	<ul style="list-style-type: none"> • Multidisciplinary team meetings • Cultural safety (reflection)
Measuring and Improving Outcomes		
<ul style="list-style-type: none"> • Audit • Multidisciplinary team meetings 	<ul style="list-style-type: none"> • Database logbook 	<ul style="list-style-type: none"> • Patient experience survey

11.1 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.

Learning	
Self-directed learning – journal reading and web-based learning where no certificate is given - ***Self-reflection required	
Definition	Reading of peer reviewed journals
Examples	<ul style="list-style-type: none"> • JMIRO • Journal of Clinical Oncology • Radiotherapy and oncology • International Journal of Radiation Oncology Biology Physics
Evidence Required	<ul style="list-style-type: none"> • List of journal articles read included in event entry form in CPD e-Portfolio and reflection
Web-based learning	
Definition	Undertaking web-based CPD activities including e-learning modules and podcasts
Examples	<ul style="list-style-type: none"> • RANZCR ASM recorded presentations (RANZCR webcast catalogue) • ESTRO e-learning • ASTRO online learning
Evidence Required	<ul style="list-style-type: none"> • Certificate of completion • List of the titles and completion dates of web-based CPD activities with reflection if no certificate of completion available
Formal post graduate study	
Definition	Study as part of a recognized University or Medical College or Professional society administered course leading to a formal qualification (Degree, Diploma and/or Certificate)
Examples	<ul style="list-style-type: none"> • PhD • Master of Public Health Administration • Masters of Epidemiology • Master of Clinical Trials Research
Evidence Required	<ul style="list-style-type: none"> • Written confirmation of enrollment from institution • certificate of completion
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
Examples	<ul style="list-style-type: none"> • Brachytherapy Fellowship • SBRT Fellowship
Evidence Required	<ul style="list-style-type: none"> • 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 Radiation Oncologist.
Examples	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • RANZCR ASM, FROGG workshop, ESTRO, ASTRO • NSW Radiotherapy Club
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Radiation Oncology meetings; Journal Clubs; Interesting case meetings; Grand Rounds
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers or department head

Medical professional courses

Definition	Attendance at professional development courses.
Examples	<ul style="list-style-type: none"> • Communication courses • management courses • teaching skills courses • Conflict resolution courses • Leadership skills courses
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from meeting organisers

Practical skills workshops

Definition	Small group interactive workshop designed to impart a particular manual or interpretative skill via hands-on training. Participants actively practice the skill during at least some of the workshop time with one-on-one supervision and instruction.
Examples	<ul style="list-style-type: none"> • Resuscitation, Advance Life Support and CPR courses • Contouring workshop
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Written confirmation of attendance from Workshop organisers

ASM principal convener	
Definition	Principal Scientific Convener for the RANZCR ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
ASM co-convener	
Definition	Co-Convenor for the RANZCR ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
Reviewer of abstract for the ASM	
Definition	Reviewer of abstracts submitted for presentation at the ASM
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
Member of ASM Organizing Committee	
Definition	Member of the Organising Committee for the RANZCR ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
Session convener for the ASM	
Definition	Session convener for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR
Principal meeting convener	
Definition	Principal Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role as Convenor • Written confirmation from the meeting organisers
Meeting co-convener	
Definition	Co-Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role as co-convener • Written confirmation from the meeting organisers
Member of an organising committee (other than an ASM)	
Definition	Member of the Organising Committee for meetings and conferences.
Evidence Required	<ul style="list-style-type: none"> • Program confirming role on Organising Committee • Written confirmation from the meeting organisers
Reviewer of an abstract for a meeting (other than an ASM)	
Definition	Reviewer of abstracts for meetings and conferences.

Evidence Required	<ul style="list-style-type: none"> Written confirmation from the meeting organisers
Session convener for a meeting (other than an 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	<ul style="list-style-type: none"> Program confirming role as session convener Written confirmation from the meeting organisers

Professional and Clinical governance

Cultural competency activities

Definition	Attendance at cultural safety courses or participation in cultural competence activities.
Examples	<ul style="list-style-type: none"> Treaty of Waitangi course (NZ) Māori language course Centre for Cultural Competence Australia courses
Evidence Required	<ul style="list-style-type: none"> Certificate of attendance Written confirmation from the organisers Reflective diary entry

Risk Management activities

Definition	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).
Examples	<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) ROSIS workshop (Radiation Oncology Safety Information System Workshop)
Evidence Required	<ul style="list-style-type: none"> Certificate of attendance Written confirmation from the organisers

Practice accreditation activities – assessor

Definition	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.
Examples	<ul style="list-style-type: none"> Hospital accreditation; AMC accreditation
Evidence Required	<ul style="list-style-type: none"> 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.
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Examples	<ul style="list-style-type: none"> Hospital accreditation; AMC accreditation
Evidence Required	<ul style="list-style-type: none"> Notice of Assessment Written confirmation from hours or accreditation program
International development	
Definition	Active contribution of time to activities assisting development of Radiation Oncology in a country other than Australia/New Zealand/Singapore
Examples	<ul style="list-style-type: none"> Volunteering for an overseas organisation Providing education to medical staff in a developing country Involvement in APROSIG activities
Evidence Required	<ul style="list-style-type: none"> Written confirmation from organisers Certificate of thanks Correspondence regarding organisation of activities
Professional practice management	
Definition	Active involvement in practice or department management.
Examples	<ul style="list-style-type: none"> Staff appraisal meetings; Staff training Operational planning meetings Equipment compliance; Workplace Health and Safety meetings
Evidence Required	<ul style="list-style-type: none"> Written confirmation from Head of Department or 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Supervision of trainees; supervision of trainee research project Assessment of trainees (e.g. mini CEX) Mock exams
Evidence Required	<ul style="list-style-type: none"> Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)
Supervision of research students	
Definition	Supervision of research students enrolled in an undergraduate or postgraduate degree or acting as a RANZCR research mentor.

Evidence Required	<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 and/or assessment of IMGs	
Definition	Supervision and assessment of an International Medical Graduate who has need for further training or supervision identified by the AMC/RANZCR pathway, the Area of Need pathway or by the MCNZ
Evidence Required	<ul style="list-style-type: none"> Written confirmation from the organisation
RANZCR examiner	
Definition	College examiner or marker for RANZCR Part I or Part II exams.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from RANZCR
Undergraduate or postgraduate examiner	
Definition	Examiner of undergraduate or postgraduate university students or students of other medical colleges.
Evidence Required	<ul style="list-style-type: none"> 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.
Evidence Required	<ul style="list-style-type: none"> Written confirmation from organisation
Training network director & Director of Training	
Definition	<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 Training Network Director will be a Radiation Oncologist who is not a supervisor of training and preferably not the Director of Department/Service Director. The role of the TND is to provide coordination and leadership to the network and a central point of contact to the College and health jurisdictions regarding training delivery matters in that network.</p>
Note	Only the hours spent working as a Director of Training or a Training Network Director can be claimed under this category, those hours spent teaching, supervising or assessing trainees should be claimed in the relevant categories.
Evidence Required	<ul style="list-style-type: none"> Internal verification from RANZCR Written confirmation from organisation
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • JMIRO editorial board
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Written confirmation from the publisher
First author of book	
Definition	First author of book.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
Second or latter author of book	
Definition	Second or latter author of book
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Electronic citation • Reprint • Written confirmation from publisher
Editor of book	
Definition	Editor of book.
Evidence Required	<ul style="list-style-type: none"> • 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. Can include a reasonable number of preparation hours.
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 given at a meeting or conference. Can include a reasonable number of preparation hours.
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Contouring course • Brachytherapy course
Evidence Required	<ul style="list-style-type: none"> • Program • Written confirmation from meeting or conference organisers
Formal presentations at in-house or local meetings	
Definition	Presentations at department, hospital and community group meetings. Can include a reasonable number of preparation hours.
Examples	<ul style="list-style-type: none"> • Presentation to GPs • Presentation to a patient support group • Targeting Cancer Education Night • Presentation at a radiotherapy club meeting
Evidence Required	<ul style="list-style-type: none"> • Program identifying speakers • Invitation to the meeting identifying speakers • Written confirmation from organisers

Research	
Principal or lead investigator in research	
Definition	Principal or lead investigator of an active research organization or institution approved research project. Can be claimed for each year of involvement in an active project.
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Written confirmation from research organisation, granting body or ethics committee.
Principal Investigator of Research Grant Application	
Definition	Principal investigator of a research grant application
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from research organisation or granting body.
Associate Investigator of Research Grant Application	
Definition	Associate Investigator of research grant application
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from research organisation or granting body.
Reviewer of research grant application	
Definition	Reviewer of a research grant application
Examples	<ul style="list-style-type: none"> • RANZCR Research Grant reviewer • Cancer Australia • National Health and Medical Research Council (NHMRC)

	<ul style="list-style-type: none"> • Cancer Councils • Cancer Society NZ • Genesis Oncology Trust NZ
Evidence Required	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Written confirmation from organisation • Certification of completion • Sabbatical report
Clinical Trial Patient Recruitment	
Definition	Recruitment of patients to research organisation or institution approved clinical trials.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from central study coordinator, site data manager or research organisation
Clinical Trial Quality Assurance	
Definition	Quality assurance activities for research organisation or institution approved research projects.
Examples	<ul style="list-style-type: none"> • Radiotherapy technical review • Data audit
Evidence Required	Written confirmation from the clinical trial center or research organisation.

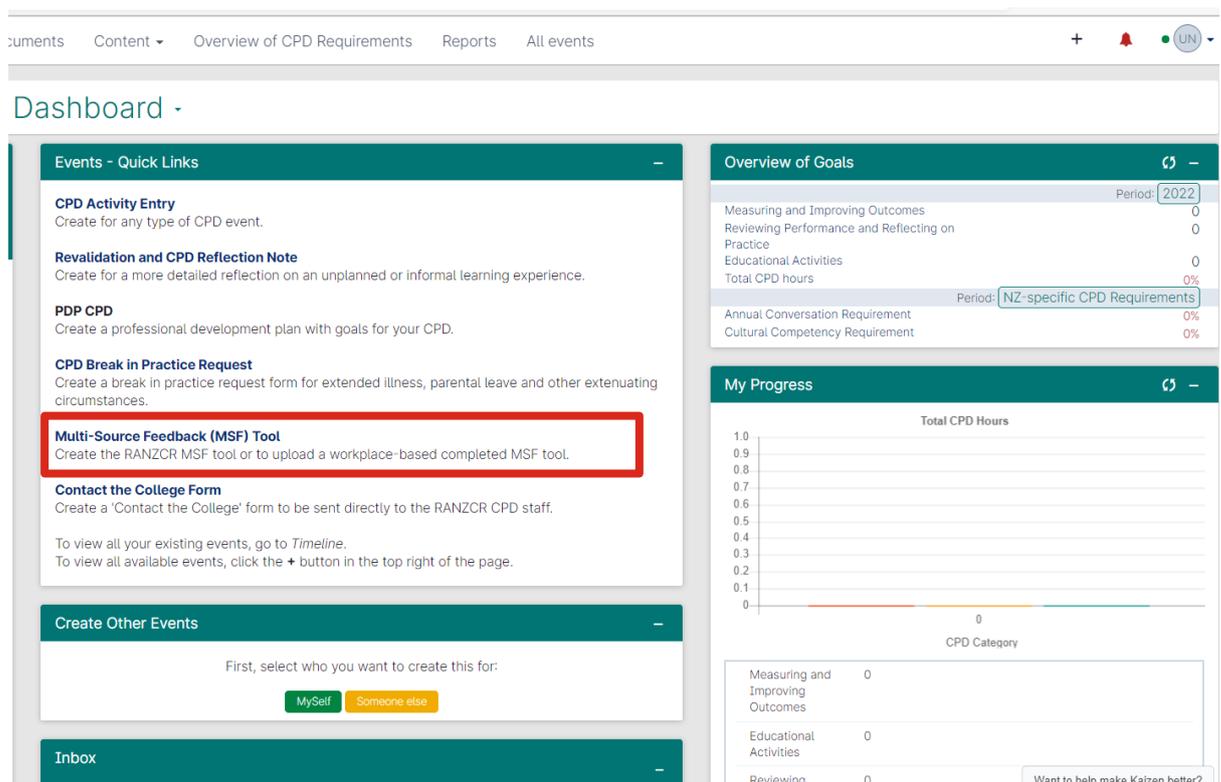
11.2 Reviewing Performance and Reflecting on Practice

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

A Multi Source Feedback (MSF) tool is available through the CPD e-Portfolio should a Fellow, Educational Affiliate or CPD Participant require one. 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.

If a member utilises the College's MSF tool, a minimum of 8 responses will be required in case of audit.

Figure 3. Screenshot showing CPD e-Portfolio dashboard highlighting MSF tool



Participation in RANZCR Governance	
Definition	Active participation in governance of RANZCR at federal, state or New Zealand branch level.
Examples	<ul style="list-style-type: none"> • RANZCR Committees; Faculty of Radiation Oncology Council • RANZCR training site accreditation • Board of Directors • Working Groups • Executive member of FRO Special Interest Group
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR • Attendance record in meeting Minutes
Participation in other clinical governance activities	
Definition	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
Examples	<ul style="list-style-type: none"> • Ethics Committee; Hospital Board; Hospital Management Committee • Credentialing Committee; Governance of professional bodies • Special Interest Group
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation

International governance	
Definition	Active contribution of time to professional governance for an international society or organisation.
Examples	<ul style="list-style-type: none"> • IAEA; ESTRO; ASTRO
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from organisers • Certificate of appreciation • Correspondence regarding organisation of activities
Reflective diary	
Definition	<p>Completion of a reflective diary either in hard copy or alternatively, members can use the Reflective Diary Note tool within the CPD e-Portfolio. If using own tool, the following questions could be considered:</p> <p>*Please note this list is not exhaustive</p> <ul style="list-style-type: none"> • What is the incident or case or activity? • What have I learned from the event/ 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 diary activities remain private and available only by the member
Evidence Required	<ul style="list-style-type: none"> • Record of usage (exported from CPD e-Portfolio) • Written confirmation from a peer confirming the existence of a reflective diary
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	<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)	
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	<ul style="list-style-type: none"> • Only the assessee can claim CPD hours for this activity, MSF feedback providers cannot claim CPD hours. • The RANZCR MSF tool can be downloaded from the CPD e-portfolio or members can use 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.
Evidence Required	<ul style="list-style-type: none"> • Declaration confirming completion of activity (including name of member and feedback provider and time period completed in) to be uploaded in CPD e-Portfolio.
Peer Review Meetings	
Definition	Attendance at organization or practice convened peer review meetings and activities.
Examples	<ul style="list-style-type: none"> • Case Review Meetings • Weekly Plan Review Meetings • Chart Rounds • Peer Review Audit Tool
Evidence Required	<ul style="list-style-type: none"> • A certificate of attendance from the department head indicating the hours attended/ frequency of meeting • Peer Review Audit Tool Scoring Sheet for every case reviewed
Evaluation of performance	
Definition	Active participation in formal review of performance of a Radiation Oncologist for a regulatory body or as part of an interview.
Examples	<ul style="list-style-type: none"> • RANZCR international Medical Graduate assessment (Area of Need Assessor or Specialist Recognition) • Regular Practice Review • AHPRA review • MCNZ review
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from RANZCR/Medical Council/Medical Board or organisation
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	<ul style="list-style-type: none"> • Tumour specific MDTs/MDMs
Evidence Required	<ul style="list-style-type: none"> • Confirmation from Chair of the MDM of attendance record/frequency of meeting
Cultural Safety (reflection)	

Definition	Cultural Safety focuses on the patient experience to define and improve the quality of care. It involves Members reflecting on their own views and biases and how these could affect their decision-making and health outcomes for the patient.
Examples	<ul style="list-style-type: none"> Reflection on your interaction with a patient from an ethnic minority and any learning points from that event including avenues for improvement (See also Reflective Diary under Reviewing Performance and Reflecting on Practice)
Evidence Required	<ul style="list-style-type: none"> Reflective Diary entry in CPD e-Portfolio

11.3 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 compare the particular aspect of clinical practice to a reference standard.
Notes	<ul style="list-style-type: none"> Members can use an audit tool to complete this activity. This may be a tool that is 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	<ul style="list-style-type: none"> Declaration confirming completion of activity and time period completed in) can be uploaded in the CPD e-Portfolio. Audit report summary
Database Log Look	
Definition	The database log book 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	<ul style="list-style-type: none"> Please complete your log book and upload as evidence in CPD e-Portfolio Alternatively, a list of de-identified cases can be uploaded as evidence instead of a log book provided the required data includes the same information that would be recorded in a log book.
Evidence Required	<ul style="list-style-type: none"> Database log book (de-identified cases) 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 from their institution.
Evidence Required	<ul style="list-style-type: none"> • Summary with reflection • Confirmation letter from Head of Department
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 multidisciplinary team meetings where outcomes of treatment were reviewed.
Examples	<ul style="list-style-type: none"> • Tumour specific MDM- Post op review where preoperative radiation therapy was used. • Tumour specific MDM- Pathology from salvage surgery where radical RT was used
Evidence Required	<ul style="list-style-type: none"> • Letter from Chair of MDM

12. ACRONYMS

AHPRA	Australian Health Practitioners Regulation Agency
AMC	Australian Medical Council
ASM	Annual Scientific Meeting
ASTRO	American Society of Radiation Oncology
CanMEDS	Canadian Medical Education Directives for Specialists
CME	Continuing Medical Education
CPD	Continuing Professional Development
DoT	Director of Training
ESTRO	European Society for Radiotherapy and Oncology
FRANZCR	Fellowship of the Royal Australian and New Zealand College of Radiologists
FRO	Faculty of Radiation Oncology
FROGG	Faculty of Radiation Oncology Genito-Urinary Group
JMIRO	Journal of Medical Imaging and Radiation Oncology
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
NHMRC	National Health and Medical Research Council
ROSIS	Radiation Oncology Safety Information System
SBRT	Stereotactic Body Radiation Therapy
TND	Training Network Director
TROG	Trans-Tasman Radiation Oncology Group