The Royal Australian and New Zealand
College of Radiologists®

Accepted Evidence of CPD Activities for
Radiation Oncology 2022

This document lists the accepted types of evidence documents for each CPD activity in the table below. The Handbook is available on the RANZCR website at: 2022 RANZCR Radiation Oncology CPD Handbook | RANZCR. Please feel free to contact the CPD Administrator with any questions:

EDUCATIONAL ACTIVITIES			
Learning	**Definition**	**Examples**	**Examples of evidence**
Self-directed learning	Journal reading and web-based learning where no certificate is given *** Self-reflection required Reading of peer reviewed journals.	• JMIRO • Journal of Clinical Oncology • Radiotherapy and oncology • International Journal of Radiation Oncology Biology Physics	✓ List of journal articles read included in event entry form in CPD ePortfolio and reflection
Web-based learning RANZCR eLearning modules	Undertaking web-based CPD activities including e-learning modules and podcasts.	• RANZCR ASM recorded presentations (RANZCR webcast library) • ESTRO e-learning • ASTRO online learning	✓ 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	Study as part of a recognised University or Medical College or Professional society administered course leading to a formal qualification. (Degree, Diploma and/or Certificate)	• PhD • Master of Public Health Administration • Masters of Epidemiology • Master of Clinical Trials Research	✓ Written confirmation of enrollment from institutionCertificate of completion
Post RANZCR Fellowship training	Training undertaken by a participant after attaining RANZCR Fellowship in order to broaden knowledge and skills in a particular area of clinical practice.	• Brachytherapy Fellowship • SBRT Fellowship	✓ Written confirmation from organisation ✓ Certificate of completion
Conferences and Meetings	**Definition**	**Examples**	**Examples of evidence**
Conference Attendance	Attendance at meetings, conferences and courses that are relevant to your clinical and academic practice and may also include general or specialty	• Including but not limited to: • RANZCR ASM, FROGG workshop, ESTRO, ASTRO, NSW Radiotherapy Club	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting

	medical knowledge relevant to practice as a Radiation Oncologist.		organisers
In-house educational or clinical meetings	Attendance at organisation or practice convened educational or clinical meetings.	• Radiation Oncology meetings; Journal Clubs; Interesting case meetings; Grand Rounds	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting organisers or department head
Medical professional courses	Attendance at professional development courses	• Communication courses • Management courses • Teaching skills courses • Conflict resolution courses • Leadership skills courses	✓ Certificate of attendance ✓ Written confirmation of attendance from meeting organisers
Practical skills workshops	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.	• Resuscitation, Advance Life Support and CPR courses • Contouring workshop	✓ Certificate of attendance ✓ Written confirmation of attendance from Workshop organisers
ASM principal scientific convenor	Principal Scientific Convenor for the RANZCR ASM.		✓ Will be internally verified by RANZCR
ASM co-convenor	Co-Convenor for the RANZCR ASM.		✓ Will be internally verified by RANZCR
Reviewer of abstract for the ASM	Reviewer of abstracts submitted for presentation at the ASM.		✓ Will be internally verified by RANZCR
Member of ASM Organising Committee	Member of the Organising Committee for the RANZCR ASM.		✓ Will be internally verified by RANZCR
Session convenor for the ASM	Session convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.		✓ Will be internally verified by RANZCR
Principal scientific convenor of a meeting (other than ASM)	Principal Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.		✓ Program confirming role as Convenor ✓ Written confirmation from the meeting organisers
Co-convenor of a meeting (other than ASM)	Co-Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.		✓ Program confirming role as co-convenor ✓ Written confirmation from the meeting organisers
Member of an organising committee (other than an ASM)	Member of the Organising Committee for meetings and conferences.		✓ Program confirming role on Organising Committee ✓ Written confirmation from the meeting organisers ✓

Reviewer of an abstract for a meeting (other than an ASM)	Convenor of a session at a scientific or educational conference, organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting.		✓ Program confirming role as session convenor ✓ Written confirmation from the meeting organisers
Session convenor for a meeting (other than an ASM)	Convenor of a session at a scientific or educational conference, organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting.		✓ Program confirming role on Organising Committee ✓ Written confirmation from the meeting organisers
Professional and Clinical governance	**Definition**	**Examples**	**Evidence Required**
Cultural competency activities	Attendance at cultural competence courses or participation in cultural competence activities.	• Treaty of Waitangi course (NZ) • Māori language course • Centre for Cultural Competence Australia courses	✓ Certificate of attendance ✓ Written confirmation from the organisers
Risk Management activities	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).	• 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)	✓ Certificate of attendance ✓ Written confirmation from the organisers
Practice accreditation activities – assessor	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.	• Hospital accreditation; AMC accreditation	✓ Written confirmation from organiser of accreditation program
Practice accreditation activities – assessee	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.	• Hospital accreditation; AMC accreditation	✓ Notice of Assessment ✓ Written confirmation from hours or accreditation program
International development	Active contribution of time to activities assisting development of Radiation Oncology in a country other than Australia/New Zealand/Singapore.	• Volunteering for an overseas organisation • Providing education to medical staff in a developing country • Involvement in APROSIG activities	✓ Written confirmation from organisers ✓ Certificate of thanks ✓ Correspondence regarding organisation of activities
Professional practice management	Active involvement in practice or department management.	• Staff appraisal meetings; Staff training • Operational planning meetings • Equipment compliance; Workplace Health and Safety meetings	✓ Written confirmation from Head of Department or Manager (or similar)
Teaching, Training and Supervision	**Definition**	**Examples**	**Evidence Required**
Teaching	Delivery of lectures or tutorials to trainees as part of the training program of RANZCR or other		✓ Teaching timetable ✓ Written confirmation from

	vocational colleges, undergraduate or postgraduate students in medicine, nursing or allied health disciplines of a recognised tertiary institutional education program.		organisation (confirming duration and frequency of teaching sessions)
Supervision and/or assessment of trainees	Supervision and assessment of RANZCR trainees at the participant's institution.	• Supervision of trainees; supervision of trainee research project • Assessment of trainees (e.g. mini CEX) • Mock exams	✓ Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)
Supervision of research students	Supervision of research students enrolled in an undergraduate or postgraduate degree or acting as a RANZCR research mentor		✓ 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	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.		✓ Written confirmation from the organisation
RANZCR examiner	College examiner or marker for RANZCR Phase 1 or Phase 2 exams.		✓ Will be internally verified by RANZCR
Undergraduate or postgraduate examiner	Examiner of undergraduate or postgraduate university students or students from other medical colleges.		✓ Written confirmation from the institution
Formal exam question development	Formal submission of multiple-choice questions (MCQs) and exam questions for RANZCR, University or other Specialist Medical College exams.		✓ Written confirmation from organisation
Director of Training/Training Network Director	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 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	**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.	✓ Will be internally verified by RANZCR ✓ Written confirmation from organisation

	jurisdictions regarding training delivery matters in that network.		
Publications and Presentations	**Definition**	**Examples**	**Evidence Required**
First author in publications	First author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.		✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article
Second or latter author in publications	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.		✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article
Editorial/book review/invited expert article/non-peer reviewed articles	Author of an editorial, book review or invited expert article. be claimed either for the year the article was accepted for publication or the year of publication.		✓ Electronic citation ✓ Copy of article ✓ Written confirmation from publisher of acceptance of article
Member of a editorial Board	Member of the editorial board of a peer reviewed journal of scientific or educational content.	• JMIRO editorial board	✓ Written confirmation from publisher or editor of journal
Editor of Journal	Editor or Deputy editor of a peer reviewed journal of scientific or educational content.		✓ Written confirmation from the publisher
First author of book	First author of book.		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Second or latter author of book	Second or latter author of book		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
First author of a chapter	First author of chapter. To be claimed for the year of publication.		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Second or latter author of chapter	Second or latter author of chapter. To be claimed for the year of publication		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Editor of book	Editor of book.		✓ Electronic citation ✓ Reprint ✓ Written confirmation from publisher
Keynote/plenary speaker at a conference	Plenary or keynote presentation at an international, national or state level meeting or conference. Can include a reasonable number of		✓ Program ✓ Published abstract ✓ Written confirmation from meeting

	preparation hours.		or conference organisers
Proffered oral or poster presentation	Proffered oral or poster presentation at an international, national or state level meeting or conference.		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Invited lecturer at conference/meeting	Invited lecturer at an international, national or state level meeting or conference. CPD hours can be claimed for each lecture given at a meeting or conference. Can include a reasonable number of preparation hours.		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Session chair/panel member at conference/meeting	Participation as a session chair or panel member at an international, national or state level meeting or conference.		✓ Program ✓ Published abstract ✓ Written confirmation from meeting or conference organisers
Small group practical instructor at conference/meeting	Instructor of a small group of participants in a particular skill at a meeting or course.		
Formal presentations at in-house or local meetings		• Contouring course • Brachytherapy course	✓ Program ✓ Written confirmation from meeting or conference organisers
Formal presentations at in-house or local meetings	Presentations at department, hospital and community group meetings. Can include a reasonable number of preparation hours.	• Presentation to GPs • Presentation to a patient support group • Targeting Cancer Education Night • Presentation at a radiotherapy club meeting	✓ Program identifying speakers ✓ Invitation to the meeting identifying speakers ✓ Written confirmation from organisers
Research	**Definition**	**Examples**	**Evidence Required**
Principal or lead investigator in research	Principal of lead investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.		✓ Written confirmation from research organisation, granting body or ethics committee.
Co-investigator in research	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.		✓ Written confirmation from research organisation, granting body or ethics committee.
Principal Investigator of Research Grant Application	Principal investigator of a research grant application		✓ Written confirmation from research organisation or granting body.
Associate Investigator of Research Grant Application	Associate Investigator of research grant application		✓ Written confirmation from research organisation or granting body.
Reviewer of research grant application	Reviewer of a research grant application	• RANZCR Research Grant reviewer • Cancer Australia	✓ Written confirmation from research organisation or granting

			body.
		• National Health and Medical Research Council (NHMRC) • Cancer Councils • Cancer Society NZ • Genesis Oncology Trust NZ	
Research sabbatical	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to undertake research focused learning activities with defined educational goal and study plan that does not lead to a formal academic or professional qualification.		• Written confirmation from organisation • Certification of completion • Sabbatical report
Clinical Trial Patient Recruitment	Recruitment of patients to research organisation or institution approved clinical trials.		• Written confirmation from central study coordinator, site data manager or research organisation
Clinical Trial Quality Assurance	Quality assurance activities for research organisation or institution approved research projects.	• Radiotherapy technical review • Data audit	✓ Written confirmation from the clinical trial center or research organisation.
Miscellaneous Activities	**Definition**	**Examples**	**Evidence Required**
Executive coaching program participation	Participation in executive coaching program	• RANZCR/ESTRO Leadership course • Professional coaching courses	✓ Certificate of attendance ✓ Written confirmation from endorsing organisation
Mentoring Program Participation	Participation in formal college/organisation endorsed mentorship program as either a mentor or mentee	• RANZCR mentoring program • Other mentoring programs	✓ Certification of participation ✓ Written confirmation from endorsing organisation/ college/mentor
Participation in clinical guideline development	Participation in development of clinical practice protocols or guidelines	• EviQ • Cancer Council • Cancer Australia • Cancer Society New Zealand • Tumor standards groups	✓ Written confirmation from publisher/ endorsing organisation ✓ Abstract/ publication demonstrating authorship
Preparing patient education materials	Participation in development/ preparation of educational materials targeting patients or consumers	• EviQ • Cancer Council • Cancer Australia • Cancer Society New Zealand • In-house patient educational materials	✓ Written confirmation from publisher/ endorsing organisation ✓ Abstract/ publication demonstrating authorship
Supervised practice attachments	Upskilling in a new or specialised scope of practice under the guidance and supervision of approved supervisors. **NOTE:** Member doing the attachment as well as supervisor can claim under this category	• Brachytherapy • Stereotactic techniques	✓ Log of supervised practice activities endorsed by supervisor ✓ For supervisor: Written confirmation of participation in supervised practice program from manager

Reviewing Performance and Reflecting on Practice	Definition	Examples	Evidence Required
Participation in RANZCR Governance	Active participation in governance of RANZCR at federal, state or New Zealand branch level.	• RANZCR Committees; Faculty of Radiation Oncology Council • RANZCR training site accreditation • Board of Directors • Working Groups • Executive member of FRO Special Interest Group	✓ Attendance at meetings will be verified internally by college staff ✓ Attendance record in meeting Minutes
Participation in other clinical governance activities	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).	• Ethics Committee; Hospital Board; Hospital Management Committee • Credentialing Committee; Governance of professional bodies • Special Interest Group	✓ Certificate of attendance ✓ Attendance record in meeting Minutes ✓ Written confirmation of attendance/involvement from organisation
International governance	Active contribution of time to professional governance for an international society or organisation.	• IAEA; ESTRO; ASTRO	✓ Written confirmation from organisers ✓ Certificate of thanks ✓ Correspondence regarding organisation of activities
Reflective diary	Completion of a reflective diary either in hard copy or alternatively, members can use the Reflective Diary Note tool within the CPD ePortfolio. If using own tool, the following questions could be considered: ***Please note** this list is not exhaustive	• 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? • **Please note** that all diary activities remain private and available only by the member	✓ Record of usage (note, College staff do not see the detail included in a reflective diary) ✓ Written confirmation from a peer confirming the existence of a reflective diary
Professional Development Plan (PDP)	A PDP is a planning document that can guide a doctor's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to a particular doctor, based on identified development needs, the identification and integration of professional and personal (non-work) objectives. NOTE: All members must complete a Professional Development Plan annually. The Professional	• Professional Development Plan template completed in CPD ePortfolio • Professional Development Plan completed with employer uploaded to CPD ePortfolio • Confirmation letter from employer that PDP has been completed	✓

	Development Plan template can be accessed via the CPD ePortfolio. RANZCR is aware that Members may choose to complete their own PDP through their employer. There is an option in CPD ePortfolio for members to indicate this.		
Multi-source feedback (MSF)	Multi-Source Feedback (MSF) is an assessment of behaviour, interactions and skills by a number and variety of observers who have direct interaction with the doctor in the workplace. Assessors rate the doctor in a number of domains including teamwork, professionalism, empathy with patients and communication skills.	• **NOTE:** Only the assessee can claim CPD hours for this activity, MSF feedback providers cannot claim CPD hours. • The RANZCR MSF tool and can be downloaded from the CPD ePortfolio 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.	✓ Declaration confirming completion of activity (including name of member and feedback provider and time period completed in) to be uploaded in CPD ePortfolio.
Peer Review Meetings	Attendance at organisation or practice convened peer review meetings and activities.	• Case Review Meetings • Weekly Plan Review Meetings • Chart Rounds • Peer Review Audit Tool	✓ 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 – assessor/assesee	Active participation in formal review of performance of a Radiation Oncologist for a regulatory body or as part of an interview.	• RANZCR international Medical Graduate assessment (Area of Need Assessor or Specialist Recognition) • Regular Practice Review • AHPRA review • MCNZ review	✓ Written confirmation from Medical Council/Medical Board or organisation ✓ Written confirmation of role as MSF Feedback Provider from organisation
Multi-disciplinary team meetings	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. (See also MDT under Measuring Outcomes)	• Tumour specific MDTs/MDMs	✓ Confirmation from Chair of the MDM of attendance ✓ record/frequency of meeting ✓ Recorded log of meeting attendance
Measuring and Improving Outcomes	**Definition**	**Examples**	**Evidence Required**
Audit	The purpose of an audit is to compare the particular aspect of practice to a reference standard.	• 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.	✓ Declaration confirming completion of activity and time period ✓ completed in) can be uploaded in the CPD ePortfolio. ✓ Audit report summary

Database log book	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 alendar year and be used as the basis for a clinical audit.	• Please complete your log book and upload as evidence in CPD ePortfolio • 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.	✓ Database log book (de-identified cases) ✓ Spreadsheet of de-identified cases
Patient experience survey	A patient experience survey or similar is a way of improving the quality of patient care, measuring the effectiveness of health care delivery, and identifying and resolving potential problems.	• Patient experience survey • User experience survey	✓ Confirmation of completion of survey from ✓ department/hospital ✓ Survey report/summary
Multidisciplinary team meetings	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. To qualify for this category, include multidisciplinary team meetings where outcomes of treatment were reviewed.	• Tumour specific MDM- Post op review where preoperative radiation therapy was used. • Tumour specific MDM- Pathology from salvage surgery where radical RT was used	✓ Letter from Chair of MDM ✓ Recorded log of meeting attendance

Please do not upload documents as evidence of your CPD activities which contain sensitive or confidential information.
All uploaded evidence documents must be de-identified.
Please also note that an invitation or tax receipts are not acceptable as evidence of attendance.