Clinical Radiology Continuing Professional Development (CPD) Handbook

2023

The Royal Australian
and New Zealand
College of Radiologists®

The Faculty of Clinical Radiology

Clinical Radiology CPD Handbook 2023

Name of document and version:
Clinical Radiology CPD Handbook 2023, Version 1

Approved by:
Faculty of Clinical Radiology Council

Date of approval:
8 December 2022

ABN 37 000 029 863
Copyright for this publication rests with The Royal Australian and New Zealand College of Radiologists ®

The Royal Australian and New Zealand College of Radiologists
Level 9, 51 Druitt Street
Sydney NSW 2000 Australia

New Zealand Office: Floor 6, 142 Lambton Quay, Wellington 6011, New Zealand

Email: ranzcr@ranzcr.com.au
Website: www.ranzcr.com
Telephone: +61 2 9268 9777

Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

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: clinical radiology is central to the diagnosis and treatment of disease and injury and radiation oncology is a vital component in the treatment of cancer.

For more information, go to www.ranzcr.com and follow us on LinkedIn, Twitter and Facebook.

Our Purpose

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

Our Values

Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

Innovation

We constantly strive to reimagine excellence in everything we do.

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 ePortfolio refers to the online platform which members 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. RANZCR is an accredited CPD home.

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. BACKGROUND

2.1 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

Medical practitioners 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 ePortfolio.

2.2 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 performance 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

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 in the CPD ePortfolio.

3. INTRODUCTION

The 2023 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 2023 Annual CPD program recognises a broad range of activities eligible for CPD hours.

3.1 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 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 CPD ePortfolio provides a platform to record, demonstrate and substantiate ongoing learning.

3.2 Mandatory Participation in the RANZCR CPD Program

As noted in Section 2.1 and 2.2 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 meet RANZCR minimum CPD requirements and have not demonstrated compliance by 31 January 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

3.3 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

3.4 CPD ePortfolio

The CPD ePortfolio is the online platform used to enter CPD activities and view compliance to CPD requirements. Members can download certificates (e.g. confirming CPD participation) directly from the CPD ePortfolio. The ePortfolio is mobile friendly, allowing Members to log their CPD activities and upload evidence from a smartphone or tablet.

The CPD ePortfolio can be accessed via your My RANZCR portal. The College has several resources available to support Members in using the various functions of the ePortfolio, including short 'how to' guides and video recordings. These can be located directly in the ePortfolio or via the CPD section of the RANZCR website http://www.ranzcr.com/fellows/general/cpd-overview

3.5   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	<u>25 hours (50%)</u> of hours recorded across *Reviewing Performance* and *Measuring Outcomes.* With a minimum of 5 hours for each category <u>12.5 hours (25%)</u> of hours recorded under *Educational Activities* <u>12.5 hours (25%)</u> across any of the CPD categories
	Complete a Professional Development Plan (PDP)	Complete a Professional Development Plan (PDP)
	New Zealand members to complete a structured annual conversation and activities with a focus on cultural safety and health equity.	New Zealand members to complete a structured annual conversation and activities with a focus on cultural safety and health equity.
		Anaphylaxis training to be completed once every 3 years
Australian based members reporting MRI		
30 points recorded for the triennium	8 MRI CPD hours per year	8 MRI CPD hours per year
Australian based members reporting 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 Requirements for 2023

Complete a minimum of 50 hours of CPD per year, with the following minimum requirements in the 3 broad categories: • <u>12.5 hours (25%)</u> of hours recorded under *Educational Activities* • <u>25 hours (50%)</u> of hours recorded across *Reviewing Performance* and *Measuring Outcomes.* With a minimum of 5 hours for each category e.g. 5 hours in Reviewing performance category and 20 hours in measuring outcomes category. • Remaining 12.5 hours (25%) across any of the CPD categories
• A Professional Development Plan (PDP) is required to be completed
• Anaphylaxis training to be completed once every 3 years
• 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 (Australian members)
• 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 5.1 below for further information)
• CPD activities with a focus on cultural safety and health equity (New Zealand members only, see 5.2 below for further information)

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

4.2 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 ePortfolio. 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 ePortfolio, satisfying the MBA and MCNZ requirements. A copy can be saved in the CPD ePortfolio 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.

4.3   Anaphylaxis Training

From 2023, Clinical Radiology members need to complete anaphylaxis training once every 3 years. The College will not mandate a specific course or module, Members will be able to use the courses that they are already completing, especially as anaphylaxis training is commonly part of Basic Life Skills or CPR training. Members will be required to record completion of this training in the CPD ePortfolio.

4.4   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 Clinical Radiology, V11.2 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. In addition, members can also activate the MRI function in their CPD ePortfolio by following these steps.

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.

4.5   Mammography Specific Requirements

The RANZCR Standards of Practice for Clinical Radiology, V11.2 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. In addition, members can also activate the mammography function in their CPD ePortfolio by following these steps.

5.   NEW ZEALAND (MCNZ) SPECIFIC REQUIREMENTS

5.1   Structured Annual Conversation

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 ePortfolio has an annual conversation completion form which can be used by members. This form asks the Member to declare that their annual conversation requirement has been completed. Members can then use the CPD activity entry form to record the time spent undertaking this activity. 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 ePortfolio and upload a copy or a letter from their employer indicating that a conversation has taken place, which will satisfy the MCNZ requirements. The College also recognises that there may be sensitive information included in these conversations, and therefore a confirmation that the conversation has taken place is adequate evidence, and documentation of the whole conversation is not required to be uploaded. However, please retain a copy of the conversation should the MCNZ require further documentation.

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

5.2   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 ePortfolio. Please note the CPD activity does not wholly need to focus on cultural safety and/or health equity. To support members in meeting this requirement, the College has collated a suite of resources which can be used to support CPD requirements. These include online modules, journal articles, books to name a few. Please note, it is not mandatory for a Member to use the College resources, they are provided as a guide. These resources can be found on the College website.

6.   BREAK IN PRACTICE

6.1   Pro-rata Guidelines for Members Taking Extended Leave

In the 2023 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 ePortfolio using the 'CPD break in practice' form on the CPD dashboard 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 ePortfolio dashboard for that year.

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 2023-April 2024, then hours can be split as follows: 8 hours in 2023 and 16 hours in 2024.

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 ePortfolio.

6.2 Pro-rata calculation breakdown:

Amount of Leave	CPD Hours to be completed
3 months	38
4 months	34
5 months	30
6 months	26
7 months	22
8 months	18
9 months	14
10 months	10
11 months	6
12 months	0

6.3 Pro-rata of MRI Hours

Amount of Leave	CPD Hours to be completed
3 months	4
4 months	4
5 months	3
6 months	3
7 months	2
8 months	2
9 months	1
10 months	1
11 months	0
12 months	0

6.4   Pro-rata of Mammography Hours

Amount of Leave	CPD Hours to be completed
3 months	3
4 months	3
5 months	3
6 months	2
7 months	2
8 months	2
9 months	1
10 months	1
11 months	1
12 months	0

Example: A radiologist takes parental leave for 9 months in one calendar year. The first table indicates the number of CPD hours that need to be completed. For a 9 month break in practice, 14 CPD hours are required.

This radiologist reports both MRI and mammography. In a full annual cycle, 8 MRI CPD hours and 4 mammography CPD hours are required annually. For a 9 month break in practice table 2 and 3 above show the MRI and mammography CPD hour requirements. In this example, 1 CPD hour would be required for MRI and 1 CPD hours would be required for mammography.

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

7.   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 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:

- This CPD handbook, including a list of the accepted evidence documents. Note this is also included when entering a CPD activity in the ePortfolio

- A checklist to assist in compiling evidence documents
- Instructions on how to upload documents to the CPD ePortfolio

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 9703.

8.   CPD DOCUMENTS AND RECORDING ACTIVITIES

8.1   Retaining CPD documents and Evidence for CPD Activities

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 to cover the annual random audit.

Please note: a CPD activity entry form can be submitted, and hours accrued even if evidence is not attached. Evidence for activities can be added at a later date and should be retained. However, if a member is selected for random audit by the College, they will need to have adequate evidence to substantiate the minimum requirements that make up the CPD program. As per the MBA/MCNZ CPD registration standard, members should retain their CPD documentation and evidence for 3 years after the end of each annual CPD cycle to cover the annual random audit. It is the responsibility of the member to keep a copy of their CPD documentation and evidence.

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

8.2   Annual Submission of CPD Activities

Fellows, Educational Affiliates and CPD participants are required to submit their CPD activities on an annual basis into the CPD ePortfolio. It is recommended that members are periodically entering their CPD, to ensure that program requirements are met in a timely manner. **Members are strongly encouraged to have completed their CPD requirements by 31 December, to ensure they are ready to commence the next annual cycle from January the following year.**

At the very latest, the deadline for submission of CPD activities is **31 January the following year, no further extensions will be available.** For example, 2023 CPD activities must be submitted by 31 January 2024.

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

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 • 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 ASM organising committee • Session convener for ASM • Principal scientific convener of meeting (other than ASM) • Co-convener of meeting (other than ASM) • Member of organising committee of meeting (other than ASM) • Reviewer of abstract of 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 • Examining Vivas/OSCERs • Marking examinations **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 • Member of editorial board • Editor of a journal • First author of a book • Second or latter author of a book • First author of a chapter • Second or latter author of a chapter • Editor of a book • Keynote/plenary speaker at a conference • Proffered oral or poster presentation • Invited lecturer at conference/meeting • Session chair/panel member at conference or meeting • Small group practical instructor at conference or meeting • Formal presentations at in house or local meetings • Executive coaching program participation • Mentoring program participation • Participation in clinical guideline development • Preparing patient education materials • Supervised practice attachments

Reviewing Performance and Reflecting on Practice		
Participation in International Governance activities • International governance • International development • Professional practice management **Self-directed learning** • Reflective diary • Multidisciplinary team meetings (MDT) • Participating in clinical governance/Quality Assurance committees	**Professional and clinical governance** • Participation in RANZCR governance • Participation in other clinical governance activities **Peer Review** • Review of cases • Observed procedural cases • Active presentation of cases with feedback • Formal evaluation of a peer's performance • Formal peer review of a manuscript	• Professional development plan (PDP) • Multi-source feedback (MSF) • Cultural Competence activities • Patient experience survey • Workplace performance appraisal/Structured conversation • Medical services Survey/review • Accrediting/auditing practices, hospitals, training sites • Medico-legal work (reports, expert witness) • Examining Vivas/OSCERs • Marking Examinations
Measuring and Improving Outcomes		
• Audit • Patient experience survey • Database logbook • Participation in other clinical governance activities • Multidisciplinary team meetings	• Root Cause Analysis Activities (RCA) • Incident reporting (including assessing incident reports) • Quality improvement projects • M&M meeting and case conference • Leading, analysing, writing reports on healthcare outcomes	**Clinical outcome related research** • Principal or lead investigator in research • Co-investigator in research • Participation in research • Reviewer of research grant application • Research sabbatical

9.1   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.

Self-Directed Learning	
Journal reading	
Definition	Reading of Radiology and medical imaging peer reviewed journals and literature.
Examples	• JMIRO • Radiographics • European Journal of Radiology
Examples of evidence	• 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
Examples of evidence	• 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
Examples of evidence	• Written confirmation from institution
Post RANZCR Fellowship training	
Definition	Training undertaken by a participant after attaining FRANZCR 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
Examples of evidence	• Written confirmation from organisation • Certificate of completion
Attendance at 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
Examples of evidence	• 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
Examples of evidence	• 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
Examples of evidence	• 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
Examples of evidence	• 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.
Examples of evidence	• This will be verified internally by RANZCR staff. Please keep personal record/log of time spent on activity

ASM co-convener	
Definition	Co-Convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Examples of evidence	• This will be verified internally by RANZCR staff. Please keep personal record/log of time spent on activity

Reviewer of abstract for the ASM	
Definition	Reviewer of abstract for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Examples of evidence	• This will be verified internally by RANZCR staff. Please keep personal record/log of time spent on activity

Member of ASM Organising Committee	
Definition	Member of the Organising Committee for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Examples of evidence	• This will be verified internally by RANZCR staff. Please keep personal record/log of time spent on activity

Session convener for ASM	
Definition	Session convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Examples of evidence	• This will be verified internally by RANZCR staff.

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.
Examples of evidence	• Program confirming role as Convenor • Written confirmation from the meeting organisers • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Program confirming role as co-convenor • Written confirmation from the meeting organisers • Please keep personal record/log of time spent on activity

Member oforganising committee of meeting (other than ASM)	
Definition	Member of the Organising Committee for meetings and conferences. Hours can only be claimed for the year of the meeting.
Examples of evidence	• Program confirming role on Organising Committee • Written confirmation from the meeting organisers • Please keep personal record/log of time spent on activity

Reviewer of abstract of meeting (other than ASM)	
Definition	Reviewer of abstracts for meetings and conferences.
Examples of evidence	• Written confirmation from the meeting organisers • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• 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 recommended resources available via the College website
Examples of evidence	• 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 minimisation team • Workplace Health and Safety (WHS) activities • Radiology Event Register (RaER) entry
Examples of evidence	• 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
Examples of evidence	• Written confirmation from organiser of accreditation program. Please keep personal record/log of time spent on activity

Practice accreditation activities – assessee	
Definition	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.
Examples	• Hospital accreditation; AMC accreditation
Examples of evidence	• Notice of Assessment • Written confirmation of hours from accreditation program. Please keep personal record/log of time spent on activity

Participation in International Governance activities	

International Governance	
Definition	Active contribution of time to professional governance for an international society or organisation.
Examples	• AOCR; SPR; ISR; ISMRM
Examples of evidence	• Written confirmation from organisers. Please keep personal record/log of time spent on activity

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
Examples of evidence	• Written confirmation from organisers. Please keep personal record/log of time spent on activity • 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
Examples of evidence	• 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.
Examples of evidence	• 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
Examples of evidence	• 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.
Examples of evidence	• 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.
Examples of evidence	• Written confirmation from the organisation

Examining	

RANZCR examiner	
Definition	College examiner or marker for RANZCR Phase I or Phase II exams.
Examples of evidence	• This will be verified internally by RANZCR staff.

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

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.
Examples of evidence	• This will be verified internally by RANZCR staff.

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.
Examples of evidence	• This will be verified internally by RANZCR staff. • 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.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. • Please keep personal record/log of time spent on activity

Participation in research	
Definition	Participation in an active research project organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. • Please keep personal record/log of time spent on activity

Reviewer of research grant application	
Definition	Reviewer of a research grant application
Examples	• RANZCR Research grant reviewer • National Health and Medical Research Council (NHMRC)
Examples of evidence	• Written confirmation from research organisation or granting body. • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Written confirmation from organisation • Certification of completion • Sabbatical report • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article • Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Electronic citation • Copy of article • Written confirmation from publisher of acceptance of article • Please keep personal record/log of time spent on activity

Member of Editorial Board	
Definition	Member of the editorial board of a peer reviewed journal of scientific or educational content.
Examples	• JMIRO editorial board
Examples of evidence	• Written confirmation from publisher or editor of journal. Please keep personal record/log of time spent on activity

Editor of Journal	
Definition	Editor or Deputy editor of a peer reviewed journal of scientific or educational content.
Examples of evidence	• Written confirmation from the publisher. Please keep personal record/log of time spent on activity

First author of a book	
Definition	First author of book. To be claimed for the year of publication.
Examples of evidence	• Electronic citation • Reprint • Written confirmation from publisher. Please keep personal record/log of time spent on activity

Second or latter author of a book	
Definition	Second or latter author of book
Examples of evidence	• Electronic citation • Reprint • Written confirmation from publisher. Please keep personal record/log of time spent on activity

First author of a chapter	
Definition	First author of chapter. To be claimed for the year of publication.
Examples of evidence	• Electronic citation • Reprint • Written confirmation from publisher. Please keep personal record/log of time spent on activity

Second or latter author of a chapter	
Definition	Second or latter author of chapter. To be claimed for the year of publication
Examples of evidence	• Electronic citation • Reprint • Written confirmation from publisher. Please keep personal record/log of time spent on activity

Editor of a book	
Definition	Editor of book. To be claimed for the year of publication.
Examples of evidence	• Electronic citation • Reprint • Written confirmation from publisher. Please keep personal record/log of time spent on activity

Keynote/plenary speaker at a conference	
Definition	Plenary or keynote presentation at an international, national or state level meeting or conference.
Examples of evidence	• Program • Published abstract • Written confirmation from meeting or conference organisers. Please keep personal record/log of time spent on activity

Proffered oral or poster presentation	
Definition	Proffered oral or poster presentation at an international, national or state level meeting or conference.
Examples of evidence	• Program • Published abstract • Written confirmation from meeting or conference organisers. Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Program • Published abstract • Written confirmation from meeting or conference organisers. Please keep personal record/log of time spent on activity

Session chair/panel member at conference or meeting	
Definition	Participation as a session chair or panel member at an international, national or state level meeting or conference.
Examples of evidence	• Program • Published abstract • Written confirmation from meeting or conference organisers. Please keep personal record/log of time spent on activity

Small group practical instructor at conference or meeting	
Definition	Instructor of a small group of participants in a particular skill at a meeting or course.
Examples	• CTCA course • Basic Life Support
Examples of evidence	• Program • Written confirmation from meeting or conference organisers. Please keep personal record/log of time spent on activity

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
Examples of evidence	• Program identifying speakers • Invitation to the meeting identifying speakers • Written confirmation from organisers. Please keep personal record/log of time spent on activity

Executive coaching program participation	
Definition	Participation in executive coaching program
Examples	• Professional coaching courses • Leadership courses
Examples of evidence	• Certificate of attendance • Written confirmation from endorsing organisation

Mentoring Program Participation	
Definition	Participation in formal organisation endorsed mentorship program as either a mentor or mentee
Examples	• Mentoring program conducted by employer or Health service
Examples of evidence	• Certification of participation • Written confirmation from endorsing organisation mentor

Participation in clinical guideline development	
Definition	Participation in development of clinical practice protocols or guidelines
Examples	• ACSQHC quality standards
Examples of evidence	• Written confirmation from publisher/ endorsing organisation. Please keep personal record/log of time spent on activity • Abstract/ publication demonstrating authorship

Preparing patient education materials	
Definition	Participation in development/ preparation of educational materials targeting patients or consumers
Examples	• In-house patient education materials • Inside Radiology
Examples of evidence	• Written confirmation from publisher/ endorsing organisation. Please keep personal record/log of time spent on activity • Abstract/ publication demonstrating authorship
Supervised practice attachments	
Definition	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
Examples	•
Examples of evidence	• Log of supervised practice activities endorsed by supervisor • For a supervisor: Written confirmation of participation in supervised practice program from manager

9.2 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.

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 organisation.
Examples	• AOCR; SPR; ISR; ISMRM
Examples of evidence	• Written confirmation from organisers. Please keep personal record/log of time spent on activity
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
Examples of evidence	• Written confirmation from organisers. Please keep personal record/log of time spent on activity. • 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
Examples of evidence	• Written confirmation from Head of Department or Practice Manager (or similar). Please keep personal record/log of time spent on activity

Professional and clinical governance	

Participation in RANZCR Governance	
Definition	Active participation in governance of RANZCR at federal, state or New Zealand branch level.
Examples	• RANZCR Committees; Faculty of Clinical Radiology Council • RANZCR training site accreditation • Board of Directors • Working Groups • Executive member of FCR Special Interest Group
Examples of evidence	• Attendance at RANZCR meetings will be verified internally by College staff. • 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	• Ethics Committee; Hospital Board; Hospital Management Committee • Credentialing Committee; Governance of professional bodies • Special Interest Group
Examples of evidence	• Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation (one letter per year will suffice for a regular meeting). Please keep personal record/log of time spent on activity

Cultural Competence activities	
Definition	Attendance at cultural competence courses or participation in cultural competence activities.
Examples	• Treaty of Waitangi course (NZ) • RANZCR recommended resources available via the College website
Examples of evidence	• Certificate of attendance • Written confirmation from the organisers

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 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.
Examples of evidence	• 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
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 ePortfolio
Examples of evidence	• Declaration confirming completion of activity (including name of member, feedback provided and, time period completed in). Please keep personal record/log of time spent on activity

Peer Review	
Review of Cases	
Definition	This is evaluation of the performance of individuals or groups of doctors by members of the same profession or team. It may be formal or informal and can include any time when doctors are learning about their practice with colleagues. Peer review can also occur in multidisciplinary teams when team members, including other health professionals, give feedback. In formal peer review, peer(s) systematically review aspects of your work, for example, the first six cases seen, or a presentation on a given topic. Peer review normally includes feedback, guidance and a critique of your performance. Peer review must take place in an environment conducive to: • the confidentiality of the patients being discussed • the privacy of the doctors whose work is being reviewed • mutual learning • professional support and collegiality
Examples	• Joint review of cases • Review of charts • Practice visit to review doctor's performance • Critique of a video review of consultations • Discussion groups • Inter-departmental meetings, which may review cases and interpretations of findings • Formal double reading of cases
Notes	• Members can use a peer or case review tool from their practice or department • Members are asked not to submit sensitive or confidential information from the completion of a review of cases as evidence of this activity • There is no minimum number of cases required, total time spent on the activity is to be recorded in the CPD ePortfolio
Examples of evidence	• Declaration confirming completion of activity (including details of the case review activity and the number of cases reviewed). Please keep personal record/log of time spent on activity
Observed Procedural Cases	
Definition	Completion of a peer review activity in which procedural radiology cases are reviewed and any discrepancies identified.
Notes	• Members can use a peer or case review tool from their practice or department • Members are asked not to submit sensitive or confidential information from the completion of a review of cases as evidence of this activity • There is no minimum number of cases required, total time spent on the activity is to be recorded in the CPD ePortfolio
Examples of evidence	• Declaration confirming completion of activity (including details of the case review activity and the number of cases reviewed) • Record log of cases. Please keep personal record/log of time spent on activity

Active Presentation of Cases with Feedback	
Definition	Active presentation of radiological cases at multidisciplinary or peer review meetings, with either immediate or delayed feedback by other professionals. Participant's diagnosis and feedback received should be documented in the member's records.
Examples	• CTCA correlated cases
Notes	• Members are asked not to submit sensitive or confidential information about the cases presented at multidisciplinary or peer review meetings as evidence of this activity.
Examples of evidence	• Record log of cases • Declaration confirming completion of activity (including details of meeting and the number of cases presented). Please keep personal record/log of time spent on activity

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.
Examples	• RANZCR International Medical Graduate • AHPRA assessment (Area of Need) • MCNZ assessment • MSF feedback provider
Examples of evidence	• Written confirmation from Medical Council/Medical Board • Written confirmation of role as MSF Feedback Provider from organisation • Internal verification from RANZCR. Please keep personal record/log of time spent on activity

Formal Peer Review of a Manuscript	
Definition	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal
Example of Evidence	• Written confirmation from publisher or editor of journal. Please keep personal record/log of time spent on activity

Self-directed learning	
Reflective diary	
Definition	Completion of a reflective diary either in hard copy or by using the reflective note function on CPD ePortfolio. 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.
Examples of evidence	• Record of usage, can be exported from the CPD ePortfolio system • Written confirmation from a peer confirming the existence of a reflective diary
Multi-disciplinary Team Meetings (MDT)	
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
Examples of evidence	• Letter from Chair/organiser of multidisciplinary team meeting (MDM) (one letter for the year will suffice) • Personal record/log of meetings attended • Calendar invitation showing attendance
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
Examples of evidence	• Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation (one letter per year will suffice if a regular meeting). Please keep personal record/log of time spent on activity

Patient experience survey	
Definition	Survey designed to explore the patients' experience with the care provided by the specialist and hospital staff.
Examples	• Patient survey
Examples of evidence	• Confirmation of completion of survey from department/hospital. Please keep personal record/log of time spent on activity

Workplace performance appraisal/Structured Conversation	
Definition	• Annual performance review completed with employer. • Structured Annual conversation. Mandatory CPD requirement for New Zealand members to complete an annual conversation with a peer.
Examples	• Performance appraisal as part of employment • Structured Annual Conversation
Examples of evidence	• Written confirmation of performance appraisal from peer conducting appraisal, departmental head, manager or organisation • Copy of performance appraisal • Structured conversation form completed in CPD ePortfolio

Medical services survey/review	
Definition	A review and collection of data pertaining to the quality of a medical service
Examples	• Patient satisfaction survey
Examples of evidence	• Copy of written review • Written confirmation of participation in the review by department or organisation. Please keep personal record/log of time spent on activity

Accrediting/auditing practices, hospitals, training sites	
Definition	Participation in formal accreditation process of health district, hospital or RANZCR training site/network
Examples	• Member of RANZCR training site accreditation panel • Member of health district governance/accreditation committee
Examples of evidence	• Written confirmation from team leader/manager. Please keep personal record/log of time spent on activity

Medico-legal work (report, expert witness)	
Definition	Writing a report or providing evidence as a medical expert
Examples	• Author of medico-legal report/Witness in the role of a medical expert in a legal case • Author of report for medical organisation/regulatory authority/insurer • Author of report for Accident Compensation Corporation (New Zealand)
Examples of evidence	• Formal correspondence confirming submission or receipt of evidence/report. Please keep personal record/log of time spent on activity

Examining Vivas/OSCERs	
Definition	College examiner for RANZCR OSCER exams
Examples of evidence	• Internal verification from RANZCR. Please keep personal record/log of time spent on activity

Marking Examinations	
Definition	College marker for RANZCR exams for Phase 1 or Phase 2 exams
Examples of evidence	• Internal verification from RANZCR. Please keep personal record/log of time spent on activity

9.3   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 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.
Examples of evidence	• Declaration confirming completion of activity (including name of member and feedback provider and time period completed in). Please keep personal record/log of time spent on activity
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 ePortfolio • Alternatively, a list of de-identified cases can be uploaded (e.g. in a spreadsheet) as evidence
Examples of evidence	• Completed database logbook. Please keep personal record/log of time spent on activity • 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.
Examples of evidence	• Collation of survey responses/survey report. Please keep personal record/log of time spent on activity

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
Examples of evidence	• Confirmation from Chair of the MDM of attendance record/frequency of meeting • Personal record/log of meetings attended • Calendar invitation showing attendance

Participation in other clinical governance activities	
Definition	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
Examples	• Safety, Quality and Standards committee member • Participation in RANZCR Quality Improvement Project • Department/workplace quality improvement initiatives • Participation in departmental quality improvement project
Examples of evidence	• Certificate of attendance • Attendance record in meeting Minutes • Written confirmation of attendance/involvement from organisation (one letter per year will suffice for a regular meeting). Please keep personal record/log of time spent on activity

Root cause analysis activities	
Definition	• Root cause analysis (RCA) is the process of discovering the root causes of problems in order to identify appropriate solutions.
Examples	• Root-cause analysis into adverse event
Examples of evidence	• Confirmation from manager • Documentation of process used to undertake Root Cause Analysis activity. Please keep personal record/log of time spent on activity

Incident reporting (including assessing incident reports)	
Definition	• Review of incidents reported at member's place of practice with a view to minimise future errors or potential for patient harm
Examples	• Departmental incident review meetings
Examples of evidence	• Letter from HOD/manager. Please keep personal record/log of time spent on activity

Quality improvement projects	
Definition	Quality improvement projects allow clinicians, working within a team, to identify an issue and implement interventions that can result in true improvements in quality of the Radiology service
Examples	• Safety, Quality and Standards committee member • Participation in RANZCR Quality Improvement Project • Department/workplace quality improvement initiatives • Participation in departmental quality improvement project
Examples of evidence	• Confirmation from Committee Chair/Supervisor/Manager. Note if RANZCR committee, this can be verified internally at the College. Please keep personal record/log of time spent on activity

M&M meeting and case conference	
Definition	Participation in morbidity and mortality meeting to review patient outcomes and identify areas for improvement
Examples	• M&M meeting
Examples of evidence	• Confirmation from meeting Chair/supervisor/manager. Please keep personal record/log of time spent on activity • Record log of meeting attendance

Leading, analysing, writing reports on healthcare outcomes	
Definition	Systematic reviews
Examples	• Systematic review publication • Healthcare survey
Examples of evidence	• Citation • Preprint • Confirmation from supervisor/manager. Please keep personal record/log of time spent on activity

Clinical Outcome related 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.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. Please keep personal record/log of time spent on activity

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.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. Please keep personal record/log of time spent on activity

Participation in research	
Definition	Participation in an active research project organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Examples of evidence	• Written confirmation from research organisation, granting body or ethics committee. Please keep personal record/log of time spent on activity
Reviewer of research grant application	
Definition	Reviewer of a research grant application
Examples	• RANZCR Research grant reviewer • National Health and Medical Research Council (NHMRC)
Examples of evidence	• Written confirmation from research organisation or granting body. Please keep personal record/log of time spent on activity
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.
Examples of evidence	• Written confirmation from organisation. Please keep personal record/log of time spent on activity • Certification of completion • Sabbatical report

10. APPENDICES

10.1 Abbreviations

ACHS	Australian Council on Healthcare Standards
ADIA	Australian Diagnostic Imaging Association
AHPRA	Australian Health Practitioners Regulation Agency
AMC	Australian Medical Council
AMSIG	Australian Musculoskeletal Imaging Group
AANMS	Australasian Association of Nuclear Medicine Specialists
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
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
FRANZCR	Fellowship of the Royal Australian and New Zealand College of Radiologists
IANZ	International Accreditation New Zealand
ICR	International Congress of Radiology
LMS	Learning Management System
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
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
PET	Positron Emission Tomography
PhD	Doctor of Philosophy