The Royal Australian and New Zealand College of Radiologists®

Continuing Professional Development Frequently Asked Questions

Contents

How do I Access the CPD ePortfolio?

Go to the RANZCR website www.ranzcr.com, click the yellow member log in button in the top right corner. You will need your email address (that you regularly use for College correspondence) and password. When you are logged in click on the black bar **RANZCR ePortfolio (NEW!)**

How do I record a CPD activity?

Here are video instructions How to enter a Continuing Professional Development Activity (CR and RO) or written instructions How to enter a CPD activity

How do I attach a file/certificate to my CPD activity?

As you complete a **CPD Activity Entry,** at the end of the form under **Evidence Required** heading there is an **Attach files** button – click on this and there is an option to drag and drop, or select from your device the file you would like to add.

If you have already completed an CPD Activity Entry and want to go back in to attach evidence, click on **Timeline** in the horizontal bar at the top of your dashboard, click on **Timeline** again. Then click on the activity you would like to add evidence to, scroll to bottom of form and click **edit**. You will then be able to attach documentation as per instructions above.

How do I record my Professional Development Plan?

- Instructions for Clinical Radiologists - How to complete your Professional Development Plan (PDP) - Clinical Radiology and videos **How to complete your Professional Development Plan (PDP) using the ePortfolio template (CR)** and **How to complete your Professional Development Plan (PDP) using your own template (CR and RO)**

- Instructions for Radiation Oncologists How to complete your Professional Development Plan (PDP) - Radiation Oncology and video **How to complete your Professional Development Plan (PDP) using your own template (CR and RO)**

How do I complete my Structured (Annual) Conversation: Additional New Zealand members requirement.

Members registered to practice in New Zealand need to complete a structured conversation each year. This is an annual conversation with a peer, colleague or employer about the practitioner's clinical practice. To assist with this here is a **Structured Annual Conversation Guide** and template **Structured Annual Conversation Template**.

Once your annual conversation is completed login to ePortfolio. In the middle column of your dashboard in the **Events – Quick Links** box, click on **Annual Conversation Form**. Fill in the form, attach copy of completed Annual Conversation template, and submit. It will now show as completed in your **Overview of Goals** on your Dashboard.

To claim CPD hours for this activity, complete a **CPD Activity Entry** form. You may claim this under the **Reviewing Performance and Reflecting on Practice** category as **Formal evaluation of self/peer performance.**

How do I turn on MRI and Mammography CPD Settings?

At the beginning of each year Mammography and/or MRI CPD Settings can be turned on using these instructions - **How to turn on Mammography and MRI CPD Settings**

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How do I check my progress on meeting my targets and completing my CPD requirements?

On your dashboard towards the top right-hand side you will see **Overview of Goals.** This box shows how many CPD hours you have completed, and which category the CPD hours were accrued in. When set up at the beginning of each year, the percentage of MRI-specific, and Mammography-specific CPD hours will show in this box.

How do I apply for CPD Break in Practice?

Members unable to participate in CPD activities due to parental leave, illness or other extenuating circumstances may apply for an exemption from CPD.

In the middle column of your dashboard in the **Events – Quick Links** box, click on **CPD Break in Practice Request**. Fill in the form and submit. The CPD Team will then review your request and confirm the outcome by email.

For membership fee enquiries contact members@ranzcr.edu.au

Why is my activity not showing in my tally?

The most common reason is if the correct category isn't ticked. To amend this, go to your Dashboard, click on **Timeline**, then **Timeline** again and click on the activity entry. Scroll to the bottom of the entry and click **edit** button. Scroll back up to the **CPD activity type** to check. Note that you are required to choose a category with a hyphen (-) beside it, if there is a > next to the category drill down further by clicking on the words, until you reach a category with a hyphen next to it, then tick the box. You will then be able to add total hours, as well as MRI or Mammography hours if appropriate.

Please contact cpd@ranzcr.edu.au if the above steps are ineffective is resolving the issue.

How long can I edit and enter activities for in the CPD year?

You have from 1st January of any given year, until the 31st January of the following year.

Can I record additional activities after the end of the CPD year?

You have until 31st January of the following year to record CPD activities from the previous year.

Can I fill in a CPD annual return form to complete my CPD?

No, there is no form. CPD activities must be entered directly into ePortfolio by the member. The CPD team is available to assist in instructing you on how to enter your CPD.

Who is required to complete an annual Cultural Competency Activity?

Members registered to practice in New Zealand are required to complete a CPD activity that includes Cultural Competence and Health Equity each year.

Where will I find the list of RANZCR approved Cultural Competency activities?

The College is presently working on a resource list for cultural competency activities. At present there is an RACP e-learning module on cultural competence and cultural safety that we have recently been granted guest access to (it is compulsory for trainees but Fellows may also access). Go to the RANZCR website page - https://www.ranzcr.com/trainees/resources-and-support/trainees/cultural-safety – then under Online Trainee Resources there is a link you can click on for a RACP e-learning module - https://elearning.racp.edu.au/course/view.php?id=79

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Additionally, any CPD activity that you complete that contains an element/discussion relating to cultural competency and Health Equity may go towards your cultural competency requirement. You may note this in the CPD Activity Entry form informally in the optional description box.

How do I record my Cultural Competence Activity?

Once you have completed a cultural competence activity login to ePortfolio. In the middle column of your dashboard in the **Events – Quick Links** box, click on **Cultural Competency Form**. Fill in the form, attach copy of any evidence, and submit. It will now show as completed in your **Overview of Goals** on your Dashboard.

To claim CPD hours for this activity, complete a **CPD Activity Entry** form. You may claim this in the **Educational Activities** category under **Cultural competence activities**.

How often am I required to complete a Cultural Competence Activity?

A cultural competence activity is required annually.

How do I register participate in the MRI Quality and Accreditation Program?

Participation in the MRI Quality and Accreditation Program is required for all members in Australia who report MRI. There is a form that you fill in once only - MRI Quality and Accreditation Program Participation Form | RANZCR when completed email to cpd@ranzcr.edu.au.

What are the minimum annual CPD program requirements for Australia & NZ?

- Complete a minimum of 50 hours of CPD per year (there is no carry over from year to year).
- Complete a Professional Development Plan (PDP).
- If reporting MRI, complete 8 MRI CPD hours.
- If reporting Mammography, complete 4 Mammography CPD hours.
- Complete a Structured Annual Conversation (New Zealand members only).
- Complete Cultural Safety and/or Health Equity elements - either as a standalone CPD activity, or included within a CPD activity (compulsory for New Zealand members only).

What happens if I am non-compliant with the new CPD program?

Should a Fellow, Educational Affiliate or CPD Participant fail to demonstrate compliance with the RANZCR minimum CPD requirements and have not demonstrated compliance by 31 January in the following year, the College will commence action as specified in the CPD Compliance Policy (Section 3.5) which is available on the RANZCR website RANZCR CPD Compliance Policy.

How do I access my records for the 2019-2021 CPD triennium?

Please email the CPD team at cpd@ranzcr.edu.au should you require any documentation from the 2019-2021 triennium.

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