



Policy Library

Continuing Professional Development Compliance Policy

Version: 2
Approved by: RANZCR Board of Directors
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1. INTRODUCTION

1.1 Overview

Compliance with Continuing Professional Development (CPD) is mandated by The Royal Australian and New Zealand College of Radiologists (RANZCR), and is a requirement for specialist registration with the Medical Board of Australia and vocational registration with the Medical Council of New Zealand. As specified in the RANZCR Articles of Association in Section 3.1.7, "*Fellows and Educational Affiliates must participate in and meet the minimum requirements of a relevant CPD program specified by the Board from time to time.*"

1.2 Scope

This policy defines the compliance requirements for practising Fellows and Educational Affiliates of The Royal Australian and New Zealand College of Radiologists, in accordance with the standard for CPD outlined in the RANZCR Clinical Radiology and Radiation Oncology Continuing Professional Development Programs.

2. POLICY STATEMENT

2.1 Purpose

2.1.1 To facilitate the participation of Fellows and Educational Affiliates in effective development of CPD within their scope of practice through the assistance of activities, tools, their peers and self-reflection as an opportunity to identify areas of growth, development or evaluation.

2.1.2 To demonstrate the accountability of Fellows and Educational Affiliates to the community by monitoring participation in CPD.

2.1.3 To comply with relevant legislation and other jurisdictional requirements.

2.2 Compliance

2.2.1 Compliance with the standard for CPD as set by RANZCR is a requirement of membership for all Fellows and Educational Affiliates who are in active practice.

2.2.2 Eligibility to participate in the CPD program shall not be of effect unless and until that person has paid any subscription payable.

- 2.2.3** Special consideration may be applied for when a Fellow or Educational Affiliate is absent from practice for up to 12 months due to medical, parental or carer's leave. Fellows or Educational Affiliates who take extended leave for a period of up to 12 months will be granted pro-rata CPD exemptions of 5 points per month. Fellows and Educational Affiliates who take extended leave for more than 12 months are required to meet the registration standard of the Recency of Practice Guidelines from the Medical Board of Australia and/or the Medical Council of New Zealand if they wish to return to practice.
- 2.2.4** The program accommodates Fellows and Educational Affiliates who are engaged solely in clinical support activities (for example teaching, research or administration).
- 2.2.5** Fellows or Educational Affiliates not residing or practising in Australia or New Zealand can apply for exemption from participation in the RANZCR CPD program by providing evidence of compliance in another CPD program and will be considered on a case by case basis. Fellows or Educational Affiliates residing overseas but registered to practise in Australia [with the Medical Board of Australia (MBA)] or New Zealand [with the Medical Council of New Zealand (MCNZ)] are required to complete the RANZCR CPD program and accrue the minimum number of CPD points required for a calendar year (30 points) and complete the CPD triennium requirements.
- 2.2.6** Members who retire from practice are not required to comply with CPD requirements and are, therefore, automatically removed from the College's CPD program. Written notification/request to remain in the program can be submitted and a fee paid. Retired members who are not in practice but may wish to return to practice should be aware of external regulatory requirements which have been identified within the College's Recency of Practice Guidelines available on the RANZCR website at:
<https://www.ranzcr.com/recency-of-practice-guidelines-clinical-radiology>
<https://www.ranzcr.com/recency-of-practice-guidelines-radiation-oncology>

2.3 Participation Standards

- 2.3.1** The RANZCR CPD program is the only program recognised by RANZCR for the purposes of providing either the annual statement of participation, or the certificate confirming completion of the CPD requirements for the triennium.
- 2.3.2** Evidence of CPD activities must be accessible in an easy and timely fashion such as by storing online in the RANZCR Learning Portal or in hard copy.
- 2.3.3** An annual CPD Statement of Participation will be available provided that the participant is eligible to participate in the CPD program and has logged the minimum number of 5 CPD points.
- 2.3.4** A CPD Triennium Certificate will be available provided that the participant has met all the requirements for the triennium. The triennium requirements are clearly outlined in the RANZCR Clinical Radiology and Radiation Oncology Continuing Professional Development (CPD) Handbooks which are available on the College website at:
<https://www.ranzcr.com/fellows/general/cpd-overview>.

2.4 CPD Audits

- 2.4.1** RANZCR conducts CPD audits each year on a randomly selected 7% of members.
- 2.4.2** CPD participants are expected to produce evidence of completion of the CPD activities claimed for the year(s) selected for audit, review or as required by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ). Accepted types of evidence are listed in the Clinical Radiology and Radiation

Oncology CPD Handbooks available on the RANZCR website at

<http://www.ranzcr.com/cpd/overview>

- 2.4.3** If an audited member does not have appropriate evidence for a particular activity, the points for this activity will not be counted. Therefore, the audited member's points tally will be reduced to those activities for which they have appropriate evidence.
- 2.4.4** The definition of passing an audit will be a minimum of 30 points for the year being audited.
- 2.4.5** If a member who is audited fails to log CPD activities for a minimum of 30 points for the year, they will be considered not-compliant for that year (see section 2.5 Non-compliance).
- 2.4.6** If an audited member does not have appropriate evidence for a minimum of 30 points for the year being audited, their points tally for that year will be set at 30 and they will be re-audited in the following year. This still gives the member the opportunity to meet the minimum CPD requirements for that year and the triennium.
- 2.4.7** If a re-audited member does not have appropriate evidence for a minimum of 30 points in the second audited year, they will be considered not-compliant for that year (see section 2.5 Non-compliance).
- 2.4.8** Requests for exemptions will be considered under the following guidelines:
- a)** Exemptions from audit will only be granted for serious illness, in which case the member will be audited in the following year.
 - b)** Extensions for submission of CPD evidence will be granted for reasonable extenuating circumstances (considered by the College) for a period up to 1 month.
 - c)** If a member cannot provide their evidence by the 1-month extension, the matter will be referred to the Chair of the Continuous Professional Development Committee (Clinical Radiology) or Post Fellowship Education Committee (Radiation Oncology).
 - d)** Requests for extensions beyond a period of 1 month will be referred to the Chair of the Continuous Professional Development Committee (Clinical Radiology) or Post Fellowship Education Committee (Radiation Oncology).

2.5 Non-compliance

- 2.5.1** RANZCR applies the same standards and principles as those of the Medical Board of Australia and the Medical Council of New Zealand in respect of submission of CPD documentation.
- 2.5.2** Should a Fellow or Educational Affiliate fail to demonstrate compliance with the RANZCR minimum annual CPD requirements in any year, or for the triennium, and has not demonstrated compliance or responded to the College by 1 July in the following year, the following actions will be taken:
- 2.5.3** An initial notification will be sent to the Fellow or Educational Affiliate informing him/her of his/her failure to demonstrate compliance and seek a response within 30 days. This correspondence will include the expectations of the College and of MBA or MCNZ with

regard to CPD.

2.5.4 Fellows and Educational Affiliates will be offered direction on how to comply with College requirements.

2.5.5 Any Fellow or Educational Affiliate who does not comply or respond to the initial correspondence within 30 days, will be presented to the next meeting of the Continuous Professional Development Committee (Clinical Radiology) or the Post Fellowship Education Committee (Radiation Oncology) who will approve the issuing of a final notification of non-compliance to Fellows or Educational Affiliates with a 14-day response period. More than one mode of communication will be employed (letter, email and/or telephone).

2.5.6 Members who are non-compliant or non-responsive after the actions in sections 2.5.3, 2.5.4 and 2.5.5 have been taken will be presented to the RANZCR Board for termination of Fellowship or membership. As stated in Section 5.2.1 of the RANZCR Articles of Association, the Board in general meeting may at any time terminate or suspend the membership of a Member if, the Member refuses or neglects to comply with the provisions of these Articles, the Memorandum or any applicable rules made by the Board.

3. RECONSIDERATIONS, REVIEWS AND APPEALS

The RANZCR Reconsideration, Review and Appeal of Decisions Policy available on the RANZCR website at: <https://www.ranzcr.com/reconsideration-review-and-appeal-of-decisions-policy> enables the College and those who have been subject to a decision which they consider unsatisfactory, to embark upon a defined pathway to enable resolution.

4. CONTACT DETAILS

For further information please contact the CPD team:

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