

# Continuing Professional Development Compliance Policy

**Version:** 3  
**Approved by:** RANZCR Board of Directors  
**Date of approval:** 28 January 2022

## 1. INTRODUCTION

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### 1.1 Overview

The completion of Continuing Professional Development (CPD) is a requirement for specialist registration with the Medical Board of Australia (MBA) and vocational registration with the Medical Council of New Zealand (MCNZ).

To ensure that RANZCR Fellows, Educational Affiliates and CPD Participants can be compliant with the requirements of the MBA and MCNZ, RANZCR provides an Accredited CPD program, as specified in the RANZCR Articles of Association in Section 3.1.6, "*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.*"

With effect from January 2021 the MBA requires International Medical Graduates (IMGs) to participate in a CPD program. The RANZCR accredited CPD program meets those requirements. IMG's practicing in Australia are classified as CPD participants.

New Zealand IMG's have been required to participate in a CPD program for some time. Under RANZCR's Articles of Association, New Zealand IMG's are classified as Educational Affiliates. The RANZCR CPD program also meets the requirements for New Zealand based IMG's.

### 1.2 Scope

This policy defines the compliance requirements for practicing Fellows, Educational Affiliates and CPD Participants 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. DEFINITIONS

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In this Continuing Professional Development Compliance Policy:

**College** means The Royal Australian and New Zealand College of Radiologists

**Compliance** means ensuring that a Fellow, Educational Affiliate and CPD Participant has met the minimum requirements of the CPD program as specified by the MBA or MCNZ.

**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.

**CPD e-Portfolio** means the College's new CPD platform which Fellows, Educational Affiliates and CPD Participants will use to record their CPD activities.

**Member** means a member of the College.

### 3. POLICY STATEMENT

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#### 3.1 Purpose

To set out the minimum requirements for eligible Fellows, Educational Affiliates and CPD Participants for successful participation in the RANZCR CPD program as well as being compliant with relevant legislation and other jurisdictional requirements. This Policy also specifies the actions that the College may pursue against a Fellow, Educational Affiliate or CPD Participant who fails to meet the minimum requirements of the CPD program.

#### 3.2 Compliance

- 3.2.1 Compliance with the standard for CPD as set by RANZCR (and specified in the CPD Handbook of the relevant Faculty) is a requirement of membership for all Fellows, Educational Affiliates and CPD Participants who are in active practice in Australia, New Zealand or Singapore.
- 3.2.2 Eligibility to participate in the CPD program is dependent on being an active financial Fellow, Educational Affiliate or CPD Participant and all required subscriptions have been paid.
- 3.2.3 Special consideration may be applied for when a Fellow, Educational Affiliate or CPD Participant is absent from practice for up to 12 months due to medical, parental or carers leave. Further information can be found in the relevant Faculty CPD Handbook.
- 3.2.4 Fellows, or Educational Affiliates not residing or practicing in Australia, New Zealand or Singapore can apply for exemption from participation in the RANZCR CPD program by providing evidence of compliance in another relevant CPD program and will be considered on a case-by-case basis.
- 3.2.5 Fellows or Educational Affiliates residing overseas but registered to practice in Australia with the MBA or New Zealand with the MCNZ are required to complete the RANZCR CPD program. IMGs classified as CPD participants will be practicing in Australia and must meet the requirements of the RANZCR CPD program.
- 3.2.6 Fellows 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 Fellows who are not in practice but 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>

#### 3.3 Participation Standards

- 3.3.1 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 annual CPD cycle.

- 3.3.2 Evidence of CPD activities must be accessible in case of audit either by the College or the Regulatory Body. RANZCR provides the CPD e-Portfolio for this purpose. The CPD e-Portfolio enables easy storage, monitoring and retrieval of CPD activities.
- 3.3.3 An annual CPD Statement of Participation will be available via the RANZCR CPD e-Portfolio.
- 3.3.4 An annual CPD Certificate will be available for those participants that have met all the requirements of the RANZCR CPD program. The CPD program requirements are clearly outlined in the relevant Faculty CPD Handbook <http://www.ranzcr.com/fellows/general/cpd-overview>

### **3.4 CPD Audits**

- 3.4.1 RANZCR conducts CPD audits each year on a randomly selected 7% of Fellows, Educational Affiliates and CPD Participants.
- 3.4.2 All participants in the RANZCR CPD program are expected to produce evidence of completion of the CPD activities claimed for the year in which they are selected for audit. Accepted types of evidence are listed in the relevant Faculty CPD Handbook. <http://www.ranzcr.com/fellows/general/cpd-overview>
- 3.4.3 A Fellow, Educational Affiliate or CPD Participant will be deemed compliant if they meet the minimum CPD requirements as specified in the relevant Faculty CPD handbook.
- 3.4.4 If an audited Fellow, Educational Affiliate or CPD Participant does not have appropriate evidence for a claimed activity, the hours for this activity will not be counted towards the audit.
- 3.4.5 If an audited Fellow, Educational Affiliate or CPD Participant has input into the CPD e-Portfolio more than the minimum requirement of 50 hours and has the appropriate evidence for the hours claimed they will be audited for the minimum of 50 hours only.
- 3.4.6 If a Fellow, Educational Affiliate or CPD Participant fails to record CPD activities for the minimum requirements as specified in the relevant Faculty CPD handbook, they will be considered non-compliant for that CPD year (see section 3.5 Non-compliance).
- 3.4.7 Requests for exemptions from audit will be considered under the following guidelines:
  - (a) Extenuating circumstances such as, serious illness, in which case the Fellow, Educational Affiliate or CPD Participant will be audited in the following year.
- 3.4.8 Requests for extensions during the audit process:
  - (a) Extensions for submission of CPD evidence will be granted for reasonable circumstances (considered by the College) for a period up to 1 month.
  - (b) If a Fellow, Educational Affiliate or CPD Participant cannot provide their evidence by the 1-month extension, the matter may be referred to the respective Chair of the Professional Practice Committee for Clinical Radiology or Radiation Oncology.

- (c) Requests for extensions beyond a period of 1 month may be referred to the respective Chair of the Professional Practice Committee for Clinical Radiology or Radiation Oncology.

### 3.5 Non-compliance

- 3.5.1 RANZCR applies the same standards and principles as those of the MBA and the MCNZ in respect of submission of CPD documentation.
- 3.5.2 Should a Fellow, Educational Affiliate or CPD Participant fail to demonstrate compliance with the RANZCR CPD requirements or fails to respond to the College to requests for information, the following actions will be taken:
- (a) An initial notification will be sent to the Fellow, Educational Affiliate or CPD Participant 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.
  - (b) Fellows, Educational Affiliates and CPD Participants will be offered guidance on how to comply with the CPD program requirements.
  - (c) Any Fellow, Educational Affiliate or CPD Participant who does not comply or respond to the initial correspondence within 30 days, will be presented to the next meeting of the respective Faculty Professional Practice Committee who will issue a final notification of non-compliance with a 14-day response period. More than one mode of communication will be employed (letter, email and/or telephone).
  - (d) Fellows, Educational Affiliates and CPD Participants who are non-compliant or non-responsive after the actions in sections 3.5.2 (a), (b) and (c) have been taken, will be presented to the RANZCR Board for termination of Fellowship or membership. As stated in Section 6.2.1 of the RANZCR Articles of Association, the Board in a general meeting may at any time terminate or suspend the membership of a Member if, they refuse or neglect to comply with the provisions of these Articles, Memorandum or any applicable rules made by the Board.

<b>Audit Process Steps</b>	<b>Timeframe</b>
College staff commence audit process	15 February or next business day
Fellows, Educational Affiliates and CPD Participants chosen for audit are notified and given 30 days to action this request	1 March or next business day
Fellows, Educational Affiliates and CPD Participants chosen for audit who do not comply or respond within 30 days referred to respective PPC	31 March or next business day
Final notification of non-compliance with a 14-day response period issued	7 April or next business day
Fellows, Educational Affiliates and CPD Participants who are still non-compliant and non-responsive presented to the RANZCR board	21 April or next business day

## 4. RECONSIDERATIONS, REVIEWS AND APPEALS

Fellows, Education Affiliates and CPD participants who have been subject to a decision which they consider unsatisfactory, are able to request a Reconsideration, Review or Appeal of a decision based

on the College's Reconsideration, Review and Appeal of Decisions Policy available on the RANZCR website at: <https://www.ranzcr.com/search/reconsideration-review-and-appeal-of-decisions-policy>

## **5. CONTACT DETAILS**

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For further information please contact the CPD team:

Telephone: +61 2 9268 9777

Email: [cpd@ranzcr.edu.au](mailto:cpd@ranzcr.edu.au)

## **6. RELATED DOCUMENTS**

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- 2022 Radiation Oncology CPD Handbook
- 2022 Clinical Radiology CPD Handbook

## **7. ACKNOWLEDGEMENTS**

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- Post Fellowship Education Committee (Radiation Oncology)
- Professional Practice Committee (Clinical Radiology)