



CPD Process for Follow Up of Members

Overview

RANZCR implements a follow up process of members to ensure they do not fall behind in meeting annual CPD program requirements. The ePortfolio has functionality to identify members progress via the reports which can be built to certain specifications

Follow up Process

To follow up, members are divided into 4 cohorts and follow up steps vary based on their progress against requirements. The table below details this process:

Group	Next Steps	Method of follow up
No CPD recorded	Communication sent informing members that 50 hours and Professional Development Plan (PDP) and other relevant components (e.g. New Zealand requirements, MRI, Mammography) is required by 31 December.	Initially via email (July) SMS reminder (October)
Less than 25 hours entered	Communication to be sent informing Member they are behind on their CPD and to continue to enter activities, due 31 December	Initially via email (July) SMS reminder (October)
Between 25 and 50 hours entered	Communication that CPD for the annual cycle due by 31 December	Initially via email (July) SMS reminder (October)
Over 50 hours entered	Complete for the year	No follow up required

Member Support

The College has a range of support resources available to assist members in meeting CPD requirements. This information is available on the [College website](#) as well as directly through the resources section of the CPD ePortfolio. Please refer to:

- CPD handbooks
- How to guides for ePortfolio functions
- How to video recordings for ePortfolio functions
- Guides for the Professional Development Plan (PDP) and structured conversation requirements
- FAQs

