

Recency of Practice Guidelines Clinical Radiology

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The Royal Australian
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College of Radiologists*

The Faculty of Clinical Radiology

Recency of Practice Guidelines

Clinical Radiology

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1. INTRODUCTION

1.1 Background

The College recognises that Radiologists returning to the workforce after a leave of absence may face challenges such as identifying changes in literature and practice which have taken place during their absence; updating their knowledge and skills; and adopting new technologies and treatments into their practice.

1.2 Purpose and Scope

These Recency of Practice Guidelines outlines the requirements and recommendations for Radiologists returning to practice after a period of leave of absence.

1.3 Definitions

In the Recency of Practice Guidelines for Clinical Radiology:

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

Continuing Medical Education (CME) consists of educational activities that serve to maintain, develop or increase the knowledge, skills and professional performance of a doctor (*Singapore Medical Council*).

Continuing Professional Development (CPD) is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal qualities required in their professional lives (*Medical Board of Australia*).

Leave means absence from clinical practice. This may include time spent in a non-clinical role such as research; or absence due to carers' leave, sick leave, parental leave, a career break or retirement.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession (*Medical Board of Australia*).

Member means a member of the College.

2. RECENCY OF PRACTICE REQUIREMENTS

A member re-entering the workforce in Australia must adhere to the *Medical Board of Australia: Recency of Practice Registration Standard*, and complete mandatory Continuing Professional Development (CPD) requirements.

A member re-entering the workforce in New Zealand must adhere to the *Medical Council of New Zealand: Policy on doctors returning to medical practice after an absence from practice for three or more years*, and complete mandatory Continuing Professional Development (CPD) requirements.

A member re-entering the workforce in Singapore must adhere to the *Singapore Medical Council guidelines* and meet the compulsory CME and renewal of practising certificate requirements.

As per the *Medical Board of Australia: Recency of Practice Registration Standard*, **members who return to practice within their previous field and have at least two years' experience** prior to the leave must fulfil the following requirements detailed from sections 2.2.1, 2.3.1 and 2.4.1 below.

As per the *Medical Council of New Zealand: Policy on doctors returning to medical practice after an absence from practice for three or more years*, members who return to practice within

their previous field must fulfil the following requirements detailed from sections 2.2.2, 2.3.2 and 2.4.2 below.

As per the *Medical Council of Singapore: Policies on Compulsory CME and Renewal of Medical Registration* practitioners, member who return to practice within their previous field must fulfil the following requirements detailed from section 2.2.3 below.

2.1 Minimum number of practice hours from Medical Board of Australia

To meet this registration standard, a member in Australia must practice within his scope of practice at any time for a minimum total of:

- Four weeks full-time equivalent in one registration period, which is a total of 152 hours, or
- 12 weeks full-time equivalent over three consecutive registration periods, which is a total of 456 hours.

Full-time equivalent is 38 hours per week. The maximum number of hours that can be counted per week is 38 hours.

Medical practitioners who work part-time must complete the same minimum number of hours of practice – this can be completed part-time.

Meeting the Board's minimum requirements for recency of practice does not automatically satisfy your professional and ethical responsibilities to ensure that you recognise and work within the limits of your competence and maintain adequate knowledge and skills to provide safe and effective care.

2.2 Leave of one year or less

2.2.1 Medical Board of Australia: No specific requirements to be met before recommencing practice.

2.2.2 Medical Council of New Zealand:

- (a) Practitioners need to be registered to practice medicine in New Zealand. The practitioner must adhere to the Medical Council of New Zealand's – *Get restored to the register* (please refer to Section 5) if their registration has been cancelled.
- (b) Practitioners need to ensure that they have a current practising certificate before returning to practice.
- (c) When applying for an Annual Practising Certificate, please refer to the *Guide to Completing your Practising Certificate* (in Section 5).
- (d) To have an annual practising certificate issued each year, you must participate in approved continuing professional development activities (if you are registered in a vocational scope it must be in a Council-approved recertification programme). Please refer to the policies in Recertification and Continuing Professional Development (in Section 5).

2.2.3 The Singapore Medical Council states that a Practitioner must meet the CME requirements (the total minimum points and the core points requirement in their specialty) and at the end of his/her practising certificate qualifying period. Please refer to the *Singapore Medical Council – Practising Certificate* (in Section 5)

Practitioners, whose practising certificate has expired while they have been residing overseas, but they were not engaged in active clinical practice, are required to reapply for a practising certificate. The Practitioner must complete an application form for a new practising certificate and submit a declaration letter stating his/her inactive clinical practice if he/she has not been practising since his/her practising certificate has expired. Please refer to the *Singapore Medical Council - Fact Sheet for Doctors Residing Overseas* (in Section 5).

2.3 Leave of over 1 and up to 3 years

- 2.3.1 A radiologist in Australia, at a minimum, must complete the equivalent of one year's continuing professional development (CPD) activities, relevant to the intended scope of practice before re-commencing prior of practice to maintain and update clinical knowledge and judgement.

The Medical Board of Australia states that practitioners returning to practice after an absence of 12 months or longer, and who have less than two years' experience prior to the absence are required to commence work under supervision in a training position approved by the Board. **Please note that this requirement does not apply to radiologists, only medical practitioners who have less than two years' experience after their basic medical training.**

- 2.3.2 A radiologist in New Zealand must adhere to:

- (a) Completing pro rata CPD activities equivalent to 4 CPD hours per month of absence before recommencing practice.
- (b) Medical Council of New Zealand's *Restoration to the Medical Register Policy*, if not registered to practice medicine in New Zealand;
- (c) Or if still registered, the *Guide to completing your practising certificate* (refer to Section 5);
- (d) For Continuing Professional Development requirements, Practitioners registered in a vocational scope must adhere to the *Recertification and Continuing Professional Development* (refer to Section 5).

- 2.3.3 A radiologist in Singapore must adhere to the Singapore Medical Council as follows:

- (a) Practitioners, whose practising certificate has expired while they have been residing overseas, but they were not engaged in active clinical practice, are required to reapply. The Practitioner must complete an application form for a new practising certificate and submit a declaration letter stating his/her inactive clinical practice if he/she has not been practising since his/her practising certificate has expired. Please refer to the *Singapore Medical Council - Fact Sheet for Doctors Residing Overseas* (in Section 5).
- (b) Practitioners who are not actively practising medicine can apply for lower compulsory CME requirements by completing the Declaration Form. Once approved, compulsory CME requirements will be lowered to 10 points per year for those holding a one-year practising certificate or 20 points for those holding a two year practising certificate. Please refer to *Singapore Medical Council - Doctors not in Active Practice/Doctors resuming Active Practice* (in Section 5).

- (c) For Practitioners on lower CME requirements who wish to resume active practice must inform the Singapore Medical Council and fulfil the criterion of a minimum total of 50 CME points within the CME qualifying period (practising certificate validity period), of which 20 per cent or 10 points shall be core points in their registered specialty or in Family Medicine 24 months prior to returning to active practice. Please refer to *Singapore Medical Council - Doctors not in Active Practice/Doctors resuming Active Practice* (in Section 5).

2.4 Leave of over 3 years

- 2.4.1 *Medical Board of Australia: Recency of Practice Registration Standard*: The practitioner must provide a plan for professional development and for re-entry to practice to the Board for consideration. Refer: *Medical Board of Australia: Information on returning to practice* document and the *Plan for professional development and re-entry to practice template* (refer to Section 5).

The plan for professional development and re-entry to practice should include a learning needs analysis, a list of CPD activities completed in the previous 12 months and a plan for CPD activities to be completed in the next 12 months. In addition, a supervisor should also be nominated and agree to undertake the supervisory and support role for the practitioner (*Plan for professional development and re-entry to practice template*). In addition the Medical Board of Australia suggests referring to Section 5(c) of the Board's *Continuing Professional Development' Registration Standard* (refer to Section 5).

The Medical Board of Australia states that practitioners returning to practice after an absence of 12 months or longer, and who have less than two years' experience prior to the absence are required to commence work under supervision in a training position approved by the Board. **Please note that this requirement does not apply to radiologists, only medical practitioners who have less than two years' experience after their basic medical training.**

- 2.4.2 Medical Council of New Zealand: The practitioner must adhere to the Medical Council of New Zealand's *Policy on doctors returning to medical practice after an absence from practice for three or more years* (refer to Section 5).
- 2.4.3 The Singapore Medical Council: The practitioner must adhere to the Singapore Medical Council as detailed and *Doctors not in Active Practice/Doctors resuming Active Practice* and *Restoration of Name to SMC's Register(s)* (refer to Section 5).
 - (a) Practitioners who are not registered to practice with the Singapore Medical Council need to be restored to the Register of Medical Practitioners. Before recommencing practice, the Practitioner must reapply in writing to the Registrar, Singapore Medical Council and provide supporting documentation as required. If the application is approved, the Practitioner may apply for a new practising certificate (refer to *Singapore Medical Council – Practising Certificate* in Section 5)
 - (b) Practitioners not actively practising medicine and who are on lower CME requirements and wish to resume active practice, must inform the Singapore Medical Council and fulfil the criterion of a minimum total of 50 CME points within the CME qualifying period (practising certificate validity period), of which 20 per cent or 10 points shall be core points in their registered specialty or in Family Medicine 24 months prior to returning to active practice. Please refer to *Singapore Medical Council - Doctors not in Active Practice/Doctors resuming Active Practice* (in Section 5).

- (c) Practitioners, whose practising certificate has expired while they have been residing overseas but they were not engaged in active clinical practice, are required to reapply for a practising certificate. The Practitioner must complete an application form for a new practising certificate and submit a declaration letter stating his/her inactive clinical practice if he/she has not been practising since his/her practising certificate has expired. Please refer to the *Singapore Medical Council - Fact Sheet for Doctors Residing Overseas* (in Section 5).

3. RESPONSIBILITY OF COLLEGE MEMBER AND ADMINISTRATIVE HEAD OF CLINICAL PRACTICE

The College considers that the onus for determining the clinical competency of College members returning to work, particularly clinical practice, after an extended period of leave, lies with the College member and the employer.

4. SUPPORT OFFERED BY COLLEGE

The College considers that the onus is on the College member who has been on extended leave from clinical practice and the employing department to ensure that clinical competence is evident upon return to practice, the College may provide the following assistance if requested:

- Provide guidelines to the College member who has been on extended leave from clinical practice and the employing department on the process to follow in terms of Recency of Practice situations;
- Advise the College member of their CPD requirements for the current CPD cycle at the time of their return to practice.
- Via the Professional Practice Committee, review the professional development and re-entry to practice plan provided by a Member who is looking to re-enter practice.
- Facilitate contact with the FCR Chief of Professional Practice during the Recency of Practice process if required.

5. RELATED DOCUMENTS AND REFERENCES

- Medical Board of Australia: Recency of Practice Registration Standard:
<http://www.medicalboard.gov.au/Registration-Standards.aspx>
- Medical Board of Australia: Continuing Professional Development' Registration Standard:
<http://www.medicalboard.gov.au/Registration-Standards.aspx>
- Medical Board of Australia: Information on returning to practice:
<http://www.medicalboard.gov.au/FAQ-and-Fact-Sheets.aspx>
- Medical Board of Australia: Plan for professional development and re-entry to practice:
<http://www.medicalboard.gov.au/FAQ-and-Fact-Sheets.aspx>
- Medical Council of New Zealand: restoration to the medical register:
<http://www.mcnz.org.nz/registration/maintain-or-renew-registration/restoration-to-the-register/>
- Medical Council of New Zealand: A guide to completing the annual practising certificate:
<http://www.mcnz.org.nz/assets/Publications/Booklets/a02718ee9a/Guide-to-completing-APC-application.pdf>
- Medical Council of New Zealand: Recertification and Continuing Professional Development:
<http://www.mcnz.org.nz/registration/maintain-or-renew-registration/recertification-and-professional-development/>
- Medical Council of New Zealand: Taking a break or retiring from medical practice:
<http://www.mcnz.org.nz/registration/maintain-or-renew-registration/taking-a-break-or-retiring-from-medical-practice/>
- Singapore Medical Council: Policies on Compulsory CME and Renewal of Medical Registration:
<http://www.healthprofessional.gov.sg/smc>
- RANZCR Clinical Radiology CPD Handbook:
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