

**RADIATION ONCOLOGY
CONTINUING PROFESSIONAL DEVELOPMENT
PROGRAM GUIDE
2013-2015**

FACULTY OF RADIATION ONCOLOGY



THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS®

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Introduction

Changes to the CPD Program

There have been several changes made to the CPD program for the 2013-2015 triennium, based on feedback provided via the CPD survey conducted from December 2011 until May 2012 and based on the feedback provided in the Training Needs Analysis conducted throughout January – June 2011. They are listed as follows:

1. CPD online available through the RANZCR Learning Portal (LP)

CPD has gone online at RANZCR which means:

- Easy access to CPD online via the RANZCR Learning Portal on the RANZCR website (see <http://www.ranzcr.edu.au/>).
- Provision of an overview of your completed activities for the given year in both text and graphics.
- Ability to enter activities and evidence at any time throughout the year.
- Minimal data entry by using the CPD Event calendar to automatically populate CPD activities.
- Automatic transfer of points upon completion of RANZCR e-learning modules in the LMS.
- Ability to print out your CPD statements and Activity Summaries at any time.
- Opportunity to make reflective diary entries, export them and print them out at any time – note that College staff will not have access to diary entries.

2. CPD online submission closing date for entry of CPD activities

CPD activities can easily be submitted as you complete them using CPD online. For the new CPD triennium 2013-2015, the closing date for submission of CPD entries to CPD online will be 31 January for the previous year. So for example, the closing date for entries for 2013 will be 31 January 2014. For Fellows and Educational Affiliates this means that you will not be able to enter activities into CPD online for the previous year once the submission closing date for entries has passed.

3. RANZCR e-learning modules in the non-medical expert areas

Offered for the first time at RANZCR, a series of courses in the non-medical expert areas of communication, management and professionalism, identified during the Training Needs Analysis conducted in 2011 and developed with funding provided from the Rural Health Continuing Education (RHCE) Stream One program (see <http://www.ranzcr.edu.au/cpd/overview/learning-a-development-framework/e-learning-library>)

4. Evidence Requirements

As you enter your activities online you now have the opportunity to add 'scanned' evidence documents at the same time. It should also be noted that participants must retain the original evidence documentation of their CPD activities for the term of the triennium in electronic or paper medium.

Please do not upload evidence documents which display sensitive or confidential information – all uploaded evidence must be de-identified. For example, you may have entered an activity under Category 1.2 – Clinical Audit and so for this activity the College prefers that you upload a letter of confirmation from a responsible authority (see glossary). You can, on the other hand, upload a log book which has been de-identified and contains no personal or confidential information.

5. Proof of CPD Participation using CPD online

For the 2013-2015 Triennium, CPD participants will be able to download and print:

- a) A CPD Statement of Participation from the Certificates button of the CPD menu bar. This letter will confirm that you are currently participating in CPD and can be provided to organisations or workplaces requiring confirmation for employment or credentialing purposes. Reports listing completed CPD activities by year and by category are also available.
- b) A triennium certificate from 1 April onwards of the first year of the new triennium, if they have met the CPD requirements for the previous triennium. For example, for those completing the 2010-2012 triennium, you will be able to print out a triennium certificate from 1 April 2013, onwards provided that you have met all the CPD requirements.

6. CPD Audit using CPD online

Each year a random audit of five per cent of CPD participants will be carried out. Each participant selected for audit will be contacted and asked to provide evidence of their CPD activities for that year. You will find the notification email in the Notifications section of the Learning Portal (LP) as well as in your inbox of the email address that you have provided to the College. This notification will be sent out prior to 30 June of each year.

As CPD is now online, and for your convenience, evidence documents can now be uploaded into CPD online as you enter the activity. These evidence documents can include, but are not limited to, scanned copies of: certificates of attendance from conferences attended; letter of confirmation from responsible authority (see glossary); and letters from the College to confirm attendance at governance meetings.

Should you wish to add additional evidence documents to your CPD activities for the audit, then you will be given access to the previous year's activities list (past the closing date of 31 January) to enable you to upload any additional documentation. However, it is encouraged that you upload all evidence of CPD activities for that calendar year before the submission deadline of 31 January (for the previous year). Instructions regarding the upload of evidence and the audit procedure are available in the CPD Online User Guide in the Help section of CPD online and information will be also be communicated to those randomly selected for audit at time of selection.

7. Addition of new sub-categories

The following CPD categories have been added or amended: Please note that 'reflection' has become a sub-category and will no longer be attached to each individual sub-category.

Category 1: Practice Review and Appraisal	
1.5	Quality Assurance (name change from Incident Reporting and Monitoring)
Category 3: Teaching and Education	
3.1A	Director of Training (new)
3.1B	Training Network Director (new)
Category 4: Self-Directed Learning	
4.2A	RANZCR Web-based Learning
4.2B	Other Web-based Learning
4.5	Reflective Diary (new)
Category 6: Publication and Presentation	
6.3B	Member of Editorial Board (new)
6.6C	Formal Peer Review of Abstract (moved from Category 7)
6.6F	Formal Presentations at in-house or local meetings (new)
Category 7: Scientific Conference and Workshop	
7.1	Conference Attendance (7.1A and 7.1B have been merged into one category)
7.3C	Session Convenor/Small Group Practice Instructor (7.3C and 7.3D have been merged into one category)

Background

The role of the Post Fellowship Education (PFE) Committee

The PFE Committee is a standing committee of the College which reports to the Faculty of Radiation Oncology. Its primary aim is to support and maintain the College CPD program for its CPD participants.

Its objectives include:

1. Regularly review the aims, content, structure and definitions of the Continuing Professional Development (CPD) Program for Radiation Oncology.
2. Ensuring that the CPD program meets the requirements of regulatory bodies such as the Medical Council of New Zealand (MCNZ) and the Australian Health Practitioner Regulation Agency (AHPRA).
3. Provision of advice to Faculty of Radiation Oncology Council and other College groups regarding Continuing Professional Development and affiliated issues including:
 - Skill Maintenance
 - Management of under-performing practitioners
 - Credentialing
 - Remedial tools to improve skills
4. Report to the College membership through the College newsletter, website and by annual report.
5. Provision of representatives to relevant RANZCR committees, in particular:
 - Annual Scientific Meeting (ASM) committee
 - Local ASM Organising Committee (Ex-officio representation)

Principles of the CPD Program

1. CPD provides a framework for directing and framing lifelong learning to uphold professional standards in Australia, New Zealand and Singapore.
2. CPD encourages quality medical practice for improved patient healthcare and ultimately for a healthier society.
3. The CPD program encourages participants to have a CPD plan for the triennium and to develop and reflect on current trends in the radiation oncology field.
4. The CPD program is not a provider of education but provides a framework for directing education provided by others and to guide self-directed learning.
5. The College supports the principle of lifelong learning and self-development.
6. The CPD program provides a pathway to record, demonstrate and substantiate ongoing learning.

2013-2015 CPD Program Outline

The aim of the RANZCR Continuing Professional Development Program is to assist participants to structure their ongoing learning in order to maintain currency in knowledge, skills and practice not only in their chosen specialty of radiation oncology, but also in more generic areas associated with the practice of medicine.

The 2013-2015 triennium program recognises a broad range of activities attracting CPD point. These activities are grouped into seven categories: Practice review and appraisal; Professional and clinical governance; Teaching and education; Self-directed learning; Research; Publication and presentation; Conference and workshop.

One CPD point is approximately equivalent to one hour of passive education (e.g. attending a lecture). In general, active educational activities are allocated 2 or 3 CPD points per hour; case based activities are allocated points on a 'per case' basis, while complex activities (such as audit) are allocated points on a 'per activity' basis.

Whilst there is no requirement to acquire points in all seven categories, participants are required to acquire a minimum of 25 points each year with a total of 75 points in the triennium in Category 1 – Practice Review and Appraisal. Participants are also required to acquire points across a minimum of three categories in each triennium. In order to promote a spread of activity each year, some activities have annual caps whereas others do not. This is also to actively encourage activity in certain areas such as radiation oncology research, participation in Quality Improvement activities and self-directed learning.

Participants are encouraged to reflect on their own knowledge and skill base and to structure a program that best meets their own individual needs for educational and professional development.

The RANZCR Education Strategy and CanMEDS

The College has developed a competency-based training program in radiation oncology. As part of its education strategy, the College has recognised the continuum of learning from undergraduate to postgraduate specialist training, through to Fellowship with continuing professional development and the maintenance of professional standards acquired through training and practice.

The Continuing Professional Development (CPD) program for the 2013-2015 triennium has been broadly mapped to the CanMEDS capabilities of medical expert, communicator, collaborator, health advocate, manager, professional and scholar to give an indication of the major emphasis on the capabilities being developed in the CPD activity group. The CanMEDS framework acknowledges substantial overlap between these roles, and in the case of the CPD program, all activities would include an emphasis on the medical expert role.

You can find a copy of the CanMEDS mapping document at

The College encourages development of capability both in the medical expert role and the non-medical expert roles for CPD participants.

You can find the CPD Category mapping to CanMEDS in the Learning Portal CPD online system under resources or on the RANZCR website at:

<http://www.ranzcr.edu.au/cpd/overview/learning-a-development-framework>.

The roles have been depicted by the College in the Learning and Development Framework diagram (based on the CanMEDS model).



Adapted from the CanMEDS Physician Competency Diagram with permission of the Royal College of Physicians and Surgeons of Canada. Copyright © 2009

Eligibility to Participate

All Fellows, Life members and Educational Affiliates who are involved in clinical care of patients are eligible to participate and complete the annual RANZCR CPD requirements. When a participant holds a Fellowship of more than one Australasian College, he/she is eligible to participate in the CPD program of the College relevant to their area of active professional practice. For practising Radiation Oncologists in Australia and New Zealand, this College is the RANZCR.

If you are required to participate in the RANZCR CPD program or would like to, and you are not a Fellow or Educational Affiliate member of the College, you can apply to become an Educational Affiliate. An application form is available on the RANZCR website at:

<http://www.ranzcr.edu.au/members/membership-categories/radiology-and-radiation-oncology>.

Non-payment of subscription excludes you from accessing the RANZCR Learning Portal and therefore access to CPD online. Student members are not eligible to participate in CPD.

CPD Points Requirements

1. The CPD program is based on a three year cycle and operates on a calendar year from **1 January to 31 December** of each year.
2. Participants should accrue a **minimum of 150 CPD points** in the 2013-2015 triennium.
3. Participants should accrue a **minimum of 25 points per CPD year** and no more than 75 points will be credited to any one year.
4. Participants should accrue CPD points from a **minimum of 3 categories** in each triennium.
5. Participants are required to accrue a minimum of 25 points per CPD year in **Category 1: Practice Review and Appraisal** with a total of 75 points in the 2013-2015 triennium.
6. No CPD points will be carried across years or into the next triennium.
7. There is no distinction made between the CPD requirements for full-time or part-time participants as the underlying principle is that the required standard of practice is the same whether a participant works full-time or part-time which means that the requirements to maintain currency in knowledge, skills and practice are also the same.

Mandatory Participation in CPD

Medical Board of Australia

In Australia, participation in an approved CPD program relevant to the practitioner's field of practice became mandatory from 1 July 2010 under the Australian Health Practitioner Regulation Agency (AHPRA). CPD requirements are outlined in the Medical Board of Australia's Continuing Professional Development Registration Standard available at: <http://www.medicalboard.gov.au/Registration-Standards.aspx>.

Medical Council of New Zealand (MCNZ)

The Medical Council of New Zealand (MCNZ) requires that all New Zealand Fellows and Educational Affiliates meet the requirements of an approved CPD program, which includes recertification, to receive an annual practicing certificate. The requirements of the MCNZ include:

- A minimum of **one Audit** each year
- A minimum of **10 hours of Peer Review activity** each year
- A minimum of **20 hours of Educational Activities** each year

All RANZCR Fellows and Educational Affiliates in New Zealand will be required to meet the MCNZ requirements of audit, peer review and educational activities each year. The MCNZ audits ten per cent of doctors each year to ensure they are complying with these requirements.

More information regarding these requirements can be found in the MCNZ's document on Recertification and Continuing Professional Development available at: <http://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/cpd-requirements/>.

New Zealand Fellows and Educational Affiliates should also be aware that cultural competence has been identified by the MCNZ as an area of competence for doctors. The RANZCR New Zealand Branch has recommended a minimum of 10 points of cultural competence CPD activities in each triennium. These CPD activities can be claimed in Category 2.4 of the Radiation Oncology CPD Program.

More information regarding cultural competence can be found in the following documents:

- MCNZ Statement on Cultural Competence available at: <http://www.mcnz.org.nz/assets/News-and-Publications/Statements/Statement-on-cultural-competence.pdf>
- MCNZ Good Medical Practice available at: <http://www.mcnz.org.nz/assets/News-and-Publications/good-medical-practice.pdf>

Any New Zealand members who choose not to document their CPD activities via the RANZCR CPD program should make their own substantiation/documentation arrangements directly with the MCNZ.

Singapore

The Singapore Medical Council (SMC) requires all fully and conditionally registered doctors to participate in Continuing Medical Education (CME) and meet the requirements of their specialty / subspecialty. All RANZCR Fellows and Educational Affiliates practising in Singapore should check the Singapore Medical Council website for more information: <http://www.smc.gov.sg> .

Pro-Rata Guidelines

Extended Leave from Practice up to 12 Months

For the 2013-2015 Triennium, new pro-rata guidelines for those who are taking extended leave from practice and are unable to participate in CPD activities, have been developed.

CPD participants will be eligible to request exemption in writing from CPD for special circumstances, such as maternity leave, parental leave or sick leave. If such an exemption is granted by the College, then an appropriate number of CPD points will be credited to the CPD participant's total for that year to enable that participant to meet the requirements of the CPD program. Within any CPD triennium, the College has discretion to grant exemption for up to one year.

The guidelines for pro-rata CPD points are as follows:

- Calculated at 4 points per month.
- Will only be available for participants taking 3 months of leave or more.
- If the leave taken is over 2 calendar years then the points can be split over two years, for example, if leave is taken from November 2013-April 2014, then points can be split as follows: 8 points in 2013 and 16 points in 2014.
- CPD participants taking less than a year of leave are encouraged to do some CPD activities. The minimum number of CPD points required in a calendar year is 25 points.

For those taking extended leave from practice for more than 12 months, please refer to the Recency of Practice Guidelines – Radiation Oncology available on the College website at: <http://www.ranzcr.edu.au/resources/professional-documents/guidelines> .

For more information on how CPD pro-rata points will be calculated, please refer to the CPD Frequently Asked Questions (FAQ's) document which can be accessed from Help on the blue menu bar of CPD online.

New Fellows and Educational Affiliates

For new Fellows and Educational Affiliates who commence part way through a calendar year, the number of minimum CPD points required will be pro-rated at 4 points per month, as indicated above in *Extended Leave from Practice up to 12 months*.

For more information on the how CPD pro-rata points will be calculated, please refer to the CPD FAQs document which can be accessed from Help on the blue menu bar of CPD online.

Important Dates

Participants are expected to have all activities for each year of the triennium entered into the CPD online system by **31 January** of the following year. For example, all activities completed during the year 2013, must be entered in no later than **31 January 2014**.

Participants are encouraged to enter their activities as they complete them. Please also note that future events and activities cannot be entered, for example, you cannot “add an activity” such as the RANZCR Annual Scientific Meeting before it occurs.

Those who are selected for a random audit will be notified by 30 June in the same year after the due date for completion and submission of CPD activities. For example, those selected to be audited for the 2013 year, will be advised by June 2014.

Contact Information

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Continuing Professional Development Program Overview

Category	Points	Annual Cap	CanMEDS	
Category 1 – Practice Review and Appraisal				
1.1	Peer Review Audit with Feedback (Revalidation Audit)	1 point per case	25 points	Professional
1.2	Clinical Audit	10 points per audit	20 points	Health Advocate
1.3	Multidisciplinary Meeting	2 points per hour	20 points	Collaborator
1.4	Radiation Treatment Chart Round	2 points per hour	20 points	Professional
1.5	Quality Assurance Activities	2 points per hour	20 points	Health Advocate
1.6	Patient Satisfaction Study	10 points per study	20 points	Health Advocate
Category 2 – Professional and Clinical Governance				
2.1	Personal and Professional Development	1 point per hour	20 points	Professional
2.2	Participation in Professional or Clinical Governance	2 points per hour	20 points	Professional
2.3	Participation in College Governance	2 points per hour	20 points	Professional
2.4	Cultural Competence	1 point per hour	20 points	Professional
Category 3 – Teaching and Education				
3.1 – Director of Training and Training Network Director				
3.1A	Director of Training	5 points per trainee	20 points	Scholar
3.1B	Network Director	2 points per hour	10 points	Scholar
3.2	Structured Teaching of Trainee	2 points per hour	20 points	Scholar
3.3	Supervision of Trainee	10 points	10 points	Scholar
3.4	Assessment of Trainee	2 points per hour	10 points	Scholar
3.5	Supervision of Research Student	10 points per student	20 points	Scholar
3.6	Supervision of Overseas Trained Doctor, Re-entry and Remediation	10 points per doctor	10 points	Scholar
3.7 - Examining				
3.7A	Examiner – RANZCR Trainee	10 points per series	20 points	Scholar
3.7B	Examiner – Undergraduate or Postgraduate Student	2 points per hour	20 points	Scholar
Category 4 – Self Directed Learning				
4.1	Journal Reading	1 point per article	20 points	Professional
4.2 - Web-based Learning				
4.2A	RANZCR Web-based Learning	2 points per hour	20 points	Professional
4.2B	Other Web-based Learning	1 point per hour	20 points	Professional
4.3	Non-research Sabbatical	50 points per year	50 points	Professional
4.4	Formal Postgraduate Study	50 points per year	50 points	Scholar
4.5	Reflective Diary	1 point per hour	20 points	Professional
Category 5 - Research				
5.1	Principal Investigator of Active Project	20 points per project	20 points	Scholar
5.2	Associate Investigator of Active Project	5 points per project	20 points	Scholar
5.3	Clinical Trial Patient Recruitment	2 points per patient	20 points	Scholar
5.4	Clinical Trial Audit	2 points per patient	20 points	Scholar
5.5	Sabbatical by Research	50 points per year	50 points	Scholar
5.6	Principal Investigator of Research Grant Application	10 points per application	20 points	Scholar
5.7	Associate Investigator of Research Grant Application	2 points per application	10 points	Scholar
5.8	Reviewer of Research Grant Application	2 points per application	10 points	Scholar

Category 6 – Publication and Presentation				
Category 6.1 – Publication in Peer Reviewed Journal				
6.1A	First Author of Original Article	10 points per article	20 points	Scholar
6.1B	Second or Latter Author of Original Article	5 points per article	10 points	Scholar
6.1C	Editorial/opinion/comment/letter/book review	5 points per publication	10 points	Communicator
6.2	Formal Peer Review of Manuscript	2 points per manuscript	10 points	Scholar
Category 6.3 – Editorial Duties for Peer Reviewed Journal				
6.3A	Editor of Journal	10 points per year	10 points	Scholar
6.3B	Member of Editorial Board	5 points per year	10 points	Scholar
Category 6.4 – Book and Chapter				
6.4A	First Author of Book	30 points per book	30 points	Scholar
6.4B	Second or Latter Author of Book	10 points per book	10 points	Scholar
6.4C	First Author of Chapter	10 points per chapter	20 points	Scholar
6.4D	Second or Latter Author of Chapter	5 points per chapter	10 points	Scholar
6.5	Editor of Book	20 points per book	20 points	Scholar
Category 6.6 – Presentation at Conference or Meeting				
6.6A	Keynote/Plenary Presentation	10 points per presentation	20 points	Communicator
6.6B	Proffered Oral or Poster Presentation (first author or presenter)	5 points per presentation	20 points	Communicator
6.6C	Invited Lecture	5 points per lecture	10 points	Communicator
6.6D	Session Chair/Panel Member	1 point per hour	10 points	Communicator
6.6E	Formal Peer Review of Abstract	1 point per abstract	10 points	Scholar
6.6F	Formal Presentations at In-house or Local Meetings	2 points per hour	20 points	Communicator
Category 7 – Scientific Conference and Workshop				
7.1	Conference Attendance	1 point per hour	25 points	Professional
7.2	Practical Skills Workshop	2 points per hour	20 points	Professional
Category 7.3 - Convenor of Conference				
7.3A	Principal Scientific Convenor	10 points per conference	10 points	Manager
7.3B	Co-scientific Convenor	5 points per conference	10 points	Manager
7.3C	Session Convenor /Small Group Practical Instructor	2 points per session	10 points	Manager

Category 1 – Practice Review and Appraisal

1.1 Peer Review Audit with Feedback (Revalidation Audit)	
Definition	Peer review audit with feedback focuses on assessment of selected aspects of the performance of participants in a radiation oncology practice in comparison to a defined standard to identify if there are areas for improvement. The peer review audit form is designed to score a number of indicators relating to the practice quality of a radiation oncologist according to predefined criteria, which may be derived from recognised clinical protocols or guidelines. The form is available on the College website (http://www.ranzcr.edu.au/cpd/forms/log-book-templates/log-book-templates-radiation-oncology). Participants may accrue CPD points for their own cases only.
Evidence Required	Letter of confirmation from responsible authority. Please note that the College requests confidential or sensitive information is <u>NOT</u> provided as evidence of audit.
CPD Points	1 point per case audited
Annual Cap	25 points per year
1.2 Clinical Audit	
Definition	The purpose of a clinical audit is to systematically evaluate the performance of participants in a particular aspect of the clinical practice in comparison to a defined standard to identify if there are areas for improvement. The defined standard may be derived from recognised clinical protocols or guidelines. The number of cases included in the audit should reflect the relative frequency with which the cases are seen. Participants may not claim time spent reviewing another practitioner's practice (points may be accrued under Category 5: Research or Category 6: Publications and Presentations). Examples include review of toxicity/outcomes in relation to a new treatment technique or dose escalation or review of waiting times.
Evidence Required	<ul style="list-style-type: none"> • Letter of confirmation from responsible authority <u>or</u>, • Published or presented audit results (de-identified). Please note that the College requests confidential or sensitive information is <u>NOT</u> provided as evidence of audit.
CPD Points	10 points per audit
Annual Cap	20 points per year
1.3 Multidisciplinary Meeting	
Definition	Participation in multidisciplinary meetings that are regularly scheduled and hospital based. The meetings are a regular commitment of the participants in routine practice and contribute to their maintenance of professional standards. Examples include Breast, Lung, GU, GI, Head and Neck.
Evidence Required	<ul style="list-style-type: none"> • Log book of cases <u>or</u>, • Confirmation of attendance at meetings by meeting organiser. Please note that the College requests confidential or sensitive information is <u>NOT</u> provided as evidence of audit.
CPD Points	2 points per hour
Annual Cap	20 points per year

1.4 Radiation Treatment Chart Round	
Definition	Participation in radiation treatment chart rounds involving two or more of the professional groups: radiation oncology, radiation therapy, medical physics and nursing. The rounds are regularly scheduled and hospital based. They are a regular commitment of the participants in routine practice and contribute to their maintenance of professional standards.
Evidence Required	<ul style="list-style-type: none"> • Log book of cases <u>or</u>, • Confirmation of attendance at meetings by meeting organiser. Please note that the College requests confidential or sensitive information is <u>NOT</u> provided as evidence of audit.
CPD Points	2 points per hour
Annual Cap	20 points per year

1.5 Quality Assurance Activities	
Definition	Participation in the reporting and review of radiation incidents, or other adverse critical incidents in clinical practice, quality assurance in the delivery of radiation therapy. Examples include morbidity and mortality meetings and QA review meeting.
Evidence Required	<ul style="list-style-type: none"> • Log book of cases <u>or</u>, • Confirmation of attendance at meetings by meeting organiser. Please note that the College requests confidential or sensitive information is <u>NOT</u> provided as evidence of audit.
CPD Points	2 points per hour
Annual Cap	20 points per year

1.6 Patient Satisfaction Study	
Definition	Formally designed studies to measure specific aspects of participants' practice, e.g. waiting times for consultation or treatment, communication, informed consent process and coordination of care.
Evidence Required	<ul style="list-style-type: none"> • Letter from responsible authority <u>or</u>, • Published or presented audit results (de-identified).
CPD Points	10 points per study
Annual Cap	20 points per year

Category 2 – Professional and Clinical Governance

2.1 Personal and Professional Development	
Definition	Attendance at personal or professional development courses or meetings, e.g. communication, conflict resolution, ethics and radiation protection.
Evidence Required	<ul style="list-style-type: none"> • Registration record <u>or</u>, • Certificate of attendance or completion <u>or</u>, • Written confirmation of attendance including duration of the activity by course or meeting organiser.
CPD Points	1 point per hour
Annual Cap	20 points per year
2.2 Participation in Professional or Clinical Governance	
Definition	Active participation in governance of healthcare institutions or professional bodies, e.g. hospital ethics committee, hospital board or management committee, hospital accreditation committee, advisory committee involved in standards development, recognised academic or research organisation, MCNZ approved governance activities. Participation in governance of commercial companies or industry is not eligible for CPD points.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation of participation including duration of the activity from institution <u>or</u>, • Attendance record in meeting minutes.
CPD Points	2 points per hour
Annual Cap	20 points per year
2.3 Participation in College Governance	
Definition	Active participation in governance of RANZCR at federal, state or New Zealand branch level. Examples include RANZCR Board, Faculty of Radiation Oncology Council, Radiation Oncology Education Committee, Committees and Working or Advisory groups.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation of participation including duration of the activity from College <u>or</u>, • Attendance record in meeting minutes.
CPD Points	2 points per hour
Annual Cap	20 points per year
2.4 Cultural Competence	
Definition	Attendance at cultural competence courses or participation in cultural competence activities. The Medical Council of New Zealand (MCNZ) definition of cultural competence states that: <i>“Cultural competence requires an awareness of cultural diversity and the ability to function effectively, and respectfully, when working with and treating people of different cultural backgrounds. Cultural competence means a doctor has the attitudes, skills and knowledge needed to achieve this”.</i> (Medical Council of New Zealand – Statement on Cultural Competence, August 2006; available at - http://www.mcnz.org.nz/support-for-doctors/resources/)
Evidence Required	<ul style="list-style-type: none"> • Registration record <u>or</u>, • Certificate of attendance or completion <u>or</u>, • Written confirmation of attendance including duration of the activity by course or meeting organiser.
CPD Points	1 point per hour
Annual Cap	20 points per year

Category 3 – Teaching and Education

Category 3.1 – Director of Training and Training Network Director

3.1A	Director of Training
Definition	The Director of Training has overall responsibility for the structure and quality of training in a hospital or Department, in line with the College policies and the specific arrangements within their training network, and for providing trainees with information and feedback on their progress. Please refer to the Radiation Oncology Director of Training Role Description available at - http://www.ranzcr.edu.au/training/trainers/role-descriptions
Evidence Required	Written confirmation from organisation.
CPD Points	5 points per trainee
Annual Cap	20 points per year

3.1B	Training Network Director
Definition	The Network Director will be a Radiation Oncologist who is not a Supervisor of training and preferably not the Director of Department/Service Director. The role of the TND is to provide coordination and leadership to the network and a central point of contact to the College and health jurisdictions regarding training delivery matters in that network. Please refer to the Radiation Oncology Training Network Director Role Description available at - http://www.ranzcr.edu.au/training/trainers/role-descriptions
Evidence Required	Written confirmation from organisation.
CPD Points	2 points per hour
Annual Cap	10 points per year

3.2	Structured Teaching of Trainee
Definition	Delivery of lectures or tutorials to trainees as part of the training program of RANZCR or other vocational colleges, undergraduate or postgraduate students in medicine, nursing or allied health disciplines of a recognised tertiary institutional education program. The activity enhances expertise of participants through preparation for or evaluation of the impact of their teaching. Examples include; lectures to trainees, medical students, Radiotherapists and nurses. Informal teaching of trainees or students is excluded and CPD points may be accrued under Category 3.2: Supervision of trainee.
Evidence Required	<ul style="list-style-type: none">• Teaching timetable <u>or</u>,• Written invitation or program <u>or</u>,• Written confirmation including duration of the activity from organisation or university.
CPD Points	2 points per hour
Annual Cap	20 points per year

3.3	Supervision of Trainee
Definition	Supervision of RANZCR trainees for more than three months of the year at the participant's institution. Additional points may be claimed for assessment of trainees under Category 3.3.
Evidence Required	Written confirmation from Director of Training on the number of trainees supervised.
CPD Points	10 points for supervision of trainees attached to your department per year (regardless of number of trainees supervised).
Annual Cap	10 points per year

3.4 Assessment of Trainee	
Definition	Participation in the in-training assessment of trainees, e.g. mini-CEX assessment, clinical supervisor assessment with a trainee, assessment of clinical assignment or case report. The activity enhances expertise of participants through evaluation of the impact of their teaching.
Evidence Required	Written confirmation from Director of Training.
CPD Points	2 points per hour
Annual Cap	10 points per year

3.5 Supervision of Research Student	
Definition	Supervision of research students enrolled in an undergraduate or postgraduate degree in medicine, nursing or allied health disciplines of a tertiary institution.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation from institution <u>or</u>, • enrolment or results notice displaying name of the supervisor
CPD Points	10 points per student
Annual Cap	20 points per year

3.6 Supervision of Overseas Trained Doctor, Re-entry and Remediation	
Definition	Supervision of: (a) Overseas trained doctor who requires further training or supervision as determined by the Australian Medical Council, RANZCR or MCNZ; or the Area of Need pathway; or (b) Radiation oncologist who requires remediation or re-entry into the workforce as determined by the RANZCR. CPD points may be accrued pro rata. Appointed supervisor (RANZCR/MCNZ/AMC)
Evidence Required	Written confirmation from institution.
CPD Points	10 points per doctor
Annual Cap	10 points per year

Category 3.7 – Examining

3.7A Examiner – RANZCR Trainee	
Definition	Participation as examiner of Part I/Phase 1 or Part II/Phase 2 RANZCR examinations.
Evidence Required	Written confirmation from RANZCR.
CPD Points	10 points per series
Annual Cap	20 points per year

3.7B Examiner – Undergraduate or Postgraduate Student	
Definition	Participation as examiner of undergraduate or postgraduate students in medicine, nursing or allied health disciplines for a recognised tertiary institution or Medical College.
Evidence Required	Written confirmation from institution.
CPD Points	2 points per hour
Annual Cap	20 points per year

Category 4 – Self Directed Learning

4.1	Journal Reading
Definition	Reading of peer reviewed journals as a source of quality information for participants, e.g. JMIRO, Journal of Clinical Oncology; International Journal of Radiation Oncology *Biology *Physics; Radiotherapy and Oncology, British Journal of Radiology.
Evidence Required	List of articles including date read.
CPD Points	1 point per article
Annual Cap	20 points per year

Category 4.2 – Web-based Learning

4.2A	RANZCR Web-based Learning
Definition	Completion of RANZCR e-learning modules available on the Learning Portal LMS, e.g. Communication Essentials; Internal Communication.
Evidence Required	Completion of a RANZCR e-learning module will automatically be recorded in your CPD profile after completion. No additional evidence is required for this activity.
CPD Points	2 points per hour
Annual Cap	20 points per year

4.2B	Other Web-based Learning
Definition	Completion of online CPD modules from other providers; e.g. webcasts, podcasts, e-learning modules.
Evidence Required	<ul style="list-style-type: none"> • Certificate of Completion <u>or</u>, • List of web -based learning modules undertaken including date and duration of the activity.
CPD Points	1 point per hour
Annual Cap	20 points per year

4.3	Non-research Sabbatical
Definition	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to broaden knowledge and skills in a particular area of practice with defined educational goal and study plan that does not lead to a formal academic or professional qualification, e.g. learning IMRT or stereotactic radiotherapy skills. CPD points may be accrued pro rata. Note: CPD points for sabbatical with a research focus should be accrued under Category 5.5: Sabbatical by research.
Evidence Required	<ul style="list-style-type: none"> • Sabbatical report <u>or</u>, • Letter from responsible authority.
CPD Points	<ul style="list-style-type: none"> • 50 points per year • 25 points per 6 months • 12.5 points per 3 months
Annual Cap	50 points per year

4.4	Formal Postgraduate Study
Definition	Structured course or higher education program with clear objectives developed and administered by a recognised tertiary institution. The course or program must be relevant to your profession and have a defined beginning and end date, and at completion leads to the award of a formal academic or professional qualification, e.g. diploma or higher degree such as a Masters of Epidemiology.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation of enrolment <u>or</u>, • Progress report from tertiary institution.
CPD Points	50 points per year
Annual Cap	50 points per year

4.5	Reflective Diary
<p>Definition</p>	<p>Reflection, described as the process of thoughtfully considering your experiences, enabling you to identify your strengths and weaknesses and improve your practice, is an effective means for enhancing continuing professional development.</p> <p>Reflection is essentially of two types: reflection <i>in action</i> and reflection <i>on action</i>:</p> <ul style="list-style-type: none"> • Reflection <i>in action</i> is the process where the clinician recognises a new problem and thinks about it while still acting. • Reflection <i>on action</i> is the contemplation of practice undertaken (retrospectively) in order to uncover the knowledge used in a particular situation by analysing and interpreting the information that is recalled. This involves remembering the detail of the incident, how it happened, the feelings and thoughts that it elicited. In the reflective process you may think about how the situation might have been handled differently, and whether further knowledge might have changed the situation. <p style="text-align: right;"><i>(Schon, The Reflective Practitioner: How Professionals Think in Action, 1983)</i></p> <p>Reflection may address the following questions:</p> <ul style="list-style-type: none"> • What is the CPD activity and how has it been carried out? • What have I learned from the activity that may enhance my practice? • How can I integrate what I have learned into my practice? • How will/has this integration enhance/enhanced my practice? • Will/Have I make/made changes to my practice? • How will/have I assess/assessed the changes to my practice? • If the changes have been implemented, have they worked? If not, why not? • Have I identified future learning needs based on what I have learned from this learning activity? <p>Reflection, particularly in the form of a reflective diary, is a powerful educational tool for the individual to gain insight into their educational values and influence on practice, and identify future learning needs. A Reflective Diary is available online as part of the CPD system. Your diary entries are confidential and can only be viewed by you. The College will be able to note whether the diary has been used (as date and time of use is logged for audit purposes), however the information contained within the entries cannot be seen by the College. If you prefer not to use the online Reflective Diary to record your reflective diary entries, then you can record these in a separate document.</p> <p>If a participant who has claimed CPD points for reflective comments is randomly selected for audit, they will not have to submit their reflective diary entries to the College. If they have used the online Reflective Diary then the only evidence required to confirm that reflection has taken place, will be the date(s) and time(s) expressed as total hour(s) used in reflection within CPD online. If, however, if a participant uses an alternative method other than the online Reflective Diary, to document their personal reflections, while they will not have to submit the full details (which are confidential and hold sensitive information), they will be required to provide evidence that reflection has taken place in the form of a report outlining date(s), time(s) expressed in hours verified by a colleague. More information will be communicated to those randomly selected for audit.</p>
<p>Evidence Required</p>	<p>In the case of CPD audit, the College does not require nor desire access to the practitioner's reflective diary.</p> <ul style="list-style-type: none"> • Record of usage (export from CPD online system with length of time of reflection if used) <u>or</u>, • Declaration from responsible authority.
<p>CPD Points</p>	<p>1 point per hour</p>
<p>Annual Cap</p>	<p>20 points per year</p>

Category 5 – Research

5.1 Principal Investigator of Active Project	
Definition	Principal or lead investigator of an active research organisation or institution approved research project. The focus is on the enhancement of participants' research expertise through the conduct of a research protocol. Can be claimed for each year of involvement in an active project.
Evidence Required	Written confirmation from: <ul style="list-style-type: none"> • Research organisation <u>or</u>, • Granting body <u>or</u>, • Institutional ethics committee.
CPD Points	20 points per project
Annual Cap	20 points per year
5.2 Associate Investigator of Active Project	
Definition	Associate investigator of an active research organisation or institution approved research project. The focus is on the enhancement of participants' research expertise through the conduct of a research protocol. Can be claimed for each year of involvement in an active project.
Evidence Required	Written confirmation from: <ul style="list-style-type: none"> • research organisation <u>or</u>, • granting body <u>or</u>, • Institutional ethics committee.
CPD Points	5 points per project
Annual Cap	20 points per year
5.3 Clinical Trial Patient Recruitment	
Definition	Enhancement of participants' research expertise through recruitment of patients to research organisation or institution approved clinical trials.
Evidence Required	Written confirmation from: <ul style="list-style-type: none"> • Central study coordinator <u>or</u>, • Site data manager <u>or</u>, • Research organisation.
CPD Points	2 points per patient recruited
Annual Cap	20 points per year
5.4 Clinical Trial Audit	
Definition	Data audit or radiotherapy technical review with feedback to investigators for research organisation or institution approved research projects, e.g. TROG.
Evidence Required	Written confirmation from clinical trial centre.
CPD Points	2 points per patient audited
Annual Cap	20 points per year
5.5 Sabbatical by Research	
Definition	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to undertake research focused learning activities with defined educational goal and study plan that does not lead to a formal academic or professional qualification. CPD points may be accrued pro rata. CPD points for sabbatical with a non-research focus should be accrued under Category 4.3: Non-research sabbatical.
Evidence Required	<ul style="list-style-type: none"> • Sabbatical report <u>or</u>, • Written confirmation from institution or organisation.
CPD Points	<ul style="list-style-type: none"> • 50 points per year <u>or</u> • 25 points per 6 months <u>or</u> • 12.5 points per 3 months.
Annual Cap	50 points per year

5.6 Principal Investigator of Research Grant Application	
Definition	Principal or lead investigator of a research grant application. The focus is on the enhancement of participants' research expertise through leading the submission of a research grant application, e.g. NHMRC grant submission.
Evidence Required	Written confirmation from research organisation or granting body.
CPD Points	10 points per application
Annual Cap	20 points per year

5.7 Associate Investigator of Research Grant Application	
Definition	Associate investigator of a research grant application. The focus is on the enhancement of participants' research expertise through contributing to the submission of a research grant application
Evidence Required	Written confirmation from granting body or institution.
CPD Points	2 points per application
Annual Cap	10 points per year

5.8 Reviewer of Research Grant Application	
Definition	Formal reviewer for research grant applications for a granting body, e.g. National Health and Medical Research Council (NHMRC), Cancer Australia, Cancer Councils, RANZCR Research Grants.
Evidence Required	Written confirmation from granting body or institution.
CPD Points	2 points per application
Annual Cap	10 points per year

Category 6 – Publication and Presentation

Category 6.1 – Publication in Peer Reviewed Journal

6.1A	First Author of Original Article
Definition	Publication of scientific or educational content in peer reviewed journal. To be claimed for the year the publication was accepted by peer reviewed journal.
Evidence Required	<ul style="list-style-type: none">• Electronic citation <u>or</u>,• Reprint.
CPD Points	10 points per article
Annual Cap	20 points per year

6.1B	Second or Latter Author of Original Article
Definition	Publication of scientific or educational content in peer reviewed journal. To be claimed for the year the publication was accepted by peer reviewed journal.
Evidence Required	<ul style="list-style-type: none">• Electronic citation <u>or</u>,• Reprint.
CPD Points	5 points per article
Annual Cap	10 points per year

6.1C	Editorial/opinion/comment/letter/book review
Definition	Publication of scientific or educational content in peer reviewed journal.
Evidence Required	<ul style="list-style-type: none">• Electronic citation <u>or</u>,• Reprint.
CPD Points	5 points per publication
Annual Cap	10 points per year

6.2	Formal Peer Review of Manuscript
Definition	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal.
Evidence Required	Written invitation from editorial board to review manuscript.
CPD Points	2 points per manuscript
Annual Cap	10 points per year

Category 6.3 – Editorial Duties for Peer Reviewed Journal

6.3A	Editor of Journal
Definition	Editor or Deputy editor of a peer reviewed journal of scientific or educational content, e.g. JMIRO
Evidence Required	Written confirmation from Publisher, e.g. Wiley Blackwell.
CPD Points	10 points per year
Annual Cap	10 points per year

6.3B	Member of Editorial Board
Definition	Member of the editorial board of a peer reviewed journal of scientific or educational content, e.g. Associate Editor of JMIRO.
Evidence Required	Written confirmation from Editor or Publisher.
CPD Points	5 points per year
Annual Cap	10 points per year

Category 6.4 – Book and Chapter

6.4A First Author of Book	
Definition	Author of book of scientific or educational content. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation <u>or</u>, • Reprint <u>or</u>, • Written confirmation from publisher.
CPD Points	30 points per book
Annual Cap	30 points per year

6.4B Second or Latter Author of Book	
Definition	Second or latter author of book of scientific or educational content. To be claimed for the year of publication.
Evidence Required	<ul style="list-style-type: none"> • Electronic citation <u>or</u>, • Reprint <u>or</u>, • Written confirmation from publisher.
CPD Points	10 points per book
Annual Cap	10 points per year

6.4C First Author of Chapter	
Definition	Author of chapter in book of scientific or educational content (to be claimed for the year of publication).
Evidence Required	<ul style="list-style-type: none"> • Electronic citation <u>or</u>, • Reprint <u>or</u>, • Written confirmation from publisher.
CPD Points	10 points per chapter
Annual Cap	20 points per year

6.4D Second or Latter Author of Chapter	
Definition	Second or latter author of chapter in book of scientific or educational content (to be claimed for the year of publication).
Evidence Required	<ul style="list-style-type: none"> • Electronic citation <u>or</u>, • Reprint <u>or</u>, • Written confirmation from publisher.
CPD Points	5 points per chapter
Annual Cap	10 points per year

6.5 Editor of Book	
Definition	Editor of book of scientific or educational content (to be claimed for the year of publication).
Evidence Required	<ul style="list-style-type: none"> • Electronic citation <u>or</u>, • Reprint <u>or</u>, • Written confirmation from publisher.
CPD Points	20 points per book
Annual Cap	20 points per year

Category 6.6 – Presentation at Conference or Meeting

6.6A		Keynote/Plenary Presentation
Definition	Keynote or plenary presentation of scientific or educational content at conference or meeting organized by professional medical organisation, healthcare institution, research group or educational body.	
Evidence Required	<ul style="list-style-type: none"> • Conference or meeting program <u>or</u>, • published abstract <u>or</u>, • Written invitation for presentation from organising committee. 	
CPD Points	10 points per presentation	
Annual Cap	20 points per year	
6.6B		Proffered Oral or Poster Presentation (first author or presenter)
Definition	Proffered oral or poster presentation of scientific or educational content at conference or meeting organized by professional medical organisation, healthcare institution, research group or educational body.	
Evidence Required	<ul style="list-style-type: none"> • Conference or meeting program <u>or</u>, • Published abstract <u>or</u>, • Written invitation for presentation from organising committee. 	
CPD Points	5 points per presentation	
Annual Cap	20 points per year	
6.6C		Invited Lecture
Definition	Lecture of scientific or educational content at conference or meeting organised by professional medical organisation, healthcare institution, research group or educational body.	
Evidence Required	<ul style="list-style-type: none"> • Conference or meeting program <u>or</u>, • Published abstract <u>or</u>, • Written invitation for lecture from organising committee. 	
CPD Points	5 points per lecture	
Annual Cap	10 points per year	
6.6D		Session Chair/Panel Member
Definition	Chairing of scientific sessions or participation in panel discussion at conference or meeting organized by professional medical organisation, healthcare institution, research group or educational body.	
Evidence Required	<ul style="list-style-type: none"> • Conference or meeting program <u>or</u>, • Published abstract <u>or</u>, • Written invitation for participation as session chair or panel member from organising committee. 	
CPD Points	1 point per hour	
Annual Cap	10 points per year	
6.6E		Formal Peer Review of Abstract
Definition	Formal review of abstract of scientific or educational content submitted for presentation at conference.	
Evidence Required	Written confirmation from conference organiser.	
CPD Points	1 point per abstract	
Annual Cap	10 points per year	

6.6F	Formal Presentations at In-house or Local Meetings
Definition	Presentations at department, hospital and community group meetings, e.g. Grand Rounds and community groups (GPs or Cancer Council).
Evidence Required	<ul style="list-style-type: none"> • Conference or meeting program <u>or</u>, • Written invitation for presentation.
CPD Points	2 points per hour
Annual Cap	20 points per year

Category 7 – Scientific Conference and Workshop

7.1	Conference Attendance
Definition	Attendance in person at scientific or educational conference or meeting organized by the RANZCR, Special Interest Group, professional medical organisation, healthcare institution, research group or educational body. Examples include; RANZCR ASM, FROGG workshop, NSW Radiotherapy Club, ESTRO, ASTRO.
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance <u>or</u>, • Official conference listing of attendees <u>or</u>, • Written confirmation of registration.
CPD Points	1 point per hour
Annual Cap	25 points per year

7.2	Practical Skills Workshop
Definition	Small group interactive workshop designed to impart a particular manual or interpretative skill via hands-on training, e.g. contouring workshop, computer skills workshop, Brachytherapy teaching course. Participants actively practise the skill during at least some of the workshop time with one-on-one supervision and instruction.
Evidence Required	<ul style="list-style-type: none"> • Certificate of attendance <u>or</u>, • Official conference listing of attendees <u>or</u>, • Written confirmation of registration.
CPD Points	2 points per hour
Annual Cap	20 points per year

Category 7.3 - Convenor of Conference

7.3A	Principal Scientific Convenor
Definition	Convenor of scientific or educational conference organized by professional medical organisation, healthcare institution, research group or educational body. This activity can only be claimed for the year of the conference.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation by the conference organiser <u>or</u>, • Program book indicating participation as convenor.
CPD Points	10 points per conference
Annual Cap	10 points per year

7.3B	Co-scientific Convenor
Definition	Convenor of scientific or educational conference organized by professional medical organisation, healthcare institution, research group or educational body. This activity can only be claimed for the year of the conference.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation by the conference organiser <u>or</u>, • Program book indicating participation as convenor.
CPD Points	5 points per conference
Annual Cap	10 points per year

7.3C	Session Convenor /Small Group Practical Instructor
Definition	Convenor of scientific or educational conference or session, or instructor of practical skills workshop, organized by professional medical organisation, healthcare institution, research group or educational body. The activity typically runs for several days. Examples include convening a Breast session at a conference or an IMRT workshop.
Evidence Required	<ul style="list-style-type: none"> • Written confirmation by the conference or workshop organiser <u>or</u>, • Program book indicating participation as convenor or instructor
CPD Points	2 points per session
Annual Cap	10 points per year

Acronyms

ACHS	Australian Council on Healthcare Standards
AHPRA	Australian Health Practitioners Regulation Agency
AMA	Australian Medical Association
AMC	Australian Medical Council
ASM	Annual Scientific Meeting
ASTRO	American Society of Radiation Oncology
CanMEDS	Canadian Medical Education Directives for Specialists
CME	Continuing Medical Education
COSA	Clinical Oncological Society of Australia
CPD	Continuing Professional Development
DoT	Director of Training
ESTRO	European Society for Radiotherapy and Oncology
FRANZCR	Fellowship of the Royal Australian and New Zealand College of Radiologists
FRO	Faculty of Radiation Oncology
FROGG	Faculty of Radiation Oncology Genito-Urinary Group
FT	Full Time
FTE	Full Time Equivalent
GP	General Practitioner
GI	Gastrointestinal
GU	Genito-Urinary
IANZ	International Accreditation New Zealand
IGRT	Image-guided Radiation Therapy
IMRT	Intensity-modulated Radiation Therapy
LMS	Learning Management System
LP	Learning Portal
JMIRO	Journal of Medical Imaging and Radiation Oncology
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
MCQ	Multiple Choice Questions
MD	Doctor of Medicine
MRI	Magnetic Resonance Imaging
NATA	National Association of Testing Authorities
NICS	National Institute of Clinical Studies
NHMRC	National Health and Medical Research Council
NZ	New Zealand
PET	Positron Emission Tomography
PhD	Doctor of Philosophy
PT	Part Time
QI	Quality Improvement
RACMA	Royal Australasian College of Medical Administrators
RACGP	Royal Australian College of General Practitioners
RACP	Royal Australasian College of Physicians
RANZCR	Royal Australian and New Zealand College of Radiologists
RCR	Royal College of Radiologists
RHCE	Rural Health Continuing Education
SNM	Society of Nuclear Medicine
SSRS	Support Scheme for Rural Specialists
TND	Training Network Director
TROG	Trans-Tasman Radiation Oncology Group

Glossary

Letter of Confirmation from Responsible Authority	A letter confirming participation in a CPD activity from a hospital head of department, administrative head of department, Director of Research, professional body, Director of Medical Services of a hospital, etc. The responsible authority (and the person issuing the letter on its behalf) needs to be identifiable and contactable for the purposes of letter validation.
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