

Continuing Professional Development (CPD) Participation Policy

Author	Executive Officer, OTP Assessment & CPD Operations
Department/Team	Professional Practice
Policy Owner	Manager, OTP Assessment & CPD Operations
Approved by	College Education Committee
Effective Date	1 January 2020
Next Review Date	1 January 2025
Relevant legislation/codes/ RACP Constitution	
Related by-laws/policies/ procedures/guidelines	RACP Reconsideration, Review and Appeals Process By-Law and RACP Privacy Policy Medical Board of Australia Registration Standard - CPD, Medical Council of New Zealand – Recertification Requirements
Applicability	Australia and Aotearoa New Zealand

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1. INTRODUCTION

This policy states the Royal Australasian College of Physicians (RACP) standards for participation in the MyCPD program for all participants.

2. PURPOSE AND SCOPE

The RACP is committed to establishing and maintaining a high standard of practice through the training and continuing professional development of our Fellows and Trainees. The RACP plays a significant role in supporting the professional development of Fellows and other practitioners practising in the disciplines represented by the RACP.

MyCPD, the RACP CPD program, is a self-reporting tool within which specialists are encouraged to self-accredit and record CPD activity relevant to their scope of practice. MyCPD is for paying Fellows, trainees, CPD Users and eligible overseas trained physicians (OTPs). The criteria to become an RACP Fellow, Trainee, CPD User or OTP is published on our website.

Regulatory bodies in Australia and Aotearoa New Zealand mandate annual professional development requirements that medical practitioners must meet to maintain their medical registration.

The Medical Board of Australia also mandates that medical practitioners need to select an accredited CPD home. The RACP is an accredited CPD home for specialist physicians and paediatricians as well as other medical practitioners practising in the disciplines represented by the RACP.

3. ROLES AND RESPONSIBILITIES

RACP responsibility

3.1 The RACP will supply a CPD program that:

- supports the ongoing professional development of Fellows, trainees, OTPs and other medical practitioners practising in the disciplines represented by the RACP
- helps medical practitioners achieve and demonstrate the highest levels of professional performance
- enables participants to fulfil their individual responsibility to meet the requirements for CPD participation set by the regulators in Australia and Aotearoa New Zealand
- is designed and overseen by representative RACP Fellows
- aims to be efficient, effective, and fairly administered.

3.2 In administering the MyCPD program, the RACP will:

- publish the RACP MyCPD framework and supporting guidance on the RACP website and MyCPD Interactive Handbook ensuring that these documents are readily available to participants
- provide timely notices of requirements (such as deadlines)
- provide ongoing advice and support to participants with the aim of ensuring their satisfactory participation and compliance with regulatory requirements
- conduct regular audits of MyCPD participants for the purpose of quality assurance and improvement. Audit eligibility is defined as medical practitioners

who have a CPD requirement. RACP audits 5% of eligible MyCPD participants annually, selected at random

- retain participant CPD records in accordance with the RACP privacy policy for a maximum of ten years
- demonstrate continuous improvement of its MyCPD program and supporting guidance to meet changing needs and respond to feedback by regulators and participants
- communicate upcoming regulatory changes to MyCPD participants as the RACP becomes aware of them and prepares to implement them
- continue to develop resources and activities to assist participants in completing requirements set by the regulators in Australia and Aotearoa New Zealand
- report CPD participation and compliance to the regulators as required by law.

3.3 Participation in the RACP's MyCPD program will be open to:

- Fellows of the RACP
- Trainees of the RACP
- CPD Users (Access to the MyCPD program is subject to payment of the relevant fee)
- Eligible Overseas Trained Physicians (Access to the MyCPD program is subject to payment of OTP fees)

3.4 The RACP considers a CPD participant compliant if they meet the RACP MyCPD program requirements by the annual deadline.

3.5 The RACP will provide an annual Certificate of Completion to all participants who are considered compliant by the annual deadline.

3.6 Participants who are selected for audit will not be deemed compliant until they have met the RACP MyCPD program requirements and satisfied the audit requirements.

3.7 The RACP considers a CPD participant non-compliant if they do not meet the RACP MyCPD program requirements and where applicable, the audit requirements by the annual deadline.

3.8 As required by law, the RACP will report participation non-compliance and audit non-compliance to medical regulatory authorities in Australia and Aotearoa New Zealand.

3.9 The RACP will identify participants at risk of not meeting the requirements of the MyCPD program and provide guidance and support to assist them to meet the requirements by the annual deadline. The RACP's remediation process for non-compliant CPD participation encompasses at a minimum 3 follow up emails and a phone call directly to the participant.

3.10 Participants that disagree with the RACP's non-compliant decision by the annual deadline should in the first instance raise concerns with the CPD Team. If unresolved, participants can request a reconsideration, review or appeal as per the processes outlined in the RACP's Reconsideration, Review and Appeal Process By-Law

Participant responsibility

3.11 Meeting the CPD program requirements of an accredited CPD home is a regulatory requirement for all medical practitioners practising in Australia.

3.12 Doctors registered in a vocational scope of practice in Aotearoa New Zealand must participate and satisfy all of the requirements of a recertification programme provided by an accredited medical college or other accredited organisation.

3.13 Participants in the RACP MyCPD program should be aware of the regulatory requirements for CPD that apply within the jurisdictions in which they practise and must accept personal responsibility for meeting these requirements.

3.14 Participants should make themselves familiar with the RACP MyCPD framework and guidance, which are available on the RACP website and MyCPD Interactive Handbook.

3.15 Participants can seek an exemption from CPD requirements if participating in an alternative program that meets regulatory requirements or if they have non-practising status. They should be aware that regulatory authorities may have some exclusions to granting exemptions.

3.16 Participants must notify the RACP of any changes to their contact and registration details to ensure they remain updated on the correct notifications about CPD requirements.

3.17 Participants should be aware of potential conflicts of interest or undue influence when completing CPD activities. Practitioners have a responsibility to ensure that they do not contribute to healthcare practices underpinned by commercial interests.

3.18 If selected for audit, participants must provide acceptable evidence of activity that is sufficient to meet the minimum annual requirements by the annual deadline.

Exceptional circumstances

The RACP acknowledges that exceptional circumstances may arise which impact on an individual's ability to submit their CPD record prior to the due date or otherwise comply with this policy. Exemptions are considered for extended absence from practice such as parental leave, carer leave, cultural responsibilities, illness, or compassionate leave. These are assessed on a case-by-case basis, in line with Australian or Aotearoa New Zealand regulatory requirements.

4. REVIEW OF POLICY

This policy will be monitored and evaluated by the CPD Team. This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.

Staff and members of the College may provide feedback about this document by emailing RACPPolicy@racp.edu.au.

5. DEFINITIONS

Term	Means
“Board”	the Board of Directors of the College.
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
“Fellow”, “Trainee”, and “Member”	have the same meaning as in the College Constitution
“CPD”	Continuing professional development
“CPD User”	A participant in MyCPD who does not hold Fellowship, is not enrolled in an RACP training program and is not undertaking OTP assessment
OTP	Overseas trained physician or paediatrician under assessment via the specialist pathway in Australia.
“Practice”	Any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this policy, practice is not restricted to the provision of direct clinical care. It also includes management, administration, education, research, advisory, regulatory or policy development roles.
“CPD home”	As defined by the MBA: <i>“An organisation that is accredited by the Australian Medical Council to provide a CPD program(s) for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose, or an organisation with a primary purpose other than education.”</i>

4 HISTORY

Version	Date effective	Approved by	Amendments
V1	November 2009	CEC	New policy
V2	February 2011	CEC	Limited revision Section 3.1.2 changed to “An alternative CPD program accredited by the AMC, MCNZ or equivalent international regulatory authority and approved by RACP”
V3	November 2011	CEC	Limited revision Removal of: 1) ‘Mandatory’ in policy name 2) Suspension/removal of Fellowship due to non-compliance with the CPD Participation Policy 3) RACP reporting requirements to regulatory authorities due to noncompliance with the CPD Participation Policy
V4	March 2012	College Board	Limited revision 1) Amendment made to include an exceptional circumstances clause for alternative methods of CPD submission (added 3.1.1.3 and 3.1.1.2) 2) Entire document reformatted into new template

V5	February 2016	CEC	Limited revision 1) Entire document reformatted into new template 2) Procedural detail removed
V6	October 2019	CEC	Limited revision 1) Confirmation of trainees' and overseas trained physicians' access to participate in CPD 2) Minor changes to wording 3) Entire document reformatted into new template
V7	August 2022	CEC	Limited revision 1) Updated to align with new regulatory requirements 2) Entire document reformatted into new template 3) Approved by CPD Committee
V8	January 2024	CEC	Limited Revisions 1) Updated to align with CPD Homes accreditation requirements 2) Minor wording changes 3) Approved by CPD Committee