

Authorising Body:	Education Committee
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL-PRC Clinical Competency Portfolio Review (CCPR) Policy and Procedure

Introduction

The Clinical Competency Portfolio Review (CCPR) assessment is a holistic and programmatic approach that evaluates a candidate's competence through multiple assessment data points over time, conducted by multiple assessors, in alignment with the contemporary competency-based medical education (CBME) principles. It emphasises:

- longitudinal evidence of performance
- authentic workplace-based assessments
- progression based on holistic judgement rather than isolated data points

1. Policy

The CCPR replaces the Clinical Competency Assessment – Modified Portfolio Review (CCA–MPR) from September 2026 as the major clinical assessment for RANZCP Fellowship.

1.1 Purpose

This policy broadly sets out:

- candidate eligibility requirements to apply for the CCPR
- application process and procedures
- CCPR assessment criteria to meet the end of Stage 3 standards across all CanMEDS roles and relevant Fellowship competencies.

1.2 Scope

This policy applies to all trainees and Partially Comparable Specialist International Medical Graduate (SIMG) candidates who intend to apply for CCPR, and to all assessors, supervisors, Panel Assessors and committee members involved in portfolio review and progression decisions.

1.3 Policy Statement

RANZCP implements the CCPR assessment to ensure progression decisions are made holistically using multiple assessment data points over time, and decisions are based on the breadth, quality and trajectory of Stage 3 evidence, including end-of-rotation In-Training Assessments (ITAs), Observed Clinical Activities (OCAs), Independent Observed Clinical Activities (IOCAs), and the feedback provided in these assessments.

1.4 Key Terms

- **CCPR:** Clinical Competency Portfolio Review
- **Candidate:** a trainee or Partially Comparable SIMG applying for CCPR
- **Stage 3:** the final stage of Fellowship training assessed against an end-of-Stage 3 standard

- **FTE:** full-time equivalent training time
- **ITA:** end-of-rotation In-Training Assessment
- **OCA:** Observed Clinical Activity
- **IOCA:** Independent Observed Clinical Activity
- **PCP:** [Progression Competence Panel](#) responsible for progression decisions. Responsible to the Education Committee, it comprises of representatives from the relevant committees and independent Fellows.
- **Panel Assessors:** calibrated assessors who synthesise evidence and provide recommendations to PCP.
- **CanMEDS:** It consists of seven core roles, which guide training and evaluation - Medical Expert, Communicator, Collaborator, Leader, Health Advocate, Scholar, and Professional.

1.5 CCPR Structure and Format

1.5.1 CCPR Eligibility Requirements and Criteria

To be eligible to apply for the CCPR, both trainees and Partially Comparable SIMGs:

- Must have completed a minimum of 12 months FTE in Stage 3 training. Applications that do not meet this requirement will be declined.
- Must have completed and recorded in their portfolio:
 - a minimum of two Stage 3 end of rotation ITAs
 - a minimum of two Stage 3 OCAs
 - a minimum of one Stage 3 IOCA
- All completed and recorded Stage 3 ITAs, OCAs, and IOCA's, including feedback and related narratives will be included in the portfolio review.
- For some part-time trainees and SIMG candidates, more than two Stage 3 ITAs may be required to meet this minimum training duration.
- Portfolio Review assesses candidate performance against the end-of-Stage 3 standard. Stage 2 evidence is not reviewed as part of CCPR.

Other eligibility requirements

- All trainees and SIMG candidates must have current medical registration.
- SIMG candidates must be enrolled on the Partial Comparability pathway and have current comparability status.
- Candidates who have a 'not in training' status are not eligible to apply for the CCPR.
- Training fees are up to date. Assessment results will be withheld if there are outstanding training fees at the time of result release.
- Submitted Targeted Learning (TL) Plan and/or relevant documentation for TL/Training Review (TR) following an unsuccessful outcome of the CCPR (if required) at the time of application.

1.5.2 Transition Arrangements (September 2026 round)

For candidates applying in the September 2026 CCPR, transition arrangements apply:

- candidates are required to provide **one** Stage 3 OCA (instead of two).

- all other eligibility requirements remain unchanged, including the minimum Stage 3 training time (12 months FTE), Stage 3 ITA requirements, and Stage 3 IOCA requirements.

This does not apply to any other assessment round of CCPR past September 2026.

1.5.3 Special Consideration

Applications for special consideration will be considered on a case-by-case basis, according to the [Special Consideration Policy](#) and Procedure and must be submitted at the time of application via [InTrain](#), together with supporting documentation.

There are special consideration arrangements available to support the transition from the CCA-MPR to CCPR while maintaining the integrity of Stage 3 evidence requirements.

- **Early transition cohort**

Candidates who completed an IOCA during the August 2025 to February 2026 rotation will receive special consideration for IOCA completed in that rotation, recognising that these were undertaken within the first 6-months of implementation.

This arrangement is only applicable for the September 2026 CCPR.

- **Candidates unsuccessful in April 2026 CCA-MPR**

Candidates who receive an unsuccessful outcome in the April 2026 CCA-MPR and apply for the September 2026 CCPR will be:

- Exempt from the requirement to complete a Stage 3 IOCA for the September 2026 CCPR application.
- Required to complete an OCA associated with the new six-month FTE rotation submitted. This in conjunction with the transition arrangement (refer to 1.5.2) that is in place for candidates applying for September 2026 CCPR.

This arrangement is only applicable for the September 2026 CCPR round.

1.5.4 CCPR Assessment Criteria

CCPR uses a holistic programmatic [assessment approach](#) to determine whether candidates meet the end-of-Stage 3 standard across all CanMEDS roles and relevant Fellowship competencies.

- Progression decisions will be made in holistic manner based on a comprehensive portfolio review of all Stage 3 end-of-rotation ITAs, OCAs, and IOCA's (together with the narrative feedback) completed and recorded at the College.
- Portfolio outcomes will be determined through expert judgment, through synthesis of quantitative and qualitative evidence from multiple sources. Decisions will be informed by the trajectory of improved consistent performance, sufficiency of evidence, and narrative feedback.
- The individual CanMEDS domains are mapped across assessment tools for holistic review of performance to determine the outcome. This integrated review will inform a holistic judgement of whether the candidate has demonstrated the required end-of-Stage 3 standard across each of the seven CanMEDS roles: Medical Expert, Communicator, Collaborator, Leader, Health Advocate, Scholar, and Professional.

For detailed information on the CCPR assessment criteria, refer to the [CCPR Assessment Criteria](#).

CCPR Assessment Process

The process to be followed by the panel assessors and the PCP is as follows:

- Each portfolio will be assessed by two panel assessors independently.
- Each panel assessor will provide their recommendation to the PCP regarding the candidate outcome.

The recommendations by the two panel assessors and the candidate portfolio will be submitted to the PCP for review and final determination.

2. Procedures - Application

2.1 Application Submission and Fees

To apply for the Portfolio Review, candidates must:

- Submit the CCPR application using the Forms function on InTrain by the application closing date as per the Examination Timetable published on the RANZCP website.
- The submitted online application must include the following items:
 - a. an electronic version (PDF) of the candidate's current medical registration certificate or annual practising certificate:
 - Candidates must have a current, valid registration at the time of application and of sitting the examination. Applications will remain "pending" without a current medical registration certificate.
 - If a candidate's medical registration expires before the examination period, they must submit a copy of their current medical registration and then forward their new medical registration once received.
 - b. a passport style photograph of the candidate, taken within the last 12 months must be present on the candidate's InTrain profile or uploaded at the point of application if no photograph is present on their InTrain profile.
 - c. any special consideration requests and required documentation (where relevant)
- Ensure their training record is up to date at the time of application including relevant paperwork to do with Break in Training (BIT); the Portfolio Review will include all completed and recorded Stage 3 ITAs, OCAs and IOCA's:
 - For partially comparable SIMGs, this involves ITAs having committee approval and finalisation by the RANZCP SIMG team. Mid-rotation ITAs are not accepted.
 - For trainees, this involves sign off by supervisor and DOT and finalisation by the RANZCP training team. Mid-rotation ITAs are not accepted.
- Late applications will not be accepted.
- An [application fee](#) applies, which must be paid once the application is approved.
- The full application fee applies to every attempt of the assessment.
- Candidates will receive a payment link in InTrain after their application has been approved.
- Payment plans options are available upon request. This request must be submitted at the time of application. Failure to follow the agreed upon conditions of the payment plan will result in the CCPR application being declined.
- Payments which are not received by the specified date for the specific assessment round will result in the CCPR application being declined.
- Cancellation and refund is as per the RANZCP exam refund policy as available on the [website](#). It is the responsibility of the candidate to be familiar with the current Cancellation and Refund scheduled, which state the closing date and refund deadline for each assessment.

See: [RANZCP exam timetable](#) [Applying for exams in InTrain](#) [More about fees](#)

3. Results and Communications

- Results are released progressively in multiple rounds, depending on the volume of applications received. Candidates will be notified via email regarding their round allocation and when their results will be released once applications have closed.
- The Progression Competence Panel (PCP) meets approximately 6 weeks after the application closing date to consider the assessment outcomes.
- Results are released within approximately 10 business days following PCP endorsement.
- If training fees are not up to date, candidate's result will be withheld.

4. Unsuccessful Outcomes - feedback and further requirements

Where a candidate is unsuccessful, the PCP will provide feedback on the identified areas for development and recommend the training duration, assessment requirements, and supporting documentation to be completed before the candidate may apply for a subsequent CCPR round.

The feedback and recommendations will be tailored to the candidate's identified areas for development. This may include, but are not limited to, completion of new end-of-rotation Stage 3 ITA(s) of a minimum of 3 months FTE duration with associated OCA(s) or IOCA(s), or other relevant workplace-based assessments.

The reasons for the outcome and suggested next steps will be documented and communicated to the candidate and their Director of Training in the result letter.

5. Targeted Learning and Training Review

Candidates who withdraw from the portfolio review after enrolment will not be required to undertake a Targeted Learning and/or Training Review.

Candidates who are unsuccessful in their first CCPR attempt will be required to undertake assessment-based targeted learning for the relevant assessment in accordance with the [Failure to Progress Education Training Policy](#) and [Progression through Training Policy](#).

Candidates who are unsuccessful in two CCPR attempts will be required to submit an application for a training review to the [Committee for Training](#) (CFT) in accordance with the [Failure to Progress Education Training Policy](#).

6. Review of Decisions

Candidates who aren't satisfied with the outcome of any decision made by RANZCP or its Committees under this Policy, may apply for reconsideration or review in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#), available on the RANZCP [Appeals and Complaints](#) webpage.

Early resolution

The College also implements an [Early Resolution Policy](#), which may be used first, before starting the formal Review, Reconsideration and Appeals proceedings. More information and how to apply can be found on the [Disputing a training and assessment decision \(Early Resolution\) | RANZCP](#) webpage.

7. Roles and Responsibilities

- **Candidates:**
 - maintain an accurate training record
 - complete required Stage 3 ITAs, OCAs and IOCA's, and ensure they are finalised and recorded with the College
 - submit CCPR application via InTrain by the closing date and time. Late applications will not be accepted
 - candidates applying for special consideration must submit their application and supporting documentation at the time of CCPR application
- **Panel Assessors:**
 - synthesise quantitative and qualitative evidence
 - apply the CCPR assessment criteria
 - document and provide judgements and recommendations to inform the PCP's final progression decision.
- **PCP:**
 - makes progression decisions
 - identifies portfolios that require discussion and refer them to Panel Assessors for calibration
 - specifies and provides feedback and any further training/assessment requirements following unsuccessful outcomes
 - offers essential guidance and training to Panel Assessors following Portfolio Review rounds to ensure a consistent approach in reaching outcomes
 - quality assurance and governance functions to ensure consistency and fairness in decision-making and reduction in variance across assessors
 - reporting to the Education Committee
 - evaluation of CCPR processes

8. Policy Monitoring and Review

The Education Committee shall oversee the implementation, monitoring and reviewing of this policy.

This policy will be reviewed every three years or as necessary and updated as required.

9. Related / Associated Documents

- [CCPR eligibility requirements and assessment criteria](#)
- [Clinical Competency Portfolio Review \(from September 2026\) | RANZCP](#)
- [Review/Reconsideration/Appeal policy](#)
- [Special consideration policy](#)
- [Exam timetable webpage](#)

Revision Record

Document owner	Education and Training Department		
Contact	Senior Manager, Assessments and SIMG		
Date of approval	Version	Approved by	Description
03/07/2026	1.0	Education Committee	New document. Effective date: - September 2026 (transition arrangements apply for the September 2026 round).
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Annex1: Portfolio Review Process Flowchart

The following is a visual of the CCPR process workflow:

