

Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL and PRC CPD Claims

1.0 Introduction

The RANZCP Continuing Professional Development (CPD) Program provides a pathway for participants to appraise and further develop professional practice, maintain knowledge, skills, and performance standards, and provide high quality, safe psychiatric care.

The RANZCP sets the recognised standard for CPD for psychiatrists in Australia and New Zealand as delegated by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ). CPD is a mandatory, annual activity undertaken by RANZCP Fellows and Affiliates. Other medical practitioners may choose to participate in RANZCP CPD. The RANZCP CPD program is an essential part of public assurance of the ongoing professionalism of members and the quality of their practice.

The RANZCP CPD Program assists members to meet the requirements of the relevant regulatory bodies in Australia and New Zealand. The RANZCP will continue to work with participants in Australia to meet the requirements of the MBA's Professional Performance Framework (PPF) and, participants in New Zealand, to meet the recertification requirements of the MCNZ.

2.0 Annual CPD Claims Process

- 2.1 RANZCP CPD participants are required to submit evidence of their involvement in the CPD program for their annual CPD claim. This is an online process via the My CPD system.
- 2.2 The CPD year commences on 1 January and concludes on 31 December annually.
- 2.3 There is an extended reporting period from 1 January to 31 March during which activities from the preceding CPD year can continue to be entered into the online system. This period may be varied at the discretion of the Committee for CPD (CCPD) and the Education Committee (EC). Any changes will be advised through College newsletters and on the website.
- 2.4 RANZCP CPD participants will be reminded, normally by 30 November each year, of the requirement to ensure their claims are submitted by 31 December and advised of the extended reporting period.
- 2.5 RANZCP CPD participants will receive periodic notifications throughout the CPD year relevant to their progress towards meeting requirements, along with any appropriate reminders of the time frames for the logging of activities.
- 2.6 Access to update activities via the online system will be closed at midnight AEST on 31 March of each year, or the final day of the extended reporting period if it does not conclude on 31 March, for the preceding CPD year.
- 2.7 Data showing the hours achieved in recognised CPD activities are stored in the records of participants within the RANZCP's database; the "My CPD" online portal, unless permission to submit a paper or hard copy claim has been granted by the CCPD (or delegated officer).
- 2.8 Requests to submit a hard copy claim must be made in writing to the CCPD for consideration by the Committee or a properly constituted group with delegated authority to make decisions under the regulations of the CCPD.

- 2.8.1 The processing of all paper based or hard copy claims is normally completed by 30 April each year, depending on the volume of hard copy claims received.
- 2.9 Late submissions, either in hard copy or online, may be subject to a late fee as published in the RANZCP's [schedule of fees](#).

3.0 Certificates of Completion

- 3.1 A certificate of completion for the CPD program is made available to each participant submitting a CPD claim by the due date which meets the minimum requirements, unless the participant is selected for audit.
- 3.2 Participants who have logged their activity on the My CPD online system and have met all requirements of the program will have a certificate of completion available from mid-late April each year.
- 3.3 Participants who are selected for audit will not receive certificates of completion until after their audit has successfully concluded.
- 3.4 A Statement of Activity is available at any time for participants using the My CPD online system.
- 3.5 The certificate of completion (and/or Statement of Activity) is suitable for use for registration purposes and other occasions where proof of active CPD participation is required.
- 3.5.1 Where a Certificate of Completion is not available, a letter verifying CPD status can be requested from the CPD Manager.
- 3.6 Certificates of completion for participants providing paper based or hard copy claims, or who submit a late claim which is accepted by the CCPD, will usually be available from mid-June.

4.0 Late Claims

- 4.1 Participants who submit a claim after the close of the extended reporting period (midnight 31 March AEST unless otherwise advertised) may be subject to a late submission fee as published on the RANZCP website [RANZCP schedule of fees](#).
- 4.2 Requests for an extension of access to the My CPD online portal beyond the close of the extended reporting period (midnight 31 March AEST unless otherwise advertised) may be subject to a late submission fee as published on the RANZCP website: [RANZCP schedule of fees](#).
- 4.3 Late claims may be subject to audit.
- 4.4 Extensions may be negotiated with the RANZCP CPD Office on a case by case basis in extenuating circumstances prior to the close of the extended reporting period.

5.0 Leave of Absence from the CPD Program

- 5.1 Participants who are unable to complete the requirements for participation in RANZCP CPD because of illness or other absence from practice may notify CPD staff and apply to have their participation in the program suspended, as outlined in the RANZCP [CPD Policy](#) and [CPD Exemptions Policy](#). Implications of absence from CPD should be checked by the participant with their medical registration authorities.
- 5.2 A RANZCP letter confirming CPD deferral may be issued on request.

6.0 Statement of Enrolment

- 6.1 Participants enrolled in RANZCP CPD in any year may request to receive a RANZCP letter confirming their enrolment.

7.0 Failure to Lodge a complete claim

- 7.1 Members who have not provided adequate documentation in the Claims process shall be contacted by CPD staff according to the flow chart below. Where possible, the reasons for their non-compliance will be ascertained for advice to the CCPD and the Education Committee as appropriate.
- 7.2 Support to non-complaint RANZCP CPD participants, and the opportunity to resubmit documentation, will be offered where appropriate to assist members to meet all requirements of the program.
- 7.3 Where a member cannot achieve compliance with the RANZCP CPD requirements, their case will be referred to the CCPD or any properly constituted group with delegated authority to confirm that the member has not complied with the CPD program.
- 7.4 Where a member is confirmed by the CCPD as not meeting the requirements of the RANZCP CPD program, their case will be referred to the Education Committee with recommendations for next steps as per RANZCP processes for management of CPD non-compliance, and as required by the medical registration authority.

8.0 Non Financial Members

- 8.1 Where members of the RANZCP have outstanding fees, and there is an arrangement in place with the RANZCP Membership department regarding this, a certificate of RANZCP CPD completion will be available to the member.
- 8.2 Where members of the RANZCP CPD program have outstanding RANZCP fees they will have access to the statement of activity through My CPD whilst they continue to have access to the RANZCP website and resources.
- 8.3 Where RANZCP CPD participants, who are not RANZCP Fellows or Affiliate members (i.e., Individuals), have outstanding RANZCP fees which continue to be unresolved they will be removed from the CPD program at the discretion of the CPD Manager.

9.0 Definitions:

Classes of membership are defined in the RANZCP Constitution but for the purposes of this policy are interpreted in the following way (9.1-9.8):

- 9.1 Peer: for the purposes of the peer review component of the CPD Program (including peer review groups, practice visits and supervision), a peer is a specialist psychiatrist in practice.
- 9.2 Fellows: qualified psychiatrists who have successfully completed the RANZCP training program or otherwise have met the requirements for Fellowship of the RANZCP and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 9.3 Affiliates: overseas-trained psychiatrists (OTPs) currently working in psychiatry in Australia or New Zealand and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 9.4 Individuals: registered medical practitioners who are neither Fellows nor Affiliates who choose to participate in the RANZCP CPD program and who have paid the appropriate fee. These medical practitioners may have specialist psychiatry training but are not a Fellow or Affiliate of the RANZCP. (Individual participation in RANZCP CPD does not indicate membership of the RANZCP).
- 9.5 Associate: a trainee currently completing the RANZCP training program in psychiatry. Associates are not required to complete the CPD program but are automatically enrolled in the program upon admission to Fellowship.
- 9.6 Member: a member of the RANZCP including Fellows, Affiliates and Associates.

- 9.7 Participants: Fellows, Affiliates, and Individuals who are enrolled in the RANZCP CPD program.
- 9.8 Fellow Exempt: any Fellow who has completed 30 years of membership and has reached the age of 65 who has been granted by the RANZCP Board an exemption from further fees.
- 9.9 CME: continuing medical education. This term is used to refer to educational activities that focus on medical knowledge.
- 9.10 CPD: Continuing professional development. This term is used to refer to a process of lifelong learning that enables psychiatrists to maintain their ability to practice. It is broader than the acquisition of medical knowledge and recognises that health care is delivered in the context of a system involving many scopes / parts, including patients.
- 9.11 CCPD: Committee for Continuing Professional Development, which is the Committee of the RANZCP that oversees the CPD program.
- 9.12 MBA: Medical Board of Australia – the registration board for medical doctors.
- 9.13 AHPRA: Australian Health Practitioner Regulation Agency – the body supporting the 15 national health practitioner registration boards, including the MBA.
- 9.14 AMC: Australian Medical Council – the independent national standards body in Australia for medical education and training.
- 9.15 MCNZ: Medical Council of New Zealand –the registration authority for New Zealand and the independent standards body for New Zealand for medical education and training.
- 9.16 PPF: Professional Performance Framework – the MBA framework outlining the requirements for maintaining registration in Australia.¹
- 9.17 Bpac NZ Best practice Advocacy Centre New Zealand – an independent organisation with the role of delivering educational and continuing professional development programmes to medical and other health practitioners in New Zealand.
- 9.18 **Completion** is defined by the Committee for Continuing Professional Development (CCPD) as completing the RANZCP program of CPD including at least 50 hours each year and constituting the minimum requirements of:
- 9.18.1 the development of a professional development plan (PDP) which is deemed to be a 5 hour activity (Section 1)
 - 9.18.2 10 hours of formal peer reviewed activities (Section 2)
 - 9.18.3 5 hours of practice review / quality improvement activities (Section 3)
 - 9.18.4 25 hours of self-guided learning (Section 4)
 - 9.18.5 an additional 5 hours of CPD in any of sections 2, 3 or 4 (Section 5)
 - 9.18.6 the recording of these activities in the online system, or, if permitted by the CCPD, the submission of a hard copy record of activities, by the close of the extended reporting period.
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Timeline for CPD participants not meeting CPD Requirements

January (Extended reporting period for previous year opens)

Participants are notified of extended reporting period for entry of previous year's activity (until 31 March).
Requests for paper based submissions can be made via CPD staff to the CCPD.

Mid-February (Extended reporting period open)

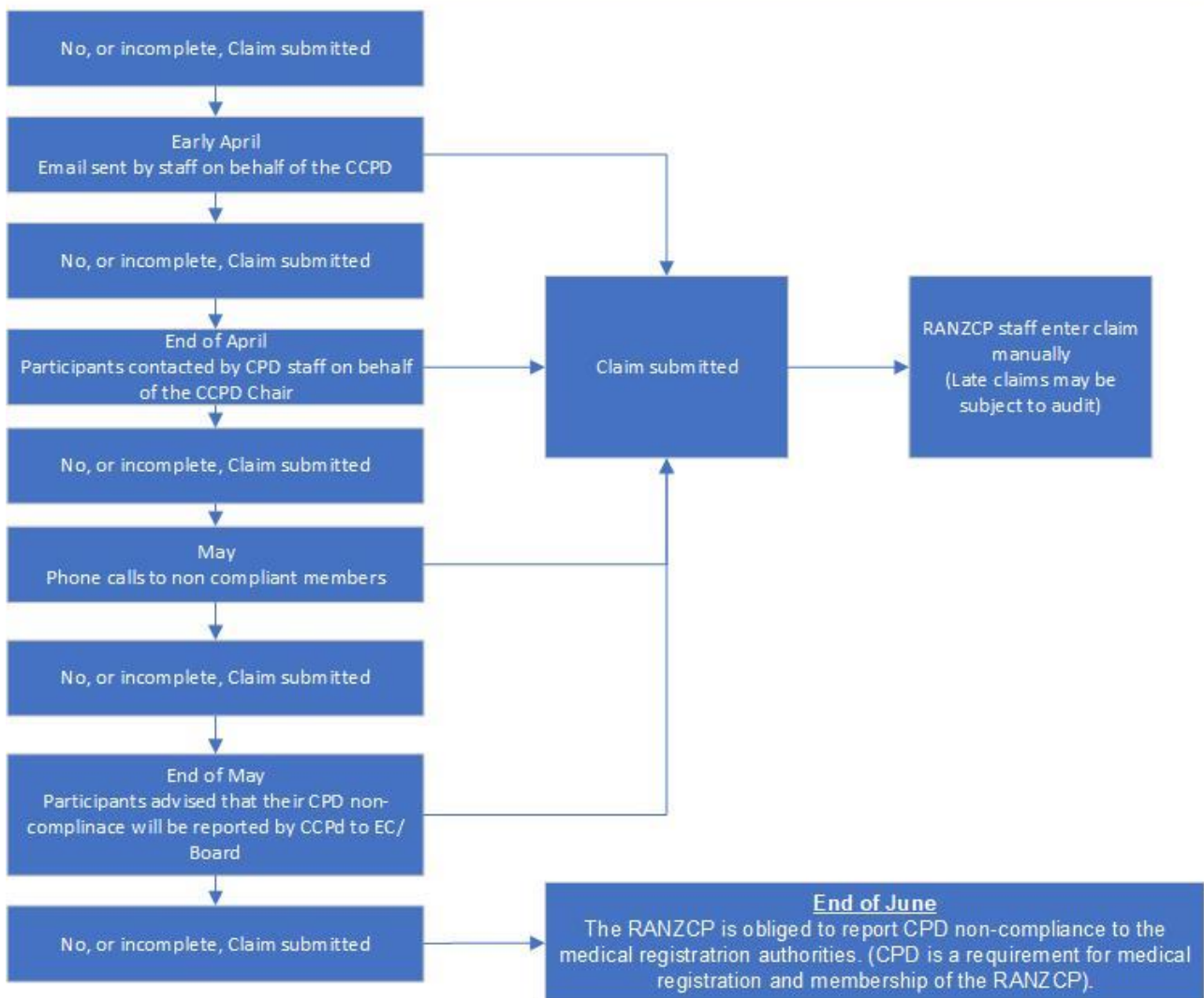
Participants are reminded of 31 March deadline.
Requests for paper based submissions can be made via CPD staff to the CCPD

Mid-March (Extended reporting period open) CPD Newsletter and notification

Participants are reminded again of 31 March deadline.
Requests for paper based submissions can be made via CPD staff to the CCPD

Midnight AEST 31 March (Extended reporting period closes)

Access to previous CPD year removed from My CPD.
Participants who have not submitted a claim yet are contacted.
Requests for paper based submissions close.
Requests for extensions close.



Associated Documents:

[Continuing Professional Development Policy \(ranzcp.org\)](http://ranzcp.org)

[Policy and Procedure for CPD Audit \(ranzcp.org\)](http://ranzcp.org)

[Policy and Procedure for CPD Peer Review Activities \(ranzcp.org\)](http://ranzcp.org)

[Policy and Procedure for CPD Exemptions \(ranzcp.org\)](http://ranzcp.org)

[CPD Program Guide 2022 \(ranzcp.org\)](http://ranzcp.org)

[cpd-program_section-3_faq.aspx \(ranzcp.org\)](http://ranzcp.org/cpd-program_section-3_faq.aspx)

[Medical Board of Australia - New Professional Performance Framework for patient safety](http://www.mcnz.org.nz)

[Recertification and professional development | Medical Council \(mcnz.org.nz\)](http://www.mcnz.org.nz)

[Committee for Continuing Professional Development Regulations \(ranzcp.org\)](http://ranzcp.org)

Application for CPD deferral / exemption

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Date	Version	Approver	Description
2011	1.0	GC2011/2 R42	New Document.
13/02/16	1.1	RANZCP Board	Amended to reflect new changes to CPD Program following review.
6/10/18	2.0	Board 2018/6 R14	Substantial rewriting to reflect changes to CPD program following introduction of My CPD and the requirement of CPD completion for Fellowship.
21/12/20	2.1	EC Chair	Biannual review ensuring consistency with other CPD Policies
15/07/22	2.2	EC Chair	Regular biannual review for currency
Next Review: 2024			

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