

# Policy and Procedure

## CPD Specialist Refresher Program



<b>Authorising Body:</b>	Board
<b>Responsible Committee:</b>	Education Committee
<b>Responsible Department:</b>	Education and Training
<b>Document Code:</b>	<b>POL-PRC Continuing Professional Development – Specialist Refresher Program Policy and Procedure</b>

### 1. Policy Statement

The RANZCP acknowledges the need for Fellows / Affiliates to have access to a refresher pathway following an absence from the profession and provides a program to address that need.

### 2. Policy Purpose

This policy establishes a specialist refresher program and the processes and procedures for its implementation and administration.

### 3. Policy Scope

**3.1** This policy applies to Fellows and Affiliates of the RANZCP who have been appropriately identified, as per section 4 of this Policy, as requiring a specialist refresher program following an extended period of absence from the profession. By way of example, this could include those who have:

- Had a break in their practice for a period of up to three years. This would include, for example, psychiatrists who have been away from the workplace because of illness, or family commitments, or practised in another area of medicine.
- Worked exclusively in an administrative, academic or another role removed from direct clinical practice and seeking to update clinical knowledge and skills.

**3.2** Support options for return to practice after more than three years of absence require more consideration as detailed in clause 5.1.

**3.3** This specialist refresher program is open to current Fellows and Affiliates of the RANZCP who meet the eligibility criteria in section 5.1 below.

### 4. The Specialist Refresher Program

#### 4.1 Overview

- The specialist refresher program is a structured return-to-work plan following a Fellow / Affiliate's temporary absence from the clinical environment. If the absence from the workplace was short (i.e. less than one year), a brief induction and acclimatisation to the clinical setting may be all that is necessary. A tailored refresher program of 3-months duration is recommended for Fellows / Affiliates who have been absent from the workplace for more than a year, but less than two years; and 6-months for Fellows / Affiliates absent for two to three years.

- Health, competency or professional concerns (identified to a regulatory authority), and any requirements imposed on a Fellow / Affiliate as a result of those concerns, should be dealt with according to the regulatory authority's prescribed pathways and not through the College's specialist refresher program. The responsibility for imposing conditions, assessment and certification of competence remains at all times with the applicable regulatory authorities.
  - The RANZCP Specialist Performance Remediation Program outline addresses specialist performance remediation planning and requirements.
- Routine specialist refresher program participation and reporting remain confidential to the Committee for Continuing Professional Development (CCPD) and relevant RANZCP Staff and the privacy of the Fellow / Affiliate will be protected in accordance with the RANZCP Privacy Policy. Lack of adherence or other difficulties in achieving refresher program outcomes will be discussed in the CCPD and potentially escalated if necessary.

#### **4.2 Purpose of the Program**

- The overall purpose of the specialist refresher program is to encourage the development of up-to-date knowledge, skills and attitudes in the scope of practice to which the Fellow / Affiliate is returning. This would usually be relevant to a return to clinical work and could include return from leave spent, for example, in research or administration. This ensures that the specialist can operate safely and confidently in the workplace. The program is a self-directed, tailored learning plan under the supervision of an Educational Supervisor.
- The specialist refresher program will be reflected in a learning portfolio within the Fellow's / Affiliate's RANZCP My CPD record; in which the Fellow / Affiliate demonstrates agreed learning objectives, following a reflective process in which the learning needs have been identified by both the Fellow / Affiliate and the designated program mentor, or "Educational Supervisor".

### **5. Referral Sources**

In addition to clause 3.1, referrals or recommendations for participation may, on occasion, be received from:

- Regulatory bodies e.g., MCNZ, AHPRA etc.
- RANZCP Executive Meeting
- Employer referral with Fellow / Affiliate's consent
- Membership Engagement Committee
- Membership Conduct Committee
- Committee for Continuing Professional Development
- Education Committee
- RANZCP Board.

### **6. Policy Details and Procedures**

To participate in the program the following is required:

#### **6.1 Application / Eligibility**

A Fellow / Affiliate in Australia or New Zealand seeking to return to practice after an absence of up to three years may apply directly to the RANZCP to participate in a specialist refresher program. When planning to return to practice after more than three years absence, the member must first engage with the regulatory authority, i.e., the Australian Health Practitioner Registration

Authority (AHPRA<sup>1</sup>) or the Medical Council of New Zealand (MCNZ<sup>2</sup>). Upon completion of any appropriate re-registration / re-certification requirements the RANZCP would consider how best to support its member which could be via the Specialist Performance Remediation Program or potentially by a suitably tailored specialist refresher program. It is solely the Fellow's / Affiliate's responsibility to meet any requirements that a regulatory body may have imposed on the Fellow / Affiliate.

- 6.1.1.** The Fellow / Affiliate must hold registration with the Medical Board of Australia (MBA) or the MCNZ to participate in the RANZCP specialist refresher program.
- 6.1.2** The Fellow / Affiliate must complete the Specialist Refresher Program Application Form .
- 6.1.3** The RANZCP (represented by the CPD Manager) and Fellow / Affiliate must jointly agree on a suitable Educational Supervisor.
- 6.1.4** On occasion the RANZCP may be asked by the participant to appoint an Educational Supervisor which will occur as per the Position Description. Upon such occasion, RANZCP Legal Services will prepare an agreement between the Educational Supervisor and the RANZCP, setting out the terms of the appointment, including cost recovery, obligations and information sharing (e.g., assessment outcome) between the RANZCP, the Educational Supervisor and the Participant.

## **6.2 Learning Plan Development**

Any learning plan negotiations will occur between Fellows / Affiliates, Educational Supervisors and CPD Manager.

- 6.2.1** The Fellow / Affiliate and Educational Supervisor will determine learning needs and develop learning outcomes as part of a Learning Plan to:
  - Address knowledge of current developments in the field,
  - Develop clinical skills so that the Fellow / Affiliate can resume clinical practice competently, confidentially and ethically, and
  - Participate in the RANZCP CPD program.
- 6.2.2** Fellow's / Affiliate's agreed learning plan will be reviewed and submitted to the CPD Manager for escalation to the CCPD for approval.

## **6.3 Learning Plan Submission**

The Learning Plan and Specialist Refresher Program Mentoring Learning Agreement must be submitted via the CPD Manager to the Chair of the CCPD for approval before the Fellow / Affiliate begins undertaking the activities outlined in the learning plan [Refresher and remediation programs | RANZCP](#).

- 6.3.1** Specific elements to be included in the submission:
  - A learning plan for 3-6 months that incorporates any/ all CanMEDs competencies.
  - Copy of proposed (initial) learning plan preferably utilising SMART framework. This learning plan can include attendance at various courses / workshops and conferences.

---

<sup>1</sup> [Medical Board of Australia - FAQ and Fact Sheets](#) (AHPRA Information on "Returning to Practice")

<sup>2</sup> [Policy on registration in New Zealand | Medical Council \(mcnz.org.nz\)](#)

- Agreed formats for evidence of achievement of progress through the Specialist Refresher Program.
- The frequency of Educational Supervisor reports. After an absence of between 2 to 3 years and returning to the same workplace, reports at 1,3 and 6 months will be expected. When Fellows are returning to different work environments in the field, an induction plan (for the first week), and reports at 1,3 and 6 months will be required. For Fellows with less than two years absence from the workplace, report frequency will be proportionate to the length of absence and the length of the program, and agreed by CPD Manager, Educational Supervisor and Fellow / Affiliate, and potentially the CCPD Chair.

**6.3.2** The learning plan may also include requirements relating to:

- Multi-source feedback (i.e. survey minimum of two peers, manager, clinical director and two other nominated multi-disciplinary staff members). Other methods of feedback may be required if the Fellow / Affiliate is in solo-practice or private practice.
- Completion of a peer supervisor report (i.e., workplace).
- Maintaining a PRG register of attendance / active participation.
- Completion of advanced cardiac life support if Fellows / Affiliates are returning to a hospital environment.
- Other matters e.g., submission of a Peer Practice Report.

**6.3.3** The Fellows / Affiliates will submit progress reports to the CPD Manager as required, for escalation to the CCPD Chair. Receipt (but not details unless otherwise agreed to for exceptional circumstances) may be notified in the minutes of the CCPD as appropriate.

**6.3.4** To support the Fellow's / Affiliate's progress, the Educational Supervisor must liaise with the CPD Manager regarding progress and, at the program conclusion, submit necessary evaluation documentation for the CPD Manager and CPD Chair's consideration. This may be noted in CCPD Minutes and escalated as per clauses 1.5 and 7.5.

**6.3.5** Non-adherence issues will be identified via the CCPD and can be escalated, if necessary, to the Education Committee and the Board in accordance with the RANZCP's governance structure and processes.

## **7. Roles and Responsibilities**

**7.1** The RANZCP will endeavour to:

- 7.1.1.** Respond within five business days with information about the program on receipt of an application form.
- 7.1.2.** Verify the Fellow's / Affiliate's eligibility to participate in the Specialist Refresher Program, i.e., appropriate medical registration.
- 7.1.3.** Achieve mutual agreement regarding appointment of the Educational Supervisor, between the RANZCP (CPD Manager) and the Fellow / Affiliate. If necessary, the RANZCP will endeavour to provide the names of three suitable Educational Supervisors and the Fellow / Affiliate asked to select their order of preference.

**7.1.3.1.** Where the Educational Supervisor is appointed by the RANZCP; Develop and discuss an agreement which clearly outlines the program, payments, and communication between parties.

**7.1.4.** Support communication between parties involved, including provision of background information, with the Fellow / Affiliate's consent, to the appointed Educational Supervisor.

**7.1.5.** Ensure that all information provided by Fellows / Affiliates and supervisors under this Policy is kept in accordance with the RANZCP's Privacy Policy.

## **7.2** The RANZCP appointed Educational Supervisor:

**7.2.1.** Will receive information about the Fellow's / Affiliate's background, with the Fellow's / Affiliate's consent.

**7.2.2.** Where required, must sign an agreement with the RANZCP regarding proposed supervision meeting times (frequency and duration) and program plans.

**7.2.3.** Should ideally have either qualifications and experience in medical education, or experience in educational supervision, mentorship or supervision of trainees or peers. The preference is for a local Educational Supervisor. However, online supervision is an option.

**7.2.4.** Must be able to demonstrate knowledge and application of RANZCP specialist refresher program policy and procedure, the RANZCP's [Code of Conduct](#), [Code of Ethics](#) and other relevant policies and procedures.

**7.2.5.** Must be able to commit to up to, approximately, six-month period as a RANZCP Refresher Program Educational Supervisor.

**7.2.6.** Help develop the Fellow's / Affiliate's learning plan, implement the portfolio and monitor the learning plan; and seek guidance and support from the CPD Manager as required.

**7.2.7.** Provide relevant reports within the set timeframes.

**7.2.8.** Refer non-participation or poor adherence to the CPD Manager in a timely manner.

**7.2.9.** Provide one month of notice to the RANZCP if they wish to withdraw from the role.

## **7.3** The Fellow/Affiliate will:

**7.3.1.** Work with the RANZCP to agree on the appointment of their Educational Supervisor.

- Where required, they will sign an agreement with the RANZCP regarding payments and communication between parties.

**7.3.2.** Develop, implement, and manage their learning plan demonstrating agreed learning objectives, and will seek guidance and support in this process from their Educational Supervisor or the RANZCP where needed.

**7.3.3.** Sign the completed Specialist Refresher Mentoring Learning Agreement for submission to the RANZCP CPD office prior to commencement of the program Refresher and remediation programs | RANZCP.

**7.3.4.** Provide honest, open and professional communication.

**7.3.5.** Adhere to agreed learning goals and completion dates. This includes submitting the required reports (including an employer report if this was agreed in the learning plan) or completion of the portfolio. Fellows/ Affiliates must provide the CPD office and Educational Supervisor advance notice if the completion dates set out in the learning portfolio cannot be met.

**7.3.6.** Demonstrate willingness and active participation in the program.

**7.3.7.** Within six weeks of successful completion of the program, the Fellow / Affiliate must report “Completion of Specialist Refresher Program” (CSR) via their My CPD Record.

## **8. Review of Decisions**

A Fellow / Affiliate may apply to have any decision made by the RANZCP or its Committees under this Policy reconsidered in accordance with the RANZCP Review, Reconsideration and Appeal Policy and Procedure, which can be found on the RANZCP Appeals and Complaints webpage.

### **Early Resolution**

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

## **9. Monitoring, Evaluation and Review**

- The specialist refresher program falls under the remit of the Committee for Continuing Professional Development (CCPD).
- The Education Committee shall oversee the implementation, monitoring and reviewing of this policy.
- The Specialist Refresher Program Policy will be reviewed three years or as necessary and updated as required.

## **Associated Documents**

- Specialist Refresher Program Application Form
- Specialist Refresher Program - Invitation
- Position Description for Educational Supervisor
- Program outline
- Specialist Refresher Program Mentoring Learning Agreement
- PDP (My CPD)
- Completion of Specialist Refresher Program documentation
- RANZCP Review, Reconsideration and Appeal Policy
- RANZCP CPD Program Guide
- RANZCP SPRP Policy
- RANZCP Code of Ethics
- RANZCP Code of Conduct
- RANZCP Privacy Policy
- Health Practitioner Regulation National Law Act 2009
- Health Practitioners Competence Assurance Act 2003 (HPCAA) – New Zealand

## Revision Record

**Policy owner:** Education and Training Department  
**Contact:** Senior Manager, Accreditation, CPD and Reporting

<b>Date of approval:</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
27/11/2022	1.0	B2022/13 R9	New Document
16/02/2026	1.1	Executive Manager Education	Administrative amendments: – updated links; - added information in alignment with College’s Education documents, such as reference to Early Resolution Process added in clause 7 and policy revision cycle changed to 3 years in clause 8; -minor editing to add new headings (policy purpose, scope, etc.).
Feb 2029			Next Review