Short Guide to RANZCP CPD

Welcome to your first year of CPD

This short guide has been designed to outline some simple tips to help you get started. The list is not exhaustive, there are many other activities that are suitable for sections 2 to 4, but these will help you get things underway.

Make sure you record your activities in MyCPD as you go along – and there's a handy help centre tab on the far right with step-by-step instructions on using the system. There is also the annually updated CPD Program Guide, with helpful tables of suitable CPD activities for each section, and clear information about the requirements.

As you're doing your CPD activities, remember to consider the CAPE domains - and that you have at least one activity for each domain. The CPD Program Guide has more information to help you understand this requirement, and the MyCPD system has an easy-to-read graph to show your CAPE progress.

C	Culturally Safe Practice
A	Addressing Health Inequities
P	Professionalism
E	Ethics

There are more College website links that may also be useful: CPD Overview and Deferral and Exemption of CPD.

Please feel free to contact the CPD Team if you have any questions about the program requirements, as well as eligibility for exemptions and pro-rata programs:

- cpdhelp@ranzcp.org
- 1800 337 448 (toll free Australia)
- 0800 443 827 (toll free Aotearoa New Zealand)

Section 1: Professional Development Plan (PDP)
allocated 2 hours annually

Start work on your Professional Development Plan (PDP) early in the CPD year. Target CPD activities to enhance strengths, address issues, and to take advantage of opportunities for improvement in all aspects of practice.

The PDP must include reference to your scope of practice. Have a look at the MyCPD help centre for PDP hints and templates, and the PDP guidance on the College website. Your PDP will register as complete on the MyCPD system when the reflection is completed, usually later in the CPD year.

Section 2: Formal Peer Review
reviewing performance - minimum of 10 hours annually
Combined annual minimum of 23 hours across Sections 2 and 3

Joining a Peer Review Group (PRG) is the best way to meet this requirement. There may be one at your health service – ask colleagues. If you're already a member of a group, check with the coordinator that your membership is linked to your College ID, then your attendances will automatically appear on MyCPD.

If you need help finding a PRG, there is a search function within the system, with step-by-step instructions in the help centre. Alternatively, you could start your own PRG. Other suitable activities here include peer-to-peer supervision and formal second opinions.

Section 3: Practice Improvement
measuring outcomes - minimum of 5 hours annually
Combined annual minimum of 23 hours across Sections 2 and 3

In your first year, it is a good idea to look at the Quality Improvement modules, accessible via RANZCP Learnit (login required). The modules will automatically be applied to Section 3 (PI) in MyCPD, totalling 7.5 hours.

Quality improvement module 1: QI essentials
Quality improvement module 2: Clinical audit in mental health practice
Quality improvement module 3: Organisation theory: conceptual frameworks in a changing context
Quality improvement module 4: Patient safety in mental health
Quality improvement module 6: An introduction to the run chart and using data for improvement
Outcome measures – Module 2: Outcome measures for service development and quality improvement

Continuing Professional Development webinar: Section 3

There are also many resources on the College website, especially for Section 3, to give you ideas for subsequent years:
Templates and Ideas for CPD.

Section 4: Self-guided Learning
educational activities - minimum of 12.5 hours annually

This section includes continuing medical education activities involving new knowledge acquired in a variety of settings. If you attended Congress or another Faculty Conference – remember to record the hours you spent in sessions, and upload your certificate of attendance.

Another good place to look is RANZCP Learnit for online modules – for new Fellows of the College we recommend the webinar:

Trainee Support Webinar Series: Transitioning from Stage 3 Trainee to early career psychiatrist as a good introduction

Section 5: Additional Hours
requires 12.5 hours annually across various CPD activities from the combined Sections 2 and 3, and Section 4

This section completes the total of 50 hours, with the MyCPD system automatically allocating the overflow hours from the combined Sections 2 and 3, and Section 4 activities.