Short Guide to RANZCP BiT CPD

Welcome to the RANZCP CPD Program for Australian Trainees on a Prolonged Break in Training

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 designed for Trainees, 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 My CPD 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)

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 My CPD system when the reflection is completed, usually later in the CPD year.

Section 2: Formal Performance Review

reviewing performance - minimum of 10 hours annually

Combined annual minimum of 23 hours across Sections 2 and 3

Performance review activities include those with peers and supervisors as they involve critical review and evaluation of your practice.

Are you in a Balint Group at your workplace? You may also have individual or group supervision by a psychiatrist - there is a form to record the sessions, for upload to the MyCPD system.

Section 3: Practice Improvement / Measuring Outcomes

measuring outcomes - minimum of 5 hours annually

Combined annual minimum of 23 hours across Sections 2 and 3

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 Templates and Ideas for CPD.
Other suitable activities are M&M or RCA meetings at your workplace, or research for your RANZCP Scholarly Project.

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.

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.