

# Education and Training Policy and Procedure

## Recognition of CPD Activities



<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 Recognition of CPD Activities Policy and Procedure</b>

### 1.0 Introduction

In 2013, General Council (GC2013/1) approved a policy whereby internal or external educational activities could be recognised for Continuing Professional Development (CPD).

Recognition of a CPD activity is a process to assess the quality of, and recognise, courses or other educational activities against educational criteria.

This policy ensures that events or activities that are recognised as a CPD activity by the RANZCP are viewed as having verified educational merit, which will encourage uptake and ensure the quality of activities branded with the RANZCP logo.

The CPD activity recognition process is optional, RANZCP CPD members can self-report any educational activities relevant to the field of psychiatry, so programs do not need to follow the process but doing so will give added weight to their activities. The process is free for internal events and there is a fee for external activities.

For recognition of a CPD activity to be recommended, the activity must satisfy the educational criteria outlined in this policy document.

The Committee for Continuing Professional Development (CCPD) is the body given authority by the RANZCP to assess and recognise activities for the purposes of CPD. These do not include certificate courses that may be considered as training.

However, in response to specific circumstances, such as government policy changes, the CCPD may be asked by the EC to consider such courses. A subcommittee of the CCPD, with members from other areas of the College with specific subject matter knowledge on any clinically or technically relevant issues, will be appointed for this purpose.

### 2.0 Recognition of CPD Activities

2.1 The educational criteria for recognition of CPD activities are:

- 2.1.1 All activities must meet CPD standards set by the Medical Board of Australia (MBA) or Medical Council of New Zealand (MCNZ).
- 2.1.2 A learning delivery environment and support services are provided that reflect the intent of the activity and are effective for achieving all expected learning outcomes.
- 2.1.3 Content includes clear and concise learning objectives and intended outcomes for each learning event based on identified needs. These are developed from identified learning needs and designed to promote higher-order thinking skills, in line with Bloom's Taxonomy.

- 2.1.4 Learning outcomes are relevant to the scope of practice of a specialist psychiatrist and are based on sound clinical and educational principles. They should incorporate adult learning principles, emphasising active participation.
- 2.1.5 The content aligns with the [Fellowship competencies](#) (based on the CanMEDS roles).
- 2.1.6 The content links to an RANZCP CPD activity type (in Section 3 or Section 4).
- 2.1.7 All CPD programs will also include some core content on CAPE domains:
- culturally safe practice
  - addressing health inequities
  - professionalism, and
  - ethical practice.
- 2.1.8 Subject Matter Experts (SMEs) who have qualifications in health, mental health and/or medical education are involved in planning and conducting each learning activity. If a psychiatrist has not provided advice or other input into the design and delivery of the program, the program must be sponsored or endorsed by a Fellow of the RANZCP.
- 2.1.9 CPD activities on new or evolving medical areas will/may require a review by the RANZCP medical educators and/or subject matter experts, and providers will have to cover the cost of that review.
- 2.1.10 Procedures established during planning are used to assess achievement of the learning outcomes. Evaluation questions that will assess the learning outcomes of the activity must be provided upon application.
- 2.1.11 A complete, permanent record of each learner's attendance and satisfactory completion must be provided at the end of the CPD activity.
- 2.1.12 Evaluation data regarding learning outcomes must be provided to the RANZCP at the end of the CPD activity.
- 2.1.13 The activity does not contravene any RANZCP policy and/or position statement. The RANZCP reserves the right to review and cancel CPD recognised activities that no longer comply with updated policy and/or position statements requirements. Vendor will be notified of this outcome.
- 2.1.14 The activity aims to facilitate compliance for both the College and participants with the requirements of the AMC, the MCNZ and medical boards and other authorities in the various jurisdictions
- 2.1.15 The CCPD does not recognise CPD activities for ongoing short courses that lead to recognition of an area of expertise, or credentialing.
- At the request of the Education Committee, subcommittees of the CCPD, including membership from appropriate faculties and sections can be established for specific circumstances, such as the endorsement of Repetitive Transcranial Magnetic Stimulation (rTMS) training in Australia.
- 2.2** If an application does not meet the educational criteria for recognition of CPD activities, the CPD education provider may provide a revised submission addressing any recommended changes.
- 2.3** Successful applications are allocated a number of CPD hours and a CPD recognition number to the activity. This is determined by the CPD staff based on the number of hours of direct educational time indicated in the program submitted with the application.
- 2.4** The RANZCP maintains a registry of CPD activity recognition numbers.
- 2.5** The list of recognised CPD activities, along with those not meeting the CPD educational criteria, will be presented at each meeting of the Committee for Continuing Professional Development.

- 2.6 If CPD recognition is not recommended, the [RANZCP Review, Reconsideration and Appeals process](#) may be used by providers.
- 2.7 While every effort is made to assure the quality and educational validity of recognised CPD activities, the RANZCP is not responsible if recognised activities do not meet the expectations of participants or are not delivered in line with what was originally recognised.
- 2.8 Education providers who do not deliver CPD activities in line with the recognised submission may not have future activities recognised.

### 3.0 Pharmaceutical Industry

- 3.1 In accordance with Position Statement 78: *RANZCP engagement with the pharmaceutical industry*, programs that are funded directly or indirectly by pharmaceutical companies will not be recognised as a CPD activity.

### 4.0 Fees

- 4.1 External CPD activities can include, but are not limited to: - forums, dinner/breakfast meetings, workshops, conferences, seminars and education products such as publications, online programs, educational video or digital content, and education kits.
- 4.2 A non-refundable application fee and, for successful applications, a CPD activity recognition\* fee, are payable by organisations external to the RANZCP.
- 4.3 The application fee and the CPD activity recognition approval fees are determined by the Finance Committee.
- 4.4 The fees are reviewed annually and published on the RANZCP CPD webpage.
- 4.5 Events in Australia will be charged in Australian dollars and events in New Zealand will be charged in New Zealand dollars.
- 4.6 Online courses will be recognised as a CPD activity for a period of 2 years, and vendors must apply for renewal of CPD recognition prior to the conclusion of the recognition period. Each vendor receives a single reminder aligned with the half-year period of their recognised CPD activity end date.
- 4.7 End of recognised CPD activity reminders are issued biannually within the expiry year:
  - a December reminder is sent for CPD recognised activities expiring between January and June, and
  - a June reminder for recognised CPD activities expiring between July and December.

### 5.0 CPD Activity Recognition Procedures – Activities provided by bodies external to the RANZCP

- 5.1 An external CPD activities provider completes an application form and submits it to the RANZCP together with the Application Form for Recognition of CPD Activity Application fee.
- 5.2 The application will initially be reviewed by appropriately qualified personnel within the CPD team to determine completeness and the degree to which the educational criteria for CPD recognition are met.
  - 5.2.1 Where an application is incomplete or does not meet the criteria, it will be returned to the provider with recommendations for amendment prior to submission to the CCPD.
- 5.3 After initial assessment by the CPD team, applications that meet the criteria will be tabled for consideration by the CCPD, with one of the following recommendations:
  - 5.3.1 recommended for CPD recognition as the activity meets the RANZCP criteria.
  - 5.3.2 request for review and decision by the CCPD for a ruling on suitability.

**5.4** If CPD recognition is recommended, the recognition process is finalised. The CPD education provider is notified and once the recognition fee has been received, is advised of the:

5.4.1 recognised CPD hours.

5.4.2 CPD Recognition number.

5.4.3 required wording to be included in promotion of the activity and advice to participants, as follows:

This event has been RANZCP- recognised as CPD Activity code: EDXX1234 for X CPD hours as [insert activity type] Activity. *or*

This event has been recognised by the RANZCP as CPD activity code: ED000037, and each hour of participation could be claimed under 'Accredited Group Learning Activity'.

5.4.4 RANZCP- recognised CPD activity logo will be supplied, that may be used in promotion of the activity, in line with the RANZCP Recognised CPD Guidance and Terms of Use document.

Where necessary, additional information required to be included will be provided.

**5.5** The recognised CPD activity is recorded in the RANZCP Register of CPD recognised activities.

**5.6** A list of recognised CPD activities is presented to the CCPD at each meeting, along with any activities for review by the Committee. These shall be included in the CCPD minutes.

**5.7** A list of recognised CPD activities will appear on the RANZCP website along with the recognition number.

## **6.0 rTMS Training Courses, Endorsement and Medicare (Australia)**

**6.1** The RANZCP endorses training courses in Repetitive Transcranial Magnetic Stimulation (rTMS).

**6.2** rTMS is now listed on the Medicare Benefits Schedule in Australia (MBS) for the treatment of major depressive disorder.

**6.3** These MBS items can only be claimed by psychiatrists with training in rTMS, and participants in rTMS training courses can only claim the MBS items if the course is endorsed by the RANZCP.

**6.4** There is more information for course providers and participants, and their CPD requirements, on the rTMS Training Courses page of the College website.

**6.5** To ensure participants in rTMS courses can claim MBS items after their training, providers' courses must be endorsed by the RANZCP.

**6.6** Providers must follow the information and endorsement process available on the RANZCP website:

<https://www.ranzcp.org/college-committees/public-partners/advertising-and-endorsements/apply-to-have-a-course-endorsed/rtms-endorsement>

<https://www.ranzcp.org/college-committees/public-partners/advertising-and-endorsements/apply-to-have-a-course-endorsed/standards-and-criteria>

**6.7** Providers must submit an Endorsement Application Form rTMS and pay the non-refundable application fee.

**6.8** All rTMS training courses are assessed by the rTMS Subcommittee of the Committee for Continuing Professional Development (CCPD) against the Educational Criteria.

**6.9** The RANZCP subcommittee will assess courses against standard criteria for endorsement of CPD courses. In addition, the courses will be assessed against specific criteria required for rTMS courses.

## 7.0 CPD recognised logo

If a CPD event is recognised\*, providers may use the RANZCP CPD Recognised Logo on promotional materials.

\* All RANZCP CPD Recognised events shall be marked with the RANZCP CPD recognised logo, noting the identification number and hours that can be allocated to the event.

## 8.0 CPD Recognition Procedures – Activities provided by the RANZCP

- 8.1 Educational Activities conducted by Branches, Faculties and Sections, including Congress and Faculty/Section Conferences, are automatically endorsed for CPD hours and no application is required.
- 8.2 Educational activities provided by the RANZCP should be designed to meet the requirements of the RANZCP CPD program and the registration standards for CPD published by the Medical Board of Australia and the Medical Council of New Zealand.
- 8.3 The CPD team can provide advice on how educational criteria can be met.

## 9.0 Definitions

- CPD activity is an educational activity that may be provided face-to-face or online and does not lead to a certificate of achievement being awarded. A certificate of attendance or completion may be provided.
- Course is a series of educational sessions that include assessment of knowledge and skill acquisition and lead to a certificate of achievement being awarded.

## 10.0 Disclaimer

- Recognition of a CPD activity is a recognition of an educational activity against educational criteria, which occurs via an assessment process. It provides neither organisational support nor ratification of any content. The RANZCP assumes no responsibility of liability for any elements or impact of the recognised activities or clinical validity.

## 11. Review of decisions

CPD providers unhappy with a RANZCP decision or outcome are referred to the [RANZCP Appeals and complaints](#) webpage which provides guidance and information, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

## 12. Monitoring, evaluations 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.

## Associated Documents

- Application Form for Recognition of CPD Activity
- Position Statement 78: *RANZCP engagement with the pharmaceutical industry*
- CPD Program Guide
- RANZCP recognised/endorsed for rTMS CPD Logo Guidelines and Terms of Use

## Revision Record

<b>Document owner:</b>	<b>Education and Training Department</b>		
<b>Contact:</b>	<b>Manager, CPD and Projects</b>		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
21/03/2026	1.6	B2026/3	Changed policy name from 'endorsement' to 'recognition', fee structure, educational criteria and notification of expiry, application form as recommended by the EC and CCPD.
29/11/2024	1.5	EC Executive	Reviewed to provide definitions and clarify that endorsement is of a CPD activity
10/9/2023	1.4	RANZCP Board B2023/8 R10	Reviewed to provide further clarification of the endorsement process and identify the bodies with authority to endorse activities.
25/6/2021	1.3	Executive Manager Education and Training, Chair EC	Reviewed to align with updated policies regarding short courses, and the use of the RANZCP Endorsed CPD logo.
22/2/2020	1.2	RANZCP Board B2020/1 R15	Amended to reflect changes to CPD program following introduction of My CPD.
13/02/2016	1.1	RANZCP Board	Amended to reflect new changes to CPD Program following review.
2011	1.0	GC2011/2 R42	New Document
Mar 2029			<b>Next Review</b>