

Professional CPD Requirements & Accreditation Processes*

PLEASE NOTE:

This summary has been developed as a guide to professional development requirements only. All attempts have been made to ensure the currency and accuracy of included information but health professionals should consult their own professional/accrediting body to ensure full compliance with the continuing education requirements of their profession.

Should any errors be noted, please email details to info@cancerlearning.gov.au

Further information regarding mandatory professional development:

National Registration:

<http://www.ahwo.gov.au/natreg.asp>

Australian Health Practitioner Regulation Agency (AHPRA)

<http://www.ahpra.gov.au/>

Australian Medical Council (accrediting body)

<http://www.amc.org.au/>

Specialist Colleges:

<http://www.amc.org.au/images/SpecialistCollegeReports/SpecialistCollegeDetails.pdf>

Australian Medical Schools:

<http://www.amc.org.au/index.php/medical-schools>

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- [Royal Australian and New Zealand College of Psychiatrists \(RANZCP\)](#)
- [Royal Australian College of General Practitioners \(RACGP\)](#)
- [Royal College of Nurses Australia \(RCNA\)](#)
- [Royal College of Pathologists Australia \(RCPA\)](#)
- [Society of Hospital Pharmacists of Australia \(SHPA\)](#)
- [Speech Pathology Australia](#)

Australian Association of Social Workers (AASW)

<http://www.aasw.asn.au>

Relevant for:	Social workers
Program name:	Continuing Professional Education program
Requirement:	Mandatory for accredited members of AASW
Cycle duration:	12 months (1 July – 30 June)
Points requirement:	<p>A minimum of 75 points is required for the cycle for full-time social worker members. There is no maximum.</p> <p>Part time social worker members must accrue a minimum of 45 CPE points for accreditation for the cycle - 'part time' refers to employment of less than 30 hours paid work per week.</p>
Categories:	<ul style="list-style-type: none"> • Accountability (minimum 10 points; no maximum) • Skill development (minimum 10 points; no maximum) • Gaining new knowledge and information (minimum 10 points; no maximum) • Contributing to the development of professional social work knowledge and practice
Points per activity:	<ul style="list-style-type: none"> ▪ 1 point per hour of activity ▪ 2 points per hour of activity (AASW-sponsored or endorsed activities) ▪ Non-appellated activities are self evaluated but must fit within the attributed categories and points are awarded depending on the category of activity. For example: <ul style="list-style-type: none"> ▪ Giving and receiving professional supervision and/or consultation accrues a minimum of 1 point per hour ▪ Longer activities accrue set points, e.g. practice research accrues 50 points per research project <p>For further information, See Appendix One, http://www.aasw.asn.au/document/item/89</p>
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented in supplied log book ▪ Log book submitted ▪ Declaration signed at end of cycle ▪ Random audit of 5% of members ▪ Certificate of accreditation supplied to members who have accrued the required points at the end of the cycle
Other:	<ul style="list-style-type: none"> ▪ Part-time social worker members must accrue a minimum of 45 CPE points for accreditation (refers to employment of less than 30 hours paid work per week) ▪ Members who have complied with CPE requirements are eligible to ▪ Use the title, Accredited Social Worker, and to use the post-nominal MAASW (Acc).
More information:	<p>Continuing Education Policy: http://www.aasw.asn.au/document/item/89</p>

CPD Activity Accreditation Policy:	No official accreditation process for activities, though AASW endorses some CPE activities by a process known as 'Appellation'- to certify that a program intended for CPE has been delivered in accordance with the guidelines of the Association. A program that has received Appellation will be eligible to offer double points to participants.
CPD Activity Accreditation Requirements:	Application for appellation must be submitted: http://www.aasw.asn.au/document/item/87

Australian and New Zealand College of Anaesthetists (ANZCA)

<http://www.anzca.edu.au/>

Relevant for:	Anaesthetists Pain medicine specialists
Program name:	Continuing Professional Development Program
Requirement:	Mandatory
Cycle duration:	3 years
Points requirement:	120 points per triennium (40 points per year) (Non clinical practitioners – 20 points per year)
Categories:	<ul style="list-style-type: none"> • Category 1. Group Learning • Category 2. Self-Learning • Category 3. Practice Assessment • Category 4. Education Development
Points per activity:	<p>Points are given per hour of activity. Each category has 2 activity levels: Level 1 – passive activity Level 2 – interactive learning Level 2 activities accrue more points. A framework of activities and points is available: http://www.anzca.edu.au/fellows/cpd/program-framework.html</p>
Documentation:	<p>Completion of a CPD Portfolio- either online or offline, that includes:</p> <ul style="list-style-type: none"> • A CPD Plan • A record of activities undertaken • Reflection Notes (can count towards points) • Evaluation of Program can count towards points) <p>Toolkits are available to assist with this process: http://www.anzca.edu.au/fellows/cpd/toolkits.html</p>
Other:	<p>Non fellows can apply to participate in the CPD program for a fee of \$795.30: http://www.anzca.edu.au/fellows/cpd/application-for-non-fellows.html</p>
More information:	http://www.anzca.edu.au/fellows/cpd/
CPD Activity Accreditation Policy:	<p>Approval can be gained for activities to be accredited for points: http://www.anzca.edu.au/fellows/cpd/Guidelines%20for%20the%20Approval%20of%20CPD%20Credits%200902.pdf Approved events can be advertised as Accredited by ANZCA</p>
CPD Activity Accreditation Requirements:	<p>Details of the activity must be emailed prior to the event to: cpd@anzca.edu.au</p>

Australian College of Rural and Remote Medicine (ACRRM)

<http://www.acrrm.org.au>

Relevant for:	Rural medical practitioners
Program name:	Professional Development Program (PDP)
Requirement:	Mandatory for Fellows of ACRRM
Cycle duration:	3 years
Points requirement:	100 points per triennium (minimum)
Categories:	<ul style="list-style-type: none"> • Advanced life support (10 points required) • Extended skills (30 points required) • Core/other CPD (60 points required) Summary: http://www.acrrm.org.au/files/uploads/pdf/professional%20development/PDP%20Summary%20of%20Requirements.pdf
Points per activity:	<ul style="list-style-type: none"> ▪ Advanced life support – 2 points per hour ▪ Extended skills – 2 points per hour ▪ Core/other CPD – 1 point per hour Caps apply
Documentation:	<ul style="list-style-type: none"> ▪ Combination of self-recorded and automatic notification ▪ Personal learning Plan (PLP) recommended ▪ Online Practice Analysis Kit (PAK) available to assess needs ▪ Rural and Remote Medicine Education Online (RRMEO) system available to track activity ▪ Random audit of members conducted ▪ Printed PDP statement provided annually ▪ Certificate of Professional Development provided at end of triennium
Other:	<ul style="list-style-type: none"> ▪ Forms part of ACCRM reporting for Medicare Benefits purposes ▪ Cross accreditation available to allow overlap with other medical colleges, joint consultative committees and other educational programs ▪ No difference in requirements for full-time and part-time practitioners
More information:	Member Policy: http://www.acrrm.org.au/files/uploads/pdf/professional%20development/9.1%20%20ACRRM%20PDP%20Handbook%202008-10.pdf
CPD Activity Accreditation Policy:	Accreditation policy: http://www.acrrm.org.au/files/uploads/pdf/professional%20development/ACRRM%20Educational%20Events%20-%20Accreditation%20Guide.pdf
CPD Activity Accreditation Requirements:	Application form submitted: http://www.acrrm.org.au/files/uploads/pdf/professional%20development/ACRRM%20Educational%20Event%20Application%20Form%202008_09_18.doc Accredited courses may be included on RRMEO, the online education portal

Australian Institute of Radiography (AIR)

<http://www.air.asn.au>

Relevant for:	Radiation Therapists and Radiographers
Program name:	AIR Continuing Professional Development (CPD) Program
Requirement:	Participation in the program is mandatory for all currently practicing members of the AIR
Cycle duration:	3 years
Points requirement:	36 credits over 3 year cycle
Categories:	<p>5 Broad categories</p> <ul style="list-style-type: none"> • Organised Program • Self Directed Learning • Professional Services • Writing • Other <p>A broad range of activities are applicable for each of the categories.</p>
Points per activity:	<ul style="list-style-type: none"> ▪ Category A are activities with AIR appellation/accreditation ▪ Category B – without AIR appellation/accreditation – only 0.5 credits per hour can be claimed for these activities <p>Details available in the Guide to the AIR CPD Program http://www.air.asn.au/files/08_CPD/0316_CPD_Guide1.pdf</p>
Documentation:	<ul style="list-style-type: none"> • Self documentation is required by all participants • Details of activities can be recorded through an online lodgment process or submission of a manual activity log • Audit conducted randomly of 10% of successful participants at the conclusion of each CPD cycle • Certification of completion of the cycle is provided ▪ Optional Professional Portfolio, Learning journal or Negotiated Learning Contract can be completed upon application as an alternative to traditional CPD Program ▪ UK College of Radiographers and NZ Institute of Medical Radiation Technology courses are recognised as equivalent.
Other:	No difference in requirements for full-time and part-time participants Program is available on a fee basis for non-members
More information:	Continuing Professional Development Guide: http://www.air.asn.au/files/08_CPD/0316_CPD_Guide1.pdf
CPD Activity Accreditation Policy:	Training providers can apply for AIR Appellation/Accreditation to have an activity deemed Category A http://www.air.asn.au/files/08_CPD/0316_CPD_Guide1.pdf
CPD Activity Accreditation Requirements:	Completion of application for AIR Appellation/Accreditation (fee) http://www.air.asn.au/files/08_CPD/0313_appellaton_application_form.pdf http://www.air.asn.au/files/08_CPD/appellation_fee_structure.pdf

Australian Physiotherapy Association (APA)

<http://www.physiotherapy.asn.au/>

Relevant for:	Physiotherapists
Program name:	Continuing Professional Development Scheme
Requirement:	Mandatory for APA members
Cycle duration:	3 years
Points requirement:	100 points per triennium (minimum), a minimum of 20 hours per year is required by the Board
Categories:	<p>A variety of eligible activities including:</p> <ul style="list-style-type: none"> ▪ postgraduate qualification courses ▪ work based learning contracts ▪ attendances at conferences and seminars ▪ undertaking research and presentation of work ▪ courses leading to degree and research degree ▪ making presentations/lecturing ▪ Discussions with colleagues ▪ Reflecting on practice ▪ Reading professional publications ▪ Public relations activities ▪ Committee involvement ▪ Systematic literature reviews and research ▪ Attendance at courses and conferences.
Points per activity:	<ul style="list-style-type: none"> ▪ 2 points per hour (APA-accredited activities) ▪ 1 point per hour (non APA- accredited activities)
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented in a CPD portfolio available: http://www.physiotherapy.asn.au/images/Document_Library/PD/cpd_portfolio.doc ▪ APA conduct random audits of 10% of members each year
Other:	Activities must aid in the development of the individual as a physiotherapist
More information:	<p>Codes and Guidelines: http://www.physiotherapyboard.gov.au/en/Codes-and-Guidelines.aspx</p>
CPD Activity Accreditation Policy:	<p>http://www.physiotherapy.asn.au/index.php/pd/course-accreditation</p> <p><i>The APA is not currently accrediting any courses as the accreditation process is currently under review (as at 7/7/10). For further information about the current process or to obtain the current guidelines and application forms, please contact Sally Bryant, Professional Development by on (03) 9092-0888</i></p> <p>Previous accreditation guidelines are available: http://www.physiotherapy.asn.au/images/Document_Library/PD/guide%20to%20accreditation.pdf</p>
CPD Activity Accreditation Requirements:	<p>Guidelines and application process are under review (as at 7/7/10). Previous application form is available: http://www.physiotherapy.asn.au/images/Document_Library/PD/apa%20accreditation%20application%202009.doc</p>

Australian Practice Nurses Association (APNA)

<http://www.apna.asn.au/>

Relevant for:	Nurses employed in general practice
Program name:	Continuing Professional Development Program
Requirement:	Compulsory
Cycle duration:	12 months
Points requirement:	<ul style="list-style-type: none"> ▪ At least 20 hours of continuing nursing professional development per year for registered and enrolled nurses, registered nurses endorsed as nurse practitioners. ▪ At least 20 hours of continuing nursing professional development per year for registered midwives, and registered midwives endorsed as midwife practitioners. ▪ At least 10 hours per year in education additional for registered nurses and midwives who hold scheduled medicines endorsements or endorsements as nurse or midwife practitioners under the National Law.
Categories:	CPD must be relevant to the nurse or midwife's context of practice.
Points per activity:	<p>One hour of active learning will equal one hour of CPD. It is the nurse or midwife's responsibility to calculate how many hours of active learning have taken place. If CPD activities are relevant to both nursing and midwifery professions, those activities may be counted in each portfolio of professional development.</p> <p>Participation in mandatory skills acquisition may be counted as CPD</p>
Documentation:	Written documentation of CPD that verifies the completion of a minimum of 20 hours of CPD per year including dates, a brief description of the outcomes, and the number of hours spent in each activity.
Other:	The Board conducts random CPD audits each year
More information:	<p>Changes for National Registration: http://www.apna.asn.au/scripts/cgiip.exe/WService=APNA/ccms.r?PagelD=11146</p> <p>Nursing Registration Standards: http://www.nursingmidwiferyboard.gov.au/en/Registration-Standards.aspx</p>
CPD Activity Accreditation Policy:	<p>Courses can be reviewed by APNA for endorsement for reduced advertising fees etc. but no increased value is added to the points value:</p> <p>http://www.apna.asn.au/scripts/cgiip.exe/WService=APNA/ccms.r?PagelD=11142</p>
CPD Activity Accreditation Requirements:	<p>Endorsement of an activity may be provided upon completion of an application form and \$330 application fee:</p> <p>http://www.apna.asn.au/lib/pdf/Endorsement/APNA_Course_Endorsement_Form.pdf</p>

Australian Psychological Society (APS)

<http://www.psychology.org.au/>

Relevant for:	Psychologists
Program name:	Professional Development Program
Requirement:	Compulsory
Cycle duration:	Annual (1 Dec – 30 Nov)
Points requirement:	<ul style="list-style-type: none"> ▪ 30 hours per annual cycle ▪ At least 10 hours must be peer consultation focused on the psychologist's own practice ▪ 10 hours are recommended to be 'active' CPD (active training through activities designed to enhance and test learning) ▪ More than 15 of the 30 hours must be relevant to the particular area of specialist practice. Where a member has two College memberships and/or two areas of practice endorsements, 15 hours must be relevant to each area of specialist practice.
Categories:	<p>APS Members accrue points by participating in PD activities that they determine to be relevant to their professional needs, either self-initiated or APS endorsed.</p> <ul style="list-style-type: none"> ▪ Level 1 activities: consist mainly of receiving information and do not contain significant pre-and/or post-assessment, interactive feedback/assessment, or other reporting elements ▪ Level 2 activities: require more interaction, assessment and demonstration of knowledge/skill acquisition <p>See table on pg 6 for further clarification: http://www.psychology.org.au/Assets/Files/General-Guidelines-Endorsement-2009.pdf</p>
Points per activity:	Accrued as hours, rather than points
Documentation:	<ul style="list-style-type: none"> ▪ Use of personal portfolios or logbooks for recording activities with a CPD component provides a tool for planning and monitoring individual self-directed learning. ▪ The Board conducts random CPD audits each year.
Other:	Members are required to develop a learning plan each year to identify areas for improvement of skills and knowledge relevant to each individual's practice, in order to align with PBA requirements
More information:	<p>Codes and Guidelines: http://www.psychologyboard.gov.au/Codes-and-Guidelines.aspx</p> <p>Registration Standards: http://www.psychologyboard.gov.au/Registration-Standards.aspx</p>
CPD Activity Accreditation Policy:	<p>Endorsement is available. Guidelines: http://www.psychology.org.au/Assets/Files/General-Guidelines-Endorsement-2009.pdf</p>
CPD Activity Accreditation Requirements:	<p>Application and fee (\$330 non member) for L 1 activities: http://www.psychology.org.au/Assets/Files/Endorse-guide-application-Level1-09.doc</p>

	<p>Application and fee (\$330 non member) for Level 2 activity endorsement: http://www.psychology.org.au/Assets/Files/Endorse-guide-application-Level2-09.doc</p> <p>Application for an APS Annual License is available for providers who offer three events or more per year - \$800 (first year, \$500 subsequent years) http://www.psychology.org.au/Assets/Files/AL-Endorsement_Application-08.doc</p>
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Dietitians Association of Australia (DAA)

<http://www.daa.asn.au>

Relevant for:	Dietitians
Program name:	Accredited Practicing Dietitian (APD) Program is the main channel for Data's continuing professional development (CPD) activities for dietitians.
Requirement:	At least 30 hours of CPD every year
Cycle duration:	12 months
Points requirement:	Based on hours of activity 30 hours per year
Categories:	<p>Five practice development areas:</p> <ul style="list-style-type: none"> • Leadership • Professional competency • Research and evidence based medicine • Educational, supervision and mentoring • Strategic development <p>The APD program has seven modules that outline a range of possible CPD activity types. APDs are not required to complete activities in each module however they are strongly encouraged to undertake a broad range of learning experiences and approaches. The seven modules are:</p> <ol style="list-style-type: none"> 1. Professional Education - Non Assessed (capped at 20 hours per year) 2. Professional Education - Assessed 3. Self-study activities (capped at 20 hours per year) 4. Evidence based activity 5. Mentee / mentor activity 6. Quality improvement activity 7. DAA strategic activity <p>Professional education that is not assessed and 'self study' are both capped at 20 hours a year (i.e. no more than 20 hours can be logged per year for each of these CPD types). APDs can log as many hours as they desire in all but two module areas.</p>
Points per activity:	Hours of activity recorded
Documentation:	CPD is recorded in an online member profile at APD Online
Other:	CPD online provides online delivery of CPD activities
More information:	http://www.daa.asn.au/index.asp?PageID=2145833469
CPD Activity Accreditation Policy:	No accreditation available – only DAA activities and non-DAA activities
CPD Activity Accreditation Requirements:	N/A

Medical Oncology Group of Australia (MOGA)

<http://www.moga.org.au>

Relevant for:	Medical oncologists
Program name:	Medical oncologists complete the MyCPD program run by RACP
Requirement:	Mandatory
Cycle duration:	1 year (1 January to 31 December)
Points requirement:	100 credits per year
Categories:	<p>Six categories:</p> <ol style="list-style-type: none"> 1. Educational development, teaching and research 2. Group learning activities 3. Self-assessment programs 4. Structured learning projects 5. Practice review and appraisal 6. Other learning activities <p>No individual category is compulsory</p>
Points per activity:	<p>Credits are calculated based on hours of activity entered into the system</p> <p>Points per hour vary based on activity – see MyCPD guide for more information:</p> <p>http://www.racp.edu.au/page/educational-and-professional-development/continuing-professional-development</p> <p>Groups 1, 2 and 6 limited to 50 credits each per year</p>
Documentation:	<ul style="list-style-type: none"> ▪ Password-protected website to maintain an online record of learning activities and professional development plans ▪ Annual return needs to be submitted each year through the online system ▪ Statement of active participation supplied to participants who satisfactorily meet the requirements of 100 points or more per year ▪ Participants must keep documentation to support credits each year ▪ Random review of 5% of participants conducted each year
More information:	<p>Details of MOGA CPD</p> <p>http://www.moga.org.au/members-trainees/continuing-professional-development</p>
CPD Activity Accreditation Policy:	N/A
CPD Activity Accreditation Requirements:	N/A

Occupational Therapy Australia
<http://www.ausot.com.au/default.asp>

Relevant for:	Occupational therapists
Program name:	ACCPD Program (CPD) AccOT Program (Accreditation & CPD)
Requirement:	Members are expected to participate - CPD for all members will be mandatory as of July 2012 For accreditation, members must complete AccOT Accreditation Program (\$55 annual fee) which fulfills CPD requirements
Cycle duration:	1 year
Points requirement:	30 hours
Categories:	Activities include: <ul style="list-style-type: none"> ▪ Practice Development ▪ Private study ▪ Supervision ▪ Professional activities ▪ Non assessed studies/courses ▪ Assessed courses/studies ▪ Research/publications http://www.ausot.com.au/inner.asp?relid=9&pageid=343
Points per activity:	Points table and minimum and maximum for activities (may differ for rural and metro therapists) is available: http://www.ausot.com.au/documents/AccOT%20CPD%20Points%20Allocation%20Table(2).pdf
Documentation:	<ul style="list-style-type: none"> ▪ Completion of CPD Reporting Sheet – available online ▪ http://www.ausot.com.au/images/FRM_Reporting%20Sheet(1).pdf ▪ Verification where possible (certificates etc) ▪ Reflection sheets and exemption sheets also available ▪ Fifty members are randomly audited each year.
Other:	<ul style="list-style-type: none"> ▪ The ACCPD program pack is emailed to members on joining. ▪ AccOT (for accreditation) is an additional \$55 fee.
More information:	AccOT program: http://www.ausot.com.au/inner.asp?pageid=5
CPD Activity Accreditation Policy:	Endorsement is available which allows inclusion of the event on the CPD calendar: http://www.ausot.com.au/inner.asp?pageid=161
CPD Activity Accreditation Requirements:	Email details of the event to: info@ausot.com.au for approval for endorsement

Pharmaceutical Society of Australia (PSA)

<http://www.psa.org.au>

Relevant for:	Pharmacists
Program name:	Continuing Professional Development and Practice Improvement Program
Requirement:	Mandatory
Cycle duration:	Three year cycle
Points requirement:	<p>The requirement for participation in a specified number of CPD credits will be introduced in phases over a period of years, commencing with a minimum requirement.</p> <p>Registered pharmacists are required to complete:</p> <ul style="list-style-type: none"> ▪ 20 CPD credits for the period ending 30 September 2011 ▪ 30 CPD credits for the period ending 30 September 2012 <p>and</p> <ul style="list-style-type: none"> ▪ 40 CPD credits for the period ending 30 September 2013. <p>Further information: http://www.psa.org.au/site.php?id=5119</p>
Categories:	<p>The Board recommends that pharmacists undertake a variety of activity types and, where possible, choose across a range of CPD activity groups and include interaction with peers:</p> <p>Group One: information accessed without assessment: didactic presentations, and activities with little or no attendee interaction</p> <p>Group Two: knowledge or skills improved with Assessment: activities where the participant's acquisition of knowledge or skills can be demonstrated through successful completion of some form of assessment</p> <p>Group Three: quality or practice-improvement Facilitated: activities where an assessment of existing practice (as an individual or within a pharmacy practice), and the needs and barriers to changes in this practice is undertaken prior to the development of a particular activity.</p> <p>Not more than 50% of the annual CPD credits required for renewal of registration may be claimed by undertaking Group 1 CPD activities.</p>
Points per activity:	<ul style="list-style-type: none"> ▪ Group One: 1 CPD Point per Hour ▪ Group Two: 2 CPD Points per Hour ▪ Group Three: 3 CPD Points per Hour <p>Further information: http://www.pharmacyboard.gov.au/Codes-and-Guidelines.aspx</p>
Documentation:	<p>Online record is available to members. Other records maintained by participants or by providers of CPD on behalf of participants must include the following details:</p> <ul style="list-style-type: none"> ▪ Date of activity ▪ Source/Provider

	<ul style="list-style-type: none"> ▪ Type of Activity ▪ Topics covered ▪ Accreditation status ▪ Number of CPD points accrued
Other:	The Board will assess compliance with the requirement at the annual renewal of registration.
More information:	http://www.psa.org.au/cpdpi http://www.pharmacyboard.gov.au/en/Registration-Standards.aspx
CPD Activity Accreditation Policy:	<p>The accreditation of CPD activities provides an assurance to pharmacists that an activity has been reviewed for its educational quality and for its relevance to a pharmacist's practice.</p> <p>Accreditation criteria and policy are available: http://www.psa.org.au/site.php?id=3036</p>
CPD Activity Accreditation Requirements:	<p>Application form: http://www.psa.org.au/site.php?id=5172</p> <p>Application fee schedule: http://www.psa.org.au/site.php?id=3055</p>

Royal Australasian College of Medical Administrators (RACMA)

<http://www.racma.edu.au/>

Relevant for:	Medical Administrators Health care managers
Program name:	Continuing Education Program (CEP)
Requirement:	Mandatory
Cycle duration:	3 years
Points requirement:	50 hours per year, or 150 hours over 3 years
Categories:	Activities and requirements are documented in the manual: http://www.racma.edu.au/index.php?option=com_content&task=view&id=237&Itemid=451 Approved activities include working parties, professional reading, ACHS surveying, report writing, conferences and seminars
Points per activity:	Based on hours of activity
Documentation:	<ul style="list-style-type: none"> ▪ After analyzing and measuring their current competencies and abilities against the College (RACMA) competencies to identify areas that need further development, members must develop a CEP Plan, which details: <ul style="list-style-type: none"> - CEP objectives; - the rationale/reasons for choosing these objectives; - the proposed action plan of the learning activities - the expected outcomes; and - the proposed evidence that objectives have been achieved ▪ Members are required to maintain ongoing records of their CEP activities via an on-line support tool. ▪ Every three years a Fellow or Member shall complete a report of activities undertaken in their CEP, which will be endorsed by their local CEP Coordinator and forwarded to the National Director, Continuing Education/Recertification for certification. ▪ A random audit of 10% of members is undertaken.
Other:	CEP Certification: http://www.racma.edu.au/index.php?option=com_content&task=view&id=87&Itemid=275
More information:	Implementation of Mandatory Participation in CEP: http://www.racma.edu.au/index.php?option=com_content&task=view&id=156&Itemid=446
CPD Activity Accreditation Policy:	N/A
CPD Activity Accreditation Requirements:	N/A

Royal Australasian College of Physicians (RACP)

<http://www.racp.edu.au/>

Relevant for:	Broad range of general and specialist physicians involved in cancer care, including palliative care, paediatrics, rehabilitation
Program name:	MyCPD Program
Requirement:	Mandatory
Cycle duration:	1 year (1 January to 31 December)
Points requirement:	100 credits per year
Categories:	<p>Six categories:</p> <ol style="list-style-type: none"> 1. Educational development, teaching and research 2. Group learning activities 3. Self-assessment programs 4. Structured learning projects 5. Practice review and appraisal 6. Other learning activities <p>No individual category is compulsory</p>
Points per activity:	<p>Credits are calculated based on hours of activity entered into the system</p> <p>Points per hour vary based on activity – see MyCPD guide for more information:</p> <p>http://www.racp.edu.au/page/educational-and-professional-development/continuing-professional-development</p> <p>Groups 1, 2 and 6 limited to 50 credits each per year</p>
Documentation:	<ul style="list-style-type: none"> ▪ Password-protected website to maintain an online record of learning activities and professional development plans ▪ Annual return needs to be submitted each year through the online system ▪ Statement of active participation supplied to participants who satisfactorily meet the requirements of 100 points or more per year ▪ Participants must keep documentation to support credits each year ▪ Random review of 5% of participants conducted each year
Other:	<p>MyCPD replaces previous Maintenance of Professional Standards (MOPS) program (withdrawn in 2010)</p> <p>RACP Faculty Fellows and Chapter Fellows should clarify CPD requirements with their relevant Faculty/Chapter</p> <p>Program available on a fee basis to non-members</p>
More information:	http://www.racp.edu.au/page/educational-and-professional-development/continuing-professional-development

CPD Activity Accreditation Policy:	The College does not accredit activities but organizations can apply for sponsorship: http://www.racp.edu.au/index.cfm?objectid=CFB33D09-CA02-732C-C6B5D5BF45181D9A
CPD Activity Accreditation Requirements:	N/A

Royal Australasian College of Surgeons (RACS)

<http://www.surgeons.org/>

Relevant for:	Surgeons
Program name:	Continuing Professional Development (CPD) Program.
Requirement:	Mandatory for active Fellows of RACS
Cycle duration:	3 years
Points requirement:	Complex system of minimum points over 8 categories of professional practice Refer to manual for more information: http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/CPDRecertification/CPD_Info_Manual_2010-2012.pdf
Categories:	<ol style="list-style-type: none"> 1. Surgical Audit and Peer Review 2. Hospital Credentialing 3. Clinical Governance and Evaluation of Patient Care 4. Maintenance of Clinical Knowledge and Skills 5. Teaching and Examination 6. Research and Publication 7. Other Professional Development 8. Medico Legal Activities
Points per activity:	Activities generally attract 1 point per hour Requirements for 5 points per hour activities include at least 75% of the activity being hands-on skills development conducted in a small group setting and the completion of a needs assessment/survey of actual participants prior to the activity. The activity should be provided by surgical/medical groups that are accountable to the profession and/or are administered through a surgical/medical organisation or university department.
Documentation:	<ul style="list-style-type: none"> ▪ Online data collection plus a portfolio system for those who wish to continue planning their own development ▪ Verification of records undertaken for a random selection of 2.5% of Fellows ▪ CPD Program Statement of Participation provided annually ▪ Certificate of Continuing Professional Development provided on completion of triennium
Other:	Fellows can participate in approved CPD programs of other colleges as an alternative to RACS program
More information:	Professional Development: http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/ProfessionalDevelopment/default.htm
CPD Activity Accreditation Policy:	Approval of continuing medical education is available from RACS. Guide to CME: http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/CPDRecertification/ApprovedCMEactivities/GDL_2009-12-10_Guide_to_CME_2009.pdf

	<p>Guide to small group learning: http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/CPDRecertification/ApprovedCMEactivities/GDL_Guide_to_Small_Group_Learning_2009.pdf</p>
<p>CPD Activity Accreditation Requirements:</p>	<p>Application form: http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/CPDRecertification/ApprovedCMEactivities/FRM_2010-02-03_Appl_approval_CME_activity.pdf</p> <p>Application for approved small group learning : http://www.surgeons.org/Content/NavigationMenu/FellowshipandStandards/CPDRecertification/ApprovedCMEactivities/FRM_2009-11_Small_Group_Learning_app.pdf</p>

Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG)

<http://www.ranzcog.edu.au>

Relevant for:	Gynaecological oncologists
Program name:	Continuing Professional Development Program
Requirement:	Mandatory for Fellows/subspecialists
Cycle duration:	3 years
Points requirement:	150 points per triennium
Categories:	<p>Fellows:</p> <ul style="list-style-type: none"> • Practice review & clinical risk management (minimum 25 points; no maximum) • Educator activities (maximum 75 points) • Meeting attendances (maximum 75 points) • Self education activities (maximum 75 points) <p>Subspecialists:</p> <ul style="list-style-type: none"> • As above but 100 of 150 points must be within subspecialty area <p>There is also an online CPD pilot being trialed: http://www.ranzcog.edu.au/fellows/cpd-online.shtml</p>
Points per activity:	Typically 1 point per hour of activity
Documentation:	<ul style="list-style-type: none"> ▪ Self-documentation ▪ Guide and log sheet provided (not obligatory for fellows) ▪ Online forms and templates available ▪ Submission of Annual points claim form ▪ Subspecialists must maintain a logbook ▪ Annual points recording form completed annually ▪ 10% of Fellows selected per year for random verification
Other:	<p>Points allocation sheet for each activity available: http://www.ranzcog.edu.au/fellows/pdfs/PointsAllocationPage.pdf</p>
More information:	http://www.ranzcog.edu.au/fellows/cpd.shtml
CPD Activity Accreditation Policy:	<p>There are two categories of points in the RANZCOG Continuing Professional Development program which meetings/workshops can be approved for:</p> <p>1. Meetings points: To be approved for Meetings points the program must constitute a minimum of 50% obstetrics and gynaecology content. Information is available: http://www.ranzcog.edu.au/meetingsconferences/pdfs/Meeting-Accreditation-information-FAQs.pdf</p> <p>2. PR&CRM points – risk management content: To be approved for PR&CRM points the program must address specific criteria. Criteria is available: http://www.ranzcog.edu.au/meetingsconferences/pdfs/CRM-criteria.pdf</p>

CPD Activity Accreditation Requirements:	Application for Meetings/Workshop Accreditation http://www.ranzcog.edu.au/meetingsconferences/pdfs/Application-accreditation-Meetings.pdf Application for PR&CRM points http://www.ranzcog.edu.au/meetingsconferences/pdfs/Application-accreditation-CRM-meetings.pdf
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Royal Australian and New Zealand College of Radiologists (RANZCR)

<http://www.ranzcr.edu.au>

Relevant for:	Radiologists
Program name:	Continuing Professional Development in Diagnostic and Interventional Radiology: 2010- 2012
Requirement:	Mandatory for members of RANZCR
Cycle duration:	3 years
Points requirement:	Minimum of 180 points over a 3-year cycle Minimum of 30 points and maximum of 90 points per year
Categories:	<p>Points must be collected from a minimum of three of the following categories:</p> <ul style="list-style-type: none"> • Recertification and quality improvement • Professional and clinical governance • Education • Self-directed learning • Radiology research • Publications and presentations • Conferences and meetings <p>Participants involved in mammography – minimum of 15 points in mammography-related activities</p> <p>MRI supervising radiologists – minimum of 60 points in MRI-related activities</p>
Points per activity:	<ul style="list-style-type: none"> ▪ Passive education – 1 point per hour ▪ Active educational sessions – 2 points per hour ▪ Case-based activities – per case basis (see manual) ▪ Complex activities – per activity basis (see manual) <p>Detailed points table and caps for each activity are included in the manual:</p> <p>http://www.ranzcr.edu.au/documents/download.cfm/Radiology_CP_D_Handbook_2010_2012.pdf?txtLibraryID=ranzcr&txtFileName=Radiology%5FCPD%5FHandbook%5F2010%5F2012%2Epdf</p>
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented with a points summary required (template provided) ▪ Annual submission on purpose-designed pro forma (online): http://www.ranzcr.edu.au/cpd/handbook07/index.cfm ▪ 12-month personal learning plan encouraged ▪ Random audit of 5% of members ▪ Annual statement provided on request
Other:	<p>No difference in requirements for full-time and part-time practitioners</p> <p>Activities are cross-matched with CanMEDS capabilities of:</p> <ul style="list-style-type: none"> • medical expert • communicator

	<ul style="list-style-type: none"> • collaborator • health advocate • manager • professional • scholar
More information:	<p>CPD Handbook: http://www.ranzcr.edu.au/cpd/handbook07/introduction.cfm#1</p> <p>Manual: http://www.ranzcr.edu.au/documents/download.cfm/Radiology_CP_D_Handbook_2010_2012.pdf?txtLibraryID=ranzcr&txtFileName=Radiology%5FCPD%5FHandbook%5F2010%5F2012%2Epdf</p>
CPD Activity Accreditation Policy:	RANZCR does not accredit events but approved events can be listed on the college events calendar.
CPD Activity Accreditation Requirements:	<p>To submit an event for inclusion on the calendar, fill in the following online form:</p> <p>http://www.ranzcr.edu.au/newsandevents/calendar/edit.cfm?calReturnPage=/newsandevents/calendar/index.cfm&calendar=13</p>

**Royal Australian and New Zealand College of Radiologists (RANZCR)
Faculty of Radiation Oncology (FRO)**

<http://www.ranzcr.edu.au>

Relevant for:	Radiation oncologists
Program name:	Continuing Professional Development Program
Requirement:	Mandatory
Cycle duration:	3 years
Points requirement:	Minimum of 150 points over a 3-year cycle Minimum of 25 points and maximum of 75 points per year Reflective learning undertaken on any activity will accrue double the number of points for that activity
Categories:	Points must be collected from a minimum of three of the following categories: <ul style="list-style-type: none"> ▪ Practice and review appraisal ▪ Professional and clinical governance ▪ Teaching and education ▪ Self directed learning ▪ Research ▪ Publication and presentation ▪ Scientific conference and workshop
Points per activity:	Detailed points table and caps for each activity are included in the manual: http://www.ranzcr.edu.au/documents/download.cfm/RONC_CPD_Program_Guide_2010_2012.pdf?txtLibraryID=ranzcr&txtFileName=RONC%5FCPD%5FProgram%5FGuide%5F2010%5F2012%2Epdf
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented ▪ Learning log required (template provided) ▪ Annual online submission of activity on pro forma ▪ 12-month personal learning plan encouraged ▪ CPD Certificate of Currency provided on request
Other:	No difference in requirements for full-time and part-time practitioners
More information:	CPD Program 2010-2012 Manual: http://www.ranzcr.edu.au/documents/download.cfm/RONC_CPD_Program_Guide_2010_2012.pdf?txtLibraryID=ranzcr&txtFileName=RONC%5FCPD%5FProgram%5FGuide%5F2010%5F2012%2Epdf
CPD Activity Accreditation Policy:	RANZCR does not accredit events but approved events can be listed on the college events calendar.
CPD Activity Accreditation Requirements:	To submit an event for inclusion on the calendar, fill in the following online form: http://www.ranzcr.edu.au/newsandevents/calendar/edit.cfm?calReturnPage=/newsandevents/calendar/index.cfm&calendar=13

Royal Australian and New Zealand College of Psychiatrists (RANZCP)

<http://www.ranzcp.org>

Relevant for:	Psychiatrists
Program name:	Continuing Professional Development Program
Requirement:	Mandatory for Fellows of RANZCP Non members can enroll in the CPD program
Cycle duration:	1 year
Points requirement:	Based on hours of activity Minimum of 50 hours of activity per year with a minimum of 10 hours of peer review activities
Categories:	<ul style="list-style-type: none"> • Developing CPD plan • Peer review activities • Individual learning • Meetings/conferences • Formal education courses • Teaching • Writing/preparing presentations • Quality activities <ul style="list-style-type: none"> • Other <p>Online CPD activities are available</p>
Points per activity:	Hours of activity recorded
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented ▪ Log book provided ▪ CPD hours must be submitted annually (claim form provided) ▪ Development of annual professional development plan encouraged ▪ Random audit conducted of 10% of members
Other:	No difference in requirements for full-time and part-time practitioners Available on a fee basis to psychiatrists who are not Fellows of RANZCP
More information:	Continuing Professional Development: http://www.ranzcp.org/professional-development/developing-professional-skills-and-knowledge.html
CPD Activity Accreditation Policy:	RANZCP does not endorse activities.
CPD Activity Accreditation Requirements:	Approved events may be listed on the RANZCP calendar but are not endorsed.

Royal Australian College of General Practitioners (RACGP)

<http://www.racgp.org.au>

Relevant for:	General practitioners
Program name:	Quality Assurance and Continuing Professional Development Program
Requirement:	Mandatory
Cycle duration:	3 years
Points requirement:	130 points per triennium Must include minimum of two Category 1 activities and completion of a basic CPR course
Categories:	<p>There are 5 domains of general practice to be covered in CPD:</p> <ul style="list-style-type: none"> ▪ Communication skills and the patient-doctor relationship ▪ Applied professional knowledge and skills ▪ Population health and the context of general practice ▪ Professional and ethical role ▪ Organisational and legal dimensions <p>• Category 1:</p> <ul style="list-style-type: none"> ○ active learning module ○ clinical audit ○ evidence-based medicine journal club ○ GP research ○ learning plan ○ 'Plan Do Study Act' cycle activities ○ small group learning ○ supervised clinical attachment <p>Also includes higher education and RACGP assessment activities</p> <p>• Category 2: endorsed or accredited provider activities</p> <p>• Unaccredited activities: self-recorded activities</p> <p>• Accredited online activities are available through: gplearning</p>
Points per activity:	<ul style="list-style-type: none"> ▪ Category 1 activities – typically 40 points; higher points for higher education and RACGP assessment activities ▪ Category 2 activities – variable points; capped at 30 points per activity ▪ Unaccredited activities – minimum 10 hours activity for 20 points per triennium
Documentation:	<ul style="list-style-type: none"> ▪ Combination of self-recorded and automatic notification ▪ Forms and templates available on website ▪ Online QA & CPD statement available through members section of website
More information:	http://www.racgp.org.au/QACPD

<p>CPD Activity Accreditation Policy:</p>	<p>Educators and Education Providers can become Accredited with RACGP through the completion of a Provider Course.</p> <p>http://www.racgp.org.au/qacpd/20082010triennium/providerforms</p> <p>Once accredited, there are administrative Provider Requirements and responsibilities for each activity:</p> <p>http://www.racgp.org.au/Content/NavigationMenu/educationandtraining/QACPD/20082010Triennium/20082010TrienniumProgramforProviders/ProviderFormsandGuides/docs/20082010ProviderRequirements.pdf</p>
<p>CPD Activity Accreditation Requirements:</p>	<p>Education providers must complete a Provider Training Course to become an Accredited or Endorsed Provider.</p> <p>Provider Training Courses are held in each state:</p> <p>http://www.racgp.org.au/qacpd/20082010triennium/provideraccreditationtraining</p>

Royal College of Nursing, Australia (RCNA)

<http://www.rcna.org.au>

Relevant for:	Nurses
Program name:	Continuing Professional Development program (Life Long Learning 3LP)
Requirement:	As of July 2010, nurses and midwives will be required to complete a minimum of 20 hours of Continuing Professional Development (CPD) annually as a mandatory requirement to maintain registration.
Cycle duration:	1 year
Points requirement:	20 points per year
Categories:	See members section of website for more details
Points per activity:	1 CNE point equivalent to 1 hour of learning
Documentation:	<ul style="list-style-type: none"> ▪ Online recording of CNE points ▪ Professional journal template provided
Other:	<ul style="list-style-type: none"> ▪ 3LP website provides tools and resources to plan and undertake professional development ▪ 3LP access available for non-members on a fee basis ▪ Website also includes an online Resume template
More information:	Professional Development: http://www.rcna.org.au/development/development_events
CPD Activity Accreditation Policy	RCNA Accreditation of Learning Programs: http://www.rcna.org.au/development/accreditation RCNA Endorsement of Online Learning Programs: http://www.rcna.org.au/literature_56955/Endorsement_of_Online_Learning_Programs
CPD Activity Accreditation Requirements:	<ul style="list-style-type: none"> ▪ Application form and \$1935 fee (accreditation) / application form and \$330 fee (endorsement) ▪ (I have been told in the past that this may be waived for any applications we submitted). ▪ Both accredited and endorsed programs may be included in their accrued CME points.

Royal College of Pathologists, Australia (RCPA)

<http://www.rcpa.edu.au>

Relevant for:	Pathologists
Program name:	Continuing Professional Development Program (CPDP)
Requirement:	CPD is mandatory for fellows and affiliates of RCPA Requirements may be met through the RCPA CPDP program or other structured programs
Cycle duration:	5 years
Points requirement:	Based on hours of activity 500 hours over 5-year cycle Maximum of 125 hours in one year Minimum of 20 hours per year including at least two different types of activity to be undertaken in each of the three categories below
Categories:	Three broad categories: A. Group activities and meetings: B. Personal study: C. Quality activities Broad range of activities in each category – see manual for more information
Points per activity:	Hours of activity recorded
Documentation:	Self-documentation Template provided for recording activities Summary of CPDP hours to be submitted to RCPA annually (form provided or online) Random audit conducted annually Certificate of participation provided annually
Other:	No difference in requirements for full-time and part-time practitioners A PowerPoint presentation is available to assist the organization and completion of CPD: http://www.rcpa.edu.au/Continuing/ContinuingEducation.htm
More information:	http://www.rcpa.edu.au/applications/DocumentLibraryManager2/upload/CPDP%20Information%20Manual%202007.pdf
CPD Activity Accreditation Policy:	No accreditation of external events.
CPD Activity Accreditation Requirements:	Educators can submit activities to be included in the online events calendar to: selcuks@rcpa.edu.au

Society of Hospital Pharmacists of Australia (SHPA)

<http://www.shpa.org.au>

Relevant for:	Hospital pharmacists Drug information pharmacists Project pharmacists Hospital pharmacy technicians Community pharmacists
Program name:	Continuing Professional Development (SHPACPD)
Requirement:	Demonstration of CPD is a requirement for use of the post-nominal designation of Certified Hospital Pharmacist (CHP)
Cycle duration:	1 year
Points requirement:	30 hours per year (minimum)
Categories:	<ul style="list-style-type: none"> • Group 1 – information delivery without assessment (e.g. attending a conference) • Group 2 – improving knowledge and skills with assessment (e.g. exams and question/answer activities) • Group 3 – towards facilitating change: undertaking an activity that that facilitates practice change (e.g. a quality improvement activity, or undertaking a drug use evaluation) <p>Templates have been designed for different roles to assist in determining CPD needs in line with competency standards.</p>
Points per activity:	Based on hours of activity
Documentation:	<ul style="list-style-type: none"> ▪ Self-documented – members can utilise online CPD recording ▪ Activity record sheet and summary record provided ▪ Development of a personal SHPACPD folio recommended ▪ Random audit conducted
Other:	Activity record sheet must be returned to the SHPA secretariat with annual membership renewal payment
More information:	See SHPA website for more information http://www.pharmacyboard.gov.au/en/Registration-Standards.aspx
CPD Activity Accreditation Policy:	Accreditation is available for approved events and activities: http://cpd.shpa.org.au/scripts/cgiip.exe/WService=SHPACP/ccms.r?PagelD=4
CPD Activity Accreditation Requirements:	Application for accreditation: http://cpd.shpa.org.au/lib/word/accredcpd.doc

Speech Pathology Australia

<http://www.speechpathologyaustralia.org.au>

Relevant for:	Speech pathologists
Program name:	Professional Self Regulation (PSR)
Requirement:	Members can apply to the program – successful completion allows them to receive Certified Practicing Speech Pathologist or Certified Speech Pathologist status
Cycle duration:	3 years
Points requirement:	60 points, minimum of 15 points per year
Categories:	<p>Independent study</p> <ul style="list-style-type: none"> ▪ Attendance at conferences, workshops & seminars ▪ Teaching or presenting ▪ Research and quality improvement ▪ Student supervision ▪ Mentoring ▪ Association activities ▪ External study ▪ Mastering technology <p>Members must accrue points from a minimum of two different activity types each year. A minimum of 10 points per year must be accrued in activities related to clinical practice. A maximum of 12 points per activity type per year is permitted.</p>
Points per activity:	<p>Points and activities are outlined in the manual: http://www.speechpathologyaustralia.org.au/library/PSR%20Booklet%202010.pdf</p>
Documentation:	<ul style="list-style-type: none"> ▪ Completion of PSR plan ▪ Completion of a log including outcome of activity. ▪ Supporting documentation ▪ Completion of PSR Declaration ▪ A random audit of participants is undertaken.
Other:	Examples of completed plans and logs are included in manual
More information:	http://www.speechpathologyaustralia.org.au/professional-standards-ps/professional-self-regulation-psr
CPD Activity Accreditation Policy:	Speech Pathology Australia will endorse submitted professional short courses that meet Association standards as determined by the Short Course Endorsement Task Group.
CPD Activity Accreditation Requirements:	http://www.speechpathologyaustralia.org.au/continuing-professional-development-cpd/short-course-endorsement

** Note:*

Generally, the application process for professional bodies providing application for CPD accreditation/endorsement requires the demonstration of a quality activity for which the learning outcomes are applicable to professional development of its members.