

Australian and New Zealand College of Anaesthetists Continuing Professional Development MANDATORY COMPLIANCE POLICY

1. OVERVIEW

Compliance with CPD is mandated by ANZCA, and is a requirement for specialist registration with the Medical Board of Australia and the Medical Council of New Zealand. This policy defines the compliance requirements for Fellows of the Australian and New Zealand College of Anaesthetists, which includes the Faculty of Pain Medicine, in accordance with the standard for CPD outlined in the ANZCA document *CPD Standards for Specialist Anaesthetists*.

2. PURPOSE

- 2.1 To facilitate the participation of Fellows in effective CPD within their scope of practice.
- 2.2 To demonstrate the accountability of Fellows to the community by monitoring their participation in CPD.
- 2.3 To comply with relevant legislation and other jurisdictional requirements.

3. COMPLIANCE

- 3.1 Compliance with the standard for CPD as set by ANZCA is mandatory for all Fellows in Australia and New Zealand who are in active practice.
- 3.2 Special consideration may be applied for when a Fellow has retired, is engaged only in non-clinical activities (for example, teaching, administration), or is absent from practice due to medical, parental or carer's leave.

4. PARTICIPATION STANDARDS

- 4.1 The ANZCA CPD program is the only program recognised by ANZCA for the purposes of providing either the annual statement of participation, or the triennial certificate of CPD compliance. The only exception to this relates to FPM Fellows (see 4.2 below).
- 4.2 Fellows of FPM need to demonstrate compliance with the CPD program of the Australian Medical Council or Medical Council of New Zealand approved college of their primary specialty and/or the ANZCA CPD program and/or the FPM CPD program. ANZCA CPD certification will be provided to FPM Fellows who complete either the ANZCA and/or FPM CPD programs.
- 4.3 CPD participants are expected to produce evidence of compliance with their chosen CPD program if randomly selected for review at the end of a triennium.
- 4.4 An annual CPD statement of participation will be available provided that the participant demonstrates CPD program registration, the establishment of a triennial CPD plan, and the logging of a minimum of ten credits of CPD activity for that year.
- 4.5 The triennial requirements are clearly outlined on the College website, and in the ANZCA publication *Continuing Professional Development (CPD) Program*.

5. NON-COMPLIANCE

Should a Fellow fail to demonstrate compliance with the ANZCA CPD standard, the following actions will be taken:

- 5.1 Notification will be sent to the Fellow informing him/her of his/her failure to demonstrate compliance and will seek a response. This correspondence will include the expectations of the College and of the Medical Board of Australia or Medical Council of New Zealand with regard to CPD.
- 5.2 Fellows will be offered assistance to comply with College requirements, including retrospective points allocation, provided that evidence of the CPD activity can be supplied.
- 5.3 A Fellow who responds to notifications, yet is unable to comply with retrospective points allocation, will not receive a CPD certificate for that triennium. Once that Fellow has fulfilled the standard requirements for the new year, he/she will be eligible to receive an annual certificate of CPD participation. The Fellow will be automatically audited at the completion of the new triennium.
- 5.4 If the Fellow does not respond to the initial correspondence, a second, final, notification will be forwarded to the Fellow. More than one mode of communication will be employed (letter, email and/or telephone).
- 5.5 A Fellow who fails to respond to notifications will not receive a CPD certificate for that triennium. Once that Fellow has fulfilled the standard requirements for the new year, he/she will be eligible to receive an annual certificate of CPD participation. The Fellow will be automatically audited at the completion of the new triennium.

6. RECONSIDERATIONS, REVIEWS AND APPEALS

The College Reconsideration and Review Process (Regulation 30), and, finally, Appeals Process (Regulation 31) is available to individuals who are dissatisfied with the outcome of a determination in relation to this policy.

7. PROCEDURES, FORMS AND SUPPORTING DOCUMENTATION

Types of activities that qualify as professional development are detailed in Appendix 1.