

## **Australian and New Zealand College of Anaesthetists Continuing Professional Development SPECIAL CONSIDERATION POLICY**

### **1. OVERVIEW**

Special consideration will be granted retrospectively for circumstances considered compelling and/or compassionate (beyond the control of the participant which impacts on progress or wellbeing), that has impacted on a Fellows ability to meet the minimum CPD requirements within their CPD Triennium.

### **2. EXAMPLES**

- acute illness - e.g. hospital admission, serious injury, mental health issues
- loss or bereavement - e.g. death of a close family member, family relationship breakdown
- hardship/trauma – e.g. victim of crime or natural catastrophes, sudden loss of income or employment, unexpected severe disruption to normal arrangements.
- maternity/paternity leave

All applications will be assessed by the CPD Manager.

Special consideration will be granted in the form of credits / points awarded to the Fellows triennium. The amount of credits will be determined at the end of the triennium, in relation to what is outstanding and needs to be achieved.

Fellows may still be required to show they have completed some CPD in each year, and may be asked to spend time undertaking some self directed activities to boost their credit totals towards the minimum requirement, such as reflections, evaluations, reading etc.

All correspondence regarding a special consideration application will be handled in the strictest of confidence.

### **3. APPLICATION PROCESS**

1. Notify the ANZCA CPD team in writing addressed to the CPD Manager explaining circumstances, and which years of your triennium will be effected.
2. A response from the CPD Manager will be sent within 5 working days advising of the eligibility for special consideration at the end of your triennium, the CPD team will also provide advice on ways to boost your credit totals. The ANZCA CPD team will be in contacted with Fellows granted special consideration towards the end of your triennium to check progress.
3. Once special consideration is granted a formal letter from the ANZCA CPD team confirming the individual arrangement will be sent.

If you have any questions regarding the special consideration process please do not hesitate to contact the CPD Unit:

P: +61 3 9510 6299  
E: [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au)  
F: +61 3 9510 6786

ANZCA House  
630 St Kilda Road Melbourne VIC  
3004