

Toolkit on Preparing for CPD Audit

This toolkit is intended to help you prepare for audit by the College of your CPD activities. The ANZCA CPD Program allows a random sampling of up to 5% of the Fellowship to be audited on the accuracy of their CPD returns, compliance with requirements, and relevance of activities claimed.

WHY AUDIT?

An audit of participants is a necessary component of ongoing evaluation of the ANZCA CPD Program. Audits comply with requirements of Australian and New Zealand health regulatory bodies, and help to continually improve the Program to meet its objectives and be relevant to Fellows' clinical practices.

WHY ME?

Up to 5% of the Fellowship are randomly chosen to be audited. These few are chosen by pure chance, without any relationship to age, gender, geographical or hospital practice, or particular CPD activities.

WHAT IS THE PROCESS?

Your documentation of your CPD activities are examined by a panel of auditors who are Fellows appointed by the College. They will look at your:

- CPD Plan
- Implementation of CPD Plan
- Accuracy of your annual returns
- Validation and relevance of activities for the credits claimed
- Compliance with the CPD Program requirements

The auditors will be satisfied with the minimum credits required by the CPD Program, i.e. that you attain 40 credits every year with at least 10 credits in each of Category 1, 2, and 3. The auditors do not need to review all your activities, i.e. those that generate credits in excess of the minimum requirements will not be looked at.

WHAT DO I HAVE TO DO?

You will need to submit to the College the following:

- CPD Plan
- CPD Portfolio
- Documentation and evidence to support your claims for credits. The requirements are shown in the Table below.

For those with their unique system of filing documentation in a shoebox, it would be prudent each year to regularly review your records and "put things in order" (e.g. every one, two, or six months), rather like for an annual tax return.

Please note that you need only provide evidence for the minimum requirement of credits (see above). However, it may be prudent to submit evidence to support claims slightly over the minimum credit requirements, in case some of your claims are found to be invalid.

DOCUMENTATION AND EVIDENCE OF CPD ACTIVITIES

	Cat 1		Cat 2		Cat 3		Cat 4	
	L1	L2	L1	L2	L1	L2	L1	L2
Date of activity	•	•	•	•	•	•	•	•
Duration of activity (and Credits)	•	•	•	•	•	•	•	•
Name, nature, and/or topic of activity	•	•	•	•	•	•	•	•
Name and nature of meeting or provider	•	•					•	
Confirmation of enrolment (receipt)	•	•		•	•	•	•	
List of attendees by organizer - unaccredited activity	#	#			•	•	#	
Minutes of committee meetings							•	
Summary of report or full report if audited					•	•		
Define goals of activity and what was actually done		•			•	•		•
Name of reviewer/committee - Audit /Peer review						•		
Title of article, book, journal							•	
Proof of research involvement								•

WHAT ARE THE POSSIBLE OUTCOMES?

If you satisfy the auditors, you will be issued with the CPD Certificate of Completion. You will not be audited again for the next two CPD cycles (i.e. 6 years) even if your name randomly crops up again.

If you do not satisfy the auditors, you may have to complete more CPD activities for “catch up” credits before you are eligible for the Certificate of Completion.