



Continuing Professional Development

Mandatory compliance policy

1. Overview

This policy defines the Continuing Professional Development (CPD) compliance requirements for ANZCA and FPM fellows, ANZCA provisional fellows, Specialist International Medical Graduates (SIMGs) and other CPD participants of the Australian and New Zealand College of Anaesthetists (ANZCA) and Faculty of Pain Medicine (FPM) CPD program, in accordance with the ANZCA and FPM CPD standard.

According to the [MBA registration standard](#)/MCNZ Policy on recertification programs for doctors, trainees are considered to be completing CPD through their participation in the training program and are therefore included in the annual compliance report. If you are a trainee in interrupted training for a period greater than 6 months and if you are using your medical registration in some capacity, you are required to [complete CPD](#).

Compliance with CPD is a requirement in Australia for specialist registration by the Medical Board of Australia (MBA) and in Aotearoa New Zealand for recognition in a vocational scope of practice by the Medical Council of New Zealand (MCNZ).

For fellows and other CPD participants holding medical registration in Australia, CPD program compliance is reported to the MBA within six months of each year's end. This is in line with the college's accreditation as a CPD home by the Australian Medical Council.

CPD participants holding medical registration in New Zealand are reported to the MCNZ as and if non-compliance is identified.

2. Purpose

2.1 To facilitate the participation of fellows and other CPD participants in effective CPD relevant to their scopes of practice.

2.2 To demonstrate accountability of fellows and other CPD participants to the community by supporting high quality CPD and monitoring participation.

2.3 To comply with relevant legislation and other jurisdictional requirements.

3. CPD compliance

3.1 Compliance with CPD is mandatory for all ANZCA and FPM fellows holding medical registration in Australia and Aotearoa New Zealand.

3.2 Fellows residing outside Australia and New Zealand who are no longer maintaining their MBA or MCNZ registration but wish to maintain ANZCA and/or FPM fellowship and college membership, must fulfil the requirements of the applicable CPD standard in the country or countries where they practise medicine.

3.3 Applications for an exemption or a variation of CPD requirements will be considered for a leave of absence for a continuous period greater than 6 months within the same CPD cycle. All exemptions and variations applications are considered based on individual circumstances and are treated confidentially. The college will take appropriate steps to offer additional support to fellows and participants requiring an exemption or variation due to exceptional circumstances. Leave from practice may include, but is not limited to the following circumstances:

- parental leave
- carer's leave
- serious illness
- cultural leave
- personal leave or other circumstances.

3.4 Participants who are not fellows and have chosen to join the ANZCA and FPM CPD program as their CPD home have the same CPD compliance requirements as other participants.

4. CPD participation standards

4.1 The ANZCA and FPM CPD program is the only program recognised by ANZCA and FPM for the purpose of providing the annual certificate of CPD compliance.

4.2 The MBA requires that specialty medical colleges specify [high-level requirements](#) pertaining to their specialty. ANZCA's CPD program includes these high-level requirements as mandatory requirements for all fellows enrolled in their program. In Australia, if fellows enrol with an alternative program for CPD they are still required to complete these high-level requirements. For those based in New Zealand, the ANZCA and FPM CPD program is the only program recognised by MCNZ for doctors registered in the vocational scopes of anaesthesia and pain medicine.

4.3 All fellows and CPD participants in the ANZCA and FPM CPD program must comply with [program-level requirements](#).

4.4 The program accommodates fellows and other CPD participants who have no direct patient care and are engaged solely in clinical support activities (for example teaching, education, research, leadership and management) and are retaining medical registration in Australia or New Zealand.

4.5 If selected for the college's annual verification of activities (audit), fellows and other CPD participants must provide evidence of compliance with the ANZCA and FPM CPD Standard. This is facilitated by the online CPD portfolio where evidence can be uploaded as activities are recorded and where ANZCA and FPM events and teaching activities are automatically uploaded to the portfolio for participant confirmation.

4.6 All fellows and other CPD participants will be included in each annual selection for verification of CPD activities. This may result in individuals being selected in consecutive years. The selection is largely random, but fellows and other participants who were non-compliant with CPD requirements in previous years might be selected at the discretion of the CPD Committee. All fellows and other CPD participants who are selected in the audit will need to provide evidence of completion of their CPD activities. A certificate of compliance from an external CPD program will not be sufficient evidence for the purpose of the audit. Both ANZCA and FPM, and the MBA can audit CPD participants.

4.7 An annual certificate of CPD compliance is available through the online CPD portfolio provided that the fellow or other CPD participant demonstrates that they have met the minimum CPD requirements for their practice type.

4.8 CPD program-level and high-level requirements are clearly outlined on the college website, and in the ANZCA and FPM CPD Program handbook.

5. CPD Non-compliance

Should a fellow or other CPD participant fail to demonstrate compliance with the ANZCA and FPM CPD Standard, the following actions will be taken:

5.1 The college's CPD team will send notification to the fellow or other CPD participant informing them of the requirement to complete annual CPD requirements by 31 December.

5.2 The CPD team will notify fellows and other CPD participants of their overdue CPD requirements in January, February and March after completion of the relevant CPD cycle. The CPD team may offer to support fellows with applying for an exemption or a variation of CPD requirements, or by providing a short extension to complete data entry for completed CPD activities. Fellows and other CPD participants must complete CPD activities between 1 January and 31 December of the relevant CPD cycle, and any extension granted will only serve as a means to enter previously completed CPD activities into the portfolio.

5.3 If the fellow or CPD participant does not respond to correspondence by the end of March, a final notification will be forwarded by the college to inform them of their non-compliant status. More than one mode of communication will be attempted (email and/or phone).

5.4 The fellow or other CPD participant will be selected automatically for verification of CPD activities (audit) for the following year after they have not demonstrated compliance.

5.5 A fellow or other CPD participant who has been unable to comply with college requirements within three months of their final submission date will be notified to the Executive Director of Professional Affairs (DPA) in accordance with [Regulation 26 Standards of professional practice](#). For college fellows, non-compliance with CPD may ultimately result in withdrawal of fellowship.

6. Notification of regulatory bodies as required by them

6.1 In accordance with MBA requirements, all fellows and other CPD participants holding medical registration in Australia who are completing CPD with the college will be reported to the regulators six (6) months (i.e. 30 June each year) after the annual submission date (this includes compliant, non-compliant and/or exempted participants).

6.2 In accordance with MCNZ requirements, fellows and other CPD participants holding medical registration in Aotearoa New Zealand who are non-compliant with minimum CPD requirements will be reported to the MCNZ as they are identified.

7. Reconsiderations, reviews and appeals

7.1 Any individual who is dissatisfied with the outcome of a determination in relation to this policy can access the college [Reconsideration, Review and Appeals](#) processes under regulations 30 and 31.

Change control register

Version	Author	Approved by	Approval date	Sections modified
1	CPD Unit	Council	April 08, 2011	Created
2	CPD unit	Council	September 10, 2013	Updated to reflect ANZCA 2014 CPD Program framework alterations

3	CPD Team, Nadja Kaye, DPA education	FPM Board ANZCA Council	2022	Updated to reflect ANZCA 2023 CPD program framework
4	Giulia Mastrantoni, Kristy Grady	Council	September 2025	Updated to reflect evolving regulatory requirements and compliance processes

Implementation Date

15 September 2025