CPD handbook appendix 19

Verification of CPD activities

A random selection of 7 per cent of ANZCA and FPM fellows and other Continuing Professional Development (CPD) participants will be chosen in September each year.

If the participant is selected in the first or second year of their triennium:

- Only activities undertaken within the first year of the triennium will be verified.
- A list of the activities selected for verification will be provided to the participant, and if any of these activities do not already have supporting evidence recorded against them, the participant will be asked to provide that evidence to the CPD team by December 31 of that year. Any hard copy evidence submitted will be returned.
- These activities will be verified by the CPD team for accuracy, with the results of the verification process finalised by the end of March the following year.

If the college is unable to verify the activities, the participant will be automatically reselected for audit at the end of their next triennium.

If the participant is selected in the final/third year of their triennium:

Minimum triennial requirements will be verified:
- Completion of CPD plan.
- Practice evaluation: 100 credits (including two mandatory activities).
- Knowledge and skills: 80 credits.
- Emergency response: two activities.
- Minimum annual requirements: 30 credits.
- Completion of triennial evaluation.

If the activities selected for verification are incorrectly classified or the appropriate evidence is not provided, the participant will be asked to reclassify the activity or provide alternative evidence as needed by December 31 of that year. Any hard copy evidence submitted will be returned. The participant will be notified of the outcome of the verification process by the end of March the following year.

If a participant does not adhere to minimum annual requirements in any year of the triennium, they will be automatically reselected for audit at the end of their next triennium.