



# Australian and New Zealand College of Anaesthetists Continuing Professional Development Mandatory compliance policy

## 1. Overview

Compliance with Continuing Professional Development (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 and fellows of 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 is absent from practice due to medical, parental or carer's leave.
- 3.3 The program accommodates fellows who are engaged solely in clinical support activities (for example teaching, research or administration)

## 4. Participation standards

- 4.1 The ANZCA and FPM 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.
  - 4.1.1 All participants who administer anaesthesia and/or sedation or those who work in a practice environment where it would be expected that the practitioner would be able to respond to an emergency situation (for example vasovagal during an interventional pain procedure) must undertake the full program.
  - 4.1.2 FPM fellows whose practice is solely non-interventionist in nature may choose to do either the CPD program of their primary college, or category 1 and 2 of the ANZCA and FPM CPD program. They are exempt from category 3, Emergency response of the ANZCA and FPM CPD program.
  - 4.1.3 FFPMANZCA fellows who are not also ANZCA fellows whose practice is interventionist in nature are required to complete either the CPD program of their primary college plus category 3 of the ANZCA and FPM CPD program, or the entire ANZCA and FPM CPD program.
- 4.2 CPD participants are expected to produce evidence of compliance with the ANZCA CPD Standard if randomly selected for audit.
- 4.3 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 thirty credits of CPD activity for that year.
- 4.4 The triennial requirements are clearly outlined on the college website, and in the ANZCA CPD Program handbook.

## 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 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.
- 5.3 Fellows who respond (or fail to respond) to notifications, but are unable to comply 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 automatically be audited at the end of the next triennium.
- 5.4 If the Fellow does not respond to the initial correspondence, a final, notification will be forwarded to the fellow. More than one mode of communication will be employed (letter, email and/or telephone).
- 5.5 Continued non-compliance with CPD may ultimately result in withdrawal of Fellowship.

## 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.

### 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