



Australian and New Zealand College of Anaesthetists Continuing Professional Development Special consideration policy

1. Overview

Practitioners who fail to meet the minimum Continuing Professional Development (CPD) requirements due to exceptional circumstances may apply for special consideration. The ANZCA CPD Chair will assess all such applications. Examples of the types of circumstances that may be considered are: serious illness, loss or bereavement, hardship, parental leave.

2. Principles

Special consideration may be approved leading to the minimum requirements being waived for the applicable triennium. The waiver amount will be determined at the end of the triennium in relation to the projected short fall in CPD. Special consideration will be resolved on a case-by-case basis as determined by the individual circumstances.

Practitioners may still be required to show they have participated in 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 self-review and reading.

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 with an explanation of the circumstances, and which years of the triennium are affected. All correspondence will be forwarded on to the CPD Committee Chair.
2. A response from the CPD Team will be sent within 5 working days advising of the eligibility for special consideration applicable to the end of the relevant triennium.
3. Once special consideration is approved, written confirmation of the individual arrangement will be sent to the practitioner by the CPD Committee Chair.
4. The CPD Team will provide advice to assist with maximising credit totals. Towards the end of the triennium the ANZCA CPD Team will contact fellows who have been given special consideration, to check their progress.
5. If required a member of the CPD committee can provide advice and guidance for the CPD triennium following the period for which special consideration was granted.

If you have any questions regarding the special consideration process please do not hesitate to contact the CPD Team at cpd@anzca.edu.au or call +61 3 9510 6299.