



**CONTINUING PROFESSIONAL
DEVELOPMENT PROGRAM (CPDP)**

Information Manual



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Policy

Subject:	Continuing Professional Development Program
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The Royal College of Pathologists of Australasia (the College) has a mandatory requirement for Fellows, Fellows of Faculties and Affiliates of the College in active practice in Australia or New Zealand to participate in the RCPA Continuing Professional Development Program (CPDP) and for international members, to participate in the RCPA CPDP or an equivalent formally structured program in their country of domicile. Trainees and Overseas Trained Specialists (OTS)/Area of Need (AON) doctors undertaking additional training, examinations or assessment to attain Fellowship may also participate. The College's CPD Program has recently been strengthened in response to changes planned by medical registration authorities in Australia, New Zealand and many other countries with respect to the 'Revalidation' of medical practitioners to ensure ongoing competency to practice. Many of these changes relate to peer review, quality activities and scope and recency of practice.

Essential elements of the College's CPD program are described below. All details, forms and the Information Manual are available in the CPDP section of the College website <http://www.rcpa.edu.au/Education/Fellows-CPDP>

- The CPDP is developed, promoted, monitored and evaluated by the Board of Education and Assessment (BEA). Significant changes to the Program are endorsed by the Board of Directors.
- Activities undertaken for CPDP should reflect the participant's recent scope of practice.
- The CPDP requirement is for 500 hours over a 5-year cycle, commencing from the Fellow's first submission with a maximum of 200 hours accumulated in any one year.
- Participants working part time are required to complete the full number of hours for the Program.
- Fellows who are not up to date with respect to CPDP will not be given a Certificate of Good Standing if requested.
- Participants are required to maintain a suitable record of their CPDP activities.
- A summary of CPDP hours is to be submitted no later than 31 March of each year for activities undertaken in the previous calendar year.
- A Certificate of Participation, stating the number of hours of continuing professional development undertaken can be printed from the website for electronic submissions or will be provided for manual submissions received by the due date.
- A random audit of 10% of all New Zealand Fellows (Medical Council of New Zealand requirement) and 5% of all other Fellows' CPDP returns will be undertaken each year, requiring the individual submission of documentation as determined by the substantiation requirements set out in the RCPA CPDP Information Manual.
- Category A (Group Activities/Meetings) and Category B (Personal Study) elements of the CPDP both have a minimum requirement of 20 hours per annum with activities required from at least 2 of the codes in each Category in the Information Manual. Category C (Quality Activities) has a minimum requirement of 20 hours per annum with activities coming from at least 2 of the codes in the Information Manual, with the additional requirements for peer review as set out below.

- Participants are required to complete 20 hours per annum in Category C, of which 10 hours must be peer review activities. Suitable examples of peer review activities can be found in the Internal Quality Assurance Frameworks developed for each discipline available on the IQA section of the College website.
- All Fellows and Medical and Dental Faculty Fellows must individually participate in External Quality Assurance activities where appropriate activities/ programs exist for that Fellow's or Faculty Fellow's scope of practice. Individual enrolment in such programs is not required. Examples of some such programs for reference will be placed on the College website and participation in EQA qualifies under Category C activities.
- If a Fellow is unable to meet the requirements of RCPA CPDP, they currently may continue to be members and receive benefits of College membership, however it is the responsibility of each individual Fellow to report their CPDP non-participation and their recency of practice to the Australian Health Practitioner Registration Agency/ Medical Council of New Zealand or other regulatory authority at the time of renewing their annual registration and this may impact on their registration status.

CPDP and Joint/Dual Fellows in Australia and New Zealand

Submissions by Joint/Dual Fellows regarding participation in a program with another College/organisation will not be accepted as complying with RCPA requirements. All joint/dual Fellows must submit RCPA CPDP returns if they wish to continue to receive Participation Certificates or Certificates of Good Standing.

CPDP and international practitioners

To further clarify the requirements for practitioners outside Australia and New Zealand:

Fellows and Faculty Fellows who live in countries other than Australia and New Zealand and **are not** registered to practice medicine in Australia and/or New Zealand may participate in their country of domicile Pathology College/Organisation CPD Program and be compliant with the RCPA CPDP requirements. All such programs must be approved by the BEA. If however they wish to apply for Medical Registration in Australia or New Zealand, the College will only support this application if they can demonstrate at least 12 months of compliance with RCPA CPDP requirements.

Fellows or Faculty Fellows who live in countries other than Australia and New Zealand and **are** registered to practice medicine in Australia and or New Zealand must participate in the RCPA CPD program or apply to the BEA for possible special dispensation.

CPDP and recency of practice

Absence from active practice for this purpose is defined as a continuous period during which no or minimal practice in the relevant scope of practice is undertaken. In Australia, qualification as actively practicing with respect to the Medical Board of Australia (MBA) standard, consists of practice (within scope of practice) for a minimum total of four weeks full-time equivalent (38 hours/week max, part-time permissible) in one registration period or 12 weeks full-time equivalent over three consecutive registration periods.

From the College CPDP perspective, an allowable absence from practice may occur across two calendar years and CPDP hours can be accrued on return to active practice provided the absence does not exceed 12 months duration. Examples include parental leave, sick leave and long service leave.

The College expectation with respect to CPDP aligns with the MBA Recency of Practice Standard which further specifies the following requirements to be met prior to return to work according to

certain circumstances (for Australian practitioners there are also requirements regarding current registration status; for details see the MBA website):

- For medical practitioners absent from practice for up to 12 months, there are no additional requirements prior to recommencing practice
- Medical practitioners with at least two years' experience who are absent from practice for up to three years are required to complete the equivalent of one year's pro rata CPDP activities relevant to their scope of practice prior to recommencement
- Medical practitioners with at least two years' experience who are absent from practice for more than three years are required to submit to the BEA, prior to return to work, a prospective program of activities to demonstrate that their knowledge and skills will be maintained at a satisfactory standard. This may include working under supervision and completing specific education and/or assessment (see Policy 1/1997: Retraining). For Australian practitioners this plan must also be submitted to the MBA.
- For medical practitioners with less than two years' experience in their field of practice prior to a leave of absence of 12 months or more, the practitioner must work under supervision in a training position approved by the BEA. For Australian practitioners this plan must also be approved by the MBA.

Note for Australian practitioners, other new MBA Recency of Practice conditions apply for medical practitioners with limited or restricted registration and for medical practitioners intending to change their scope of practice.

Other CPDP Recommendations

Participation in training in the prevention and management of Bullying, Harassment, Sexual harassment and Discrimination is mandatory for all supervisors and examiners of the College (see Policy 12/1999 Anti-Discrimination, Harassment and Bullying) and it is recommended that this form part of all Fellows' CPDP.

Participation in education in Cultural Competency is a high priority for medical practitioners in Australia and New Zealand. The College provides an online module as an adjunct or alternative to employer-provided instruction and it is recommended that such education forms part of all Fellows' CPDP.

CPDP and Joint/Dual Fellows in Australia and New Zealand

As of 2016, submissions by Joint/Dual Fellows regarding participation in a program with another College/organisation will not be accepted as complying with RCPA requirements. All joint/dual Fellows must submit RCPA CPDP returns if they wish to continue to receive Participation Certificates or Certificates of Good Standing.

CPDP and international practitioners

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Fellows or Faculty Fellows who live in countries other than Australia and New Zealand and **are** registered to practice medicine in Australia and or New Zealand must participate in the RCPA CPD program or apply to the BEA for possible special dispensation.

RCPA and AMC Standards ‘Continuing Professional Development’

The RCPA CPD Program provides Fellows with CPD activities relevant to their learning needs, based on their current and intended scope of practice within pathology. RCPA has provided frameworks supporting fellows within their pathology practice, this aligning with the AMC Standards – ‘Continuing Professional Development’.

Under Section 9.1 of the AMC Standards “Continuing Professional Development” there is a NEW requirement:

9.1.4 The education provider requires participants to select CPD activities relevant to their learning needs, based on their current and intended scope of practice within the specialty (s). The education provider requires specialists to complete a cycle of planning and self-evaluation of learning goals and achievements.

Activities and Requirements

The RCPA CPD Program (CPDP) operates on a 500 hour 5-year cycle, with annual CPDP submissions per calendar year. The minimum requirement of 60 hours per year have been selected to provide guidance as a reasonable level of participation. A maximum of 200 hours can be accredited to a Fellow or Faculty Fellow in any one year.

The CPD Manual offers suggestions to the range of activities that could be included in a program designed to be executed by the individual pathologist. Fellows are encouraged to submit additional activities which, with the approval of the Board of Education and Assessment, may be added to the list over time:

There are three broad categories of activities;

*Participation of at least two different activities per category is required.

	<i>Minimum hours per annum</i>
A. Group Activities and Meetings	20 hours
B. Personal Study	20 hours
C. Quality Activities	20 hours (including 10 hours of peer review)

Category C includes a mandatory minimum 10 hours per annum of peer review. Peer review activities are classified under Code 63 of Category C. [The IQA Frameworks](#) provide a useful guide to suitable peer review activities.

For each calendar year, annual submissions are due by the 31st of March. However, the College encourages those participating in the CPD program to submit their CPDP hours in December of the appropriate calendar year. Certificates of Participation are available online for current and previous years.

Activity Guidelines

Each activity is allocated a specific category and code number. As you record each of your activities, consider which category and code is most applicable. If you find that the activities listed in the tables do not describe your activity accurately, you may enter the activity under “Other”. If you are unsure whether an activity qualifies for the CPD program, please contact the College.

Some activities have been specifically limited to a number of hours to ensure balance across activities.

CATEGORY A: Group Activities/Meetings

Code	DESCRIPTION	NOTES	SUBSTANTIATION
<p>Minimum 20 hours per annum</p> <p>At least two different types of activities to be undertaken</p> <p>Activities not listed in table, enter under “Other”</p>			
1	Participation in practice-based or educational activities.		Statement from head of department, flyer or diary entry. Record topic, date and duration.
2	Institutional based educational activities (e.g. grand rounds and Visiting Lectureship Overseas		Statement from head of department, flyer or diary entry. Record topic, date and duration.
3	Small group learning activities; e.g. journal club.		Diary entry; or statement from head of department. Record date, duration, list of articles reviewed or learning topics.
4	Local, national or international conferences, courses, seminars, workshops and forums.	Fellows are urged to attend at least two special society meetings and two Pathology Update meetings in a five-year cycle.	Certificate of attendance; or registration receipt; or scientific program.
5	Participation on committees related to clinical governance. Examples include drugs and therapeutic committees, workplace health and safety committees, infection control committees, transfusion committees and ethics committee meetings.	These activities might also be suitable for recording as a quality activity. Do not enter the same activity into more than one category.	Invitation to participate from Chair; or list of meeting dates for the year; or statement from head of department; or committee terms of reference; or diary entry. Record the dates and duration. Do not submit minutes or agendas.
20	Other activities not listed above.	Provide a short description of the activity.	Record the date(s), duration and topic.

CATEGORY B: Personal Study, Teaching and Research

Code	DESCRIPTION	NOTES	SUBSTANTIATION
Minimum 20 hours per annum At least two different types of activities to be undertaken Activities not listed in table, enter under "Other"			
21	Literature review undertaken in day-to-day practice or in preparation for teaching, presentations, publications or research project.	Include only the actual period of reading and reflection. See additional notes below.	Statement of topic; or lists of references reviewed. Record date(s) and duration.
22	Preparation and delivery of a lecture, tutorial or other teaching activity.	Maximum of two hours per individual activity. This is the actual time used to make PowerPoint slides, overheads, lecture notes etc. See additional notes below.	Advertising flyer for lecture etc; or invitation letter; or statement from head of department.
23	Oral or poster presentation at a scientific meeting.	Maximum of three hours per presentation. See additional notes below.	Advertising flyer; or scientific program; or letter of invitation; or statement from head of department.
24	Reviewer for journal articles, scientific papers or grant applications.	For peer-reviewed journals or research grants. Maximum of one hour for each article or application.	Letter of invitation. Please ensure confidential or identifying information is removed.
25	Publications - journal articles, book chapters or monographs etc.	Maximum of three hours for each paper, book chapter or book or monograph. See additional notes below.	Reference.
26	Writing Assessment Modules.		Copy of the module; or synopsis.
27	Development of individual learning plan or project.	See additional notes below. Maximum of one hour per plan developed.	Copy of plan.
28	Web-based activities. E.g. Self-assessment programs; Pod casts.		Reference; or copy of program; or outline.

29	Site visits for development of skills, techniques or management.	Maximum of six hours per day.	Letter of arrangement; or statement from head of department.
30	Slide/ case reviews in preparation for teaching; please note this is not a peer review activity (e.g. MDT), as the preparation is for educational purposes		Diary entry; or advertising flyer, or statement from Head of Department. Record date, topic and duration
31	Formal study. E.g. from universities (Master or PhD) or professional organisations.	Recognised educational institution or professional body. Study should be relevant to scope of practice.	Receipt of registration; or certificate of attainment; or copy of assessment results.
50	Other activities not listed above.	Provide a short description of the activity.	Record the date(s), duration and topic.

Code 21, 22, 23 and 25 activities

A Fellow may spend 10 hours reviewing the literature in preparation of a lecture or a journal article or a poster presentation. The 10 hours of literature review would be accredited under code 21. The actual preparation of the PowerPoint presentation for the lecture or the lecture notes would be accredited under code 22, or code 25 for a journal article or code 23 for a poster presentation.

Code 27 activities

A learning plan or project involves the identification of a specific and substantial learning need and the development of a plan to meet that need. Accreditation under this code is for the development of the plan itself. Individual activities to be undertaken as part of the plan would be accredited under these codes. For example, the plan may include a review of the literature (code 21), attendance at a relevant international workshop (code 4) and visit to a laboratory for hands-on experience in a technique (code 29).

CATEGORY C: Quality Activities

Code	DESCRIPTION	NOTES	SUBSTANTIATION
<p>Minimum 20 hours per annum</p> <p>At least 10 hours of peer review activities and at least 10 hours of another Category C activity</p> <p>Activities not listed in table, enter under “Other”</p>			
51	Participation as an examiner, RCPA or other specialist College (please note this is not for a University College)	Actual time spent in activity	<p>Letter of invitation; or statement of activity.</p> <p>Record date, duration and discipline.</p>
52	Participation in quality assurance activities, including QAP or self- assessment programs (EQA's)	Includes management review of QAP results individually.	<p>Statement from head of department; or confirmation of enrolment in self-assessment program or Individual certificate of participation.</p>
53	Quality Project: e.g. clinical audit – see Section 2 of the IQA framework	This is an activity either directed at an individual's practice or part of the department or laboratory.	<p>Details of project, including aims, methods, results and conclusions.</p> <p>Do not include confidential information.</p>
54	Laboratory visit for benchmarking purposes		<p>Confirmation of arrangements.</p>
55	Membership of a QA committee. (Includes not only formal QA committees, but infection control committees and drug committees). Refer to Code 5 also.	Hours spent on the committee.	<p>Letter of invitation; or schedule of meetings; or diary entry; or statement from head of department.</p> <p>Record date(s) and duration.</p> <p>Do not include minutes or agendas.</p>

56	Participation in laboratory audit, including NATA inspections and ACHS surveys		Letter of invitation. Please block out any identifying or confidential information.
57	Participation in national quality activities. E.g. ACHS Clinical indicator reporting, Australian Commission on Safety and Quality in Healthcare project participation, QUPP project participation eg RCPA Structured reporting of Cancer or PITUS projects.		Correspondence with the organisation. Please block out any identifying or confidential information
58	Participation in incident monitoring. Eg KIMMS.		Non-confidential notes. Record date(s) and duration.
59	Clinical or case audit		Record date(s), duration and topic.
60	Preparation for expert witness or presentation of forensic evidence in court.		Letter of request. Record date(s), duration.
61	Development or assessment of materials, relevant to pathology, for education and training for RCPA or other organisations. Please note that this does not include registrar training	Examples include review of external materials for suitability for use by RCPA; de novo development of training modules or slide sets.	Letter or request or receipt or acknowledgement Record topic and date of finalisation or submission.
62	Participation in committees, working groups of the College; acting as College nominee or representative on committees of regulatory or other institutional bodies; or provision of individual input to specific issues.	For example, participation in credentialing committees, MSAC (Medical Services Advisory Committee)	Schedule of meetings; letter of nomination or invitation; request for assistance from the College.
63	Peer Review Activities	Refer to Section 1 of the IQA frameworks	
100	Other activities not listed above.	Provide a short description of the activity.	Record the date(s), duration and topic.

Please note that category C activities do not refer just to quality assurance activities in a restricted sense of the term, but also include professional, governance or accreditation activities. The latter are activities which contribute amongst other things to improved patient outcomes or to improving the standards of pathology practice.

- Code 63 activities: for examples, refer to the [IQA Frameworks](#) section of the RCPA website, including one covering Management and Academic Pathology.

Submitting CPDP Activities

The College encourages all fellows to use the web-based CPDP tool to submit logbook entries or an annual return.

- CPDP Annual return: one submission that includes all required hours for the appropriate calendar year.
- Logbook CPDP Entries: submission of individual entries, likely to be submitted throughout the year. Each activity has an appropriate code, and a description must be included.

You must log onto the website to submit and/or finalise your annual CPDP. If you do not have a username and password, please contact the College on cpdp@rcpa.edu.au

To submit an annual return:

- Select the “CPDP Annual return” button in the CPDP tool box at the bottom of the webpage
- Select the correct CPDP year, date of submission (which must be a date in that calendar year) and program type
- Enter the hours in each category, and ensure to tick the peer review box
- Upload up to three attachments or add a description if preferred
- Finalise entry: if unsuccessful, an error message will be triggered. If successful, you will be automatically re-directed to the “All Activities” page.
- Your entries will be displayed as “finalised”

To submit and finalise logbook entries:

- Select the “Logbook CPDP entry” button in the CPDP tool box at the bottom of the webpage
- Select the correct CPDP year, date of submission (date of activity that year) and program type
- Select the correct category and code for the activity from the drop-down menu
- Enter in the time in hours and minutes
- Type in a description (mandatory) and upload an attachment if you wish (optional)
- Submit your entry: if unsuccessful, an error message will be triggered. If successful, you will be automatically re-directed to the “All activities” page.
- Your entries will be displayed as “submitted”
- When finalising your logbook entries for the year, select the “All Activities” page, and select “Finalise CPDP Year”.
 - If you have not met the minimum requirements, you will not be able to finalise your entries

The CPDP annual activity summary form is also available to download from the main CPDP webpage. You may send this to the College for a manual submission.

Please note that there are resources available on the RCPA website which includes templates for recording IQA activities, at: <https://www.rcpa.edu.au/Library/Practising-Pathology/IQAFW/GenInf>

Audit

One of the three CPD program categories is chosen by the Board of Education and Assessment for the annual audit. 10 % of all New Zealand Fellows (Medical Council of New Zealand requirement) and 5% of all other Fellows are randomly chosen for audit.

Being chosen for an audit one year does not exempt those participants from audit in subsequent years. In anticipation of an audit, the personal documentation of CPDP activities should be maintained.

At the conclusion of the audit, documents are either sent back to the participant or destroyed after 12 months.

Personal Documentation of CPDP Activities

It is essential that you keep an organised record of your activities to substantiate your submission in the event of an audit. Documentation should be kept with your records as proof of participation.

Activities can be progressively recorded online, using the logbook function, or manually in an Excel Recording Sheet, which the College can provide. Refer to "Submissions" for more detail. Maintaining a diary of activities is also strongly advised.

The minimum data that should be recorded is:

- Date of the activity.
- Topic/title/description of the activity.
- Category to which the activity belongs (please refer to activity guidelines for the correct category and code)
- Number of effective hours (i.e. hours of actual benefit).

In addition, you are strongly encouraged to record the following details:

- Reference (for journal articles or websites) or source of the activity (e.g. meeting organiser).

Examples of substantiation requirements include:

- A program, certificate of attendance or registration receipt from a conference or meeting.
- For in-service education, copies of diary entries or statement of attendance from department head.
- For lectures or tutorials given, invitation or confirmation letter, or advertising flyer.
- Reports or evaluations of projects or learning plans.
- Result notification or certificate of attainment for formal education activities.
- Abstracts for oral presentations, poster presentations or journal articles written.
- Copy of timetable for lecture series.
- Notes on quality activities.
- For recurrent activities, a summary statement from head of department.

Please note that diary entries and/or logbook entries can be submitted in part as substantiative evidence for the CPDP audit. However, the entries must also be accompanied by alternative evidence that substantiates the minimum requirement. Ergo, 20 hours of activities.

More examples can be found in the Activity Guidelines section. Please ensure that documents do not contain any confidential or patient-identifying information.

CPDP and Joint/Dual Fellows of Australia and New Zealand

The College no longer accepts CPDP certificates or 'sign offs' from other Colleges' CPD programs as complying with RCPA requirements. For many Joint Fellows, compliance with RCPA CPDP will only require re-documenting activities that they currently already record for other Colleges. Others will need to consider their scope of practice in laboratory medicine when planning and recording their CPDP and peer review activities for the year (see IQA Framework information below).

Leave and Exemptions (Recency of Practice)

New Fellows are granted a CPDP grace period. The first year of CPDP Participation is the calendar year following your admission to Fellowship of the RCPA.

Fellows who take extended leave from pathology practice may be granted an exemption to the CPD program. An allowable absence from practice may occur across two calendar years and CPDP hours can be accrued on return to active practice provided the absence does not exceed 12 months duration.

The College expectation with respect to CPDP aligns with the MBA Recency of Practice Standard which further specifies the following requirements to be met prior to return to work according to certain circumstances, please refer to the CPDP Policy for further information.

Reference Documents

The following College documents are relevant to CPDP. Practitioners are encouraged to refer to them. They are available on the website.

- [Privacy Policy](#)
- [CPDP Policy](#)
- [Role of the Pathologist](#)
- [Curriculum](#)
- [CPDP Annual Activity Summary](#)
- [IQA Information Frameworks](#)
- [Disclosure of Personal Information Policy](#)

Frequently Asked Questions

When is my CPDP annual summary submission due?

Submissions are due by March 31 for the preceding year's record. If you decide to submit progressively throughout the year you should be ready to finalise your return by end of March for the preceding calendar year.

I am also a Fellow of another College, how do I comply with the RCPA CPD Program?

For some Fellows, compliance with RCPA CPDP may only require re-documenting activities that they already currently record for other Colleges. However, to comply with the RCPA program, Fellows must follow the requirements as detailed in this booklet. For Fellows working outside Australia or New Zealand, participation in approved local programs is acceptable. Others will need to consider their scope of practice in laboratory medicine when planning and recording their CPDP and IQA activities for the year. We encourage you to visit the College website for both CPDP and IQA Framework via the links above for guidance.

What are some examples of Quality Activities (Category C)?

This category has a 20 hour annual requirement, including 10 hours of peer review activities. It includes such things as quality assurance activities; development or assessment of training (relevant to pathology); participation in committees or working groups of the College or other institutions. Clinical audits such as slide reviews are included as is providing an expert witness presentation in court. Also providing a case to the College eCases library is a quality activity (find details under the Library menu on the home page of the website.) See Activity Guidelines for full guidelines.

What will happen if I don't submit my CPDP hours each year?

Your employer may ask for proof of participation which may affect your employment status. The Medical Board of Australia continues to strongly signal that it will be introducing measures (sometimes referred to as "revalidation") to not only ensure continuing education in your scope of practice, but also competence in the areas in which you practice. The MBA has also recently indicated that it will be enlisting the help of Colleges for guidance in appropriate activities for assuring individual specialist practitioner competence. In anticipation of this, the College has pro-actively established frameworks for Internal Quality Assurance for all disciplines. The Board has mandated that 10 additional hours of peer review activities is to be submitted under Category C in the CPD program as of 2017. IQA Frameworks for all disciplines outlines this requirement. It is essential for all Fellows to comply with the new structure. To align with this initiative, the CPDP and Information Manual will undergo some re-design over the coming months.

Fellows who do not comply with the College's CPDP requirements may be investigated for non-compliance in accordance with the Disclosure of Personal Information Policy. Based on the outcome of such investigation the Board of the College may determine that disclosure to AHPRA of a Fellow's non-compliance with the College's CPDP may be justified.

Disclosure of a Fellow's personal information to AHPRA is permitted under rule 15.2 of the College Constitution.

Before contacting AHPRA, you will be given written notice pursuant to section 2.3(2)(b) of the Disclosure of Information Policy, that disclosure to AHPRA is being considered. You will then be given the opportunity to either update your CPDP records or provide an explanation in relation to your apparent non-compliance. The Board will then determine whether a notification to AHPRA is appropriate or other action is required, and the College will notify you accordingly.

How do I obtain my CPDP certificate?

If you submit online, you can print your certificate(s) from the CPDP Activity 5 Year Summary webpage. If you submit manually, you will receive your certificate as an email attachment.

What is a good example of how Fellows are keeping their CPDP records?

The upgraded website has an online progressive recording facility where Fellows can enter their hours for each activity in any category throughout the year. These activities reach the College database and Fellows finalise their return for the previous calendar year by March 31. If you prefer, the CPDP Recording Sheet on the RCPA website is an Excel spreadsheet that you can download and add to throughout the year. Please keep documentary evidence of your participation in activities in case of random audit selection.

What is a practice profile?

A practice profile is a brief description of your current professional activities. For example, you may be lecturing part-time, performing diagnostic laboratory work and have management responsibilities. Your practice description is a statement to accompany your audit material. Here is an example:

My practice profile is that I am one of three pathologists currently working in (location) for (laboratory). I am a General Pathologist, but most of my work is in Anatomical Pathology. I also prepare and give lectures in pathology to medical students who are in the rural medicine program run by (University).

HEALTH PRACTITIONER REGULATION NATIONAL LAW (NSW) - SECT 128

Continuing professional development

128 Continuing professional development

A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

A contravention of subsection (1) by a registered health practitioner does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken.
In this section-

"Registered health practitioner" does not include a registered health practitioner who holds non-practising registration in the profession