



# Continuing Professional Development

## Special Consideration Policy

### 1. Overview

Fellows and other CPD participants who fail to meet minimum CPD requirements due to exceptional circumstances may apply for special consideration. Examples of circumstances that may be considered are serious illness, loss or bereavement, hardship, and extended leave of absence from professional duties (e.g. parental or other leave). Special consideration is resolved on a case-by-case basis as determined by individual circumstances.

These applications will be treated discretely and with compassion. If required, the college offers support through the CPD team and through the ANZCA doctors support program. If needed, your general practitioner is an important first point of contact.

### 2. Principles

If special consideration is approved, minimum requirements may be waived or adjusted for the applicable year (or years, noting that you will need to notify the college CPD team if circumstances continue and multiple years are impacted). Final CPD requirements for that year will be determined at year's end.

Depending on the circumstances, a practitioner may still be required to demonstrate some participation in CPD. They may be asked to spend time undertaking self-directed activities to boost their annual hours towards the minimum requirement. This may require activities such as the CPD plan, online learning, professional reading and the annual evaluation.

### 3. Application process

The following is the optimal process, although we recognise that these steps may need to be altered, depending upon the circumstances.

1. Notify the CPD team in writing with an explanation of the circumstances, before the end of the impacted year if possible. Provide relevant supporting documentation such as medical certificates, as relevant.
2. Where possible, update your online CPD portfolio to reflect all completed CPD activities for that year before application. An up-to-date portfolio is required before correspondence is forwarded to the CPD Committee chair. The CPD team can assist with this.
3. The CPD team will respond within five working days advising you of your eligibility for special consideration.
4. The ANZCA and FPM CPD Committee chair will assess all eligible applications.
5. Once approved, you will receive written confirmation of your individual arrangements for the anticipated period requiring special consideration. An end date will be in this correspondence, following which your requirements will revert to usual.

6. If you require consideration beyond the period approved, notify the CPD team in writing with a further application. This can be truncated if the reason is the same. Please include any further supporting documentation.

The CPD team will provide advice to assist with maximising your opportunities for CPD participation. If required, a member of the CPD committee can give advice and guidance for the CPD year following the period for which special consideration is granted.

See also [Taking a career break and returning to anaesthesia practice](#) on the college website. This includes considerations of recency of practice and the need for a return to practice plan. It is recommended that you seek advice from the medical board or council should you be on extended leave from practice.

If you have any questions regarding the special consideration process, please do not hesitate to contact the CPD team:

+61 3 9510 6299  
[cpd@anzca.edu.au](mailto:cpd@anzca.edu.au)

ANZCA House  
630 St Kilda Road Melbourne  
VIC 3004

### 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<br>ANZCA Council | 2022               | Updated to reflect ANZCA 2023 CPD program framework             |