



Continuing Professional Development

Mandatory compliance policy

1. Overview

This policy defines the Continuing Professional Development (CPD) compliance requirements for ANZCA and FPM fellows, ANZCA provisional fellows, Specialist International Medical Graduates (SIMGs), rural generalist anaesthetists, Diving and Hyperbaric Medicine (DHM) specialists and other CPD participants of the Australian and New Zealand College of Anaesthetists (ANZCA) and Faculty of Pain Medicine (FPM) CPD program, in accordance with the ANZCA and FPM CPD standard.

Compliance with CPD is mandated by ANZCA and FPM and is a requirement in Australia for specialist registration by the Medical Board of Australia (MBA) and in Aotearoa New Zealand for recognition in a vocational scope of practice by the Medical Council of New Zealand (MCNZ).

For fellows and other CPD participants holding medical registration in Australia, CPD program compliance is reported to the MBA within six months of each year's end. This is in line with the college's accreditation as a CPD home by the Australian Medical Council.

CPD participants holding medical registration in New Zealand are reported to the MCNZ as and if non-compliance is identified.

2. Purpose

2.1 To facilitate the participation of fellows and other CPD participants in effective CPD relevant to their scopes of practice.

2.2 To demonstrate accountability of fellows and other CPD participants to the community by supporting high quality CPD and monitoring participation.

2.3 To comply with relevant legislation and other jurisdictional requirements.

3. CPD compliance

3.1 Compliance with CPD is mandatory for all ANZCA and FPM fellows holding medical registration in Australia and Aotearoa New Zealand.

3.2 Fellows residing outside Australia and New Zealand who are no longer maintaining their MBA or MCNZ registration but wish to maintain ANZCA and/or FPM fellowship and college membership, must fulfil the requirements of the applicable CPD standard in the country or countries where they practise medicine.

3.3 Special consideration, exemptions, or variations of CPD requirements, may be applied for when a fellow or other CPD participant is absent from practice due to extended medical, bereavement, parental, carers or other leave.

3.4 Participants who are not fellows and have chosen to join the ANZCA and FPM CPD program as their CPD home have the same CPD compliance requirements as other participants.

4. CPD participation standards

4.1 The ANZCA and FPM CPD program is the only program recognised by ANZCA and FPM for the purposes of providing the annual certificate of CPD compliance.

4.2 Fellows and other CPD participants holding specialist medical registration for anaesthesia and/or pain medicine practice must meet the college's high-level CPD requirements. These high-level CPD requirements need to be met if fellows and other CPD participants complete their CPD at an external CPD home.

4.3 All fellows and CPD participants who undertake direct patient care must undertake the program under the clinical practice type.

4.4 The program accommodates fellows and other CPD participants who have no direct patient care and are engaged solely in clinical support activities (for example teaching, education, research, leadership and management) and are retaining medical registration in Australia or New Zealand.

4.5 If randomly selected for the college's annual verification of activities (audit), fellows and other CPD participants must provide evidence of compliance with the ANZCA and FPM CPD Standard. This is facilitated by the online CPD portfolio where evidence can be uploaded as activities are recorded and where ANZCA and FPM events and teaching activities are automatically uploaded to the portfolio for participant confirmation.

4.6 All fellows and other CPD participants will be included in each annual random selection for verification of CPD activities. This may result in individuals being selected in consecutive years.

4.7 An annual certificate of CPD compliance is available through the online CPD portfolio provided that the fellow or other CPD participant demonstrates that they have met the minimum CPD requirements for their practice type.

4.8 CPD requirements are clearly outlined on the college website, and in the ANZCA and FPM CPD Program handbook.

5. CPD Non-compliance

Should a fellow or other CPD participant fail to demonstrate compliance with the ANZCA and FPM CPD Standard, the following actions will be taken:

5.1 The college CPD team will send notification to the fellow or other CPD participant informing them of their failure to demonstrate annual CPD compliance by the 31 December submission date and seek a response. This correspondence will include the minimum CPD requirements of the MBA or MCNZ for registration and college expectations.

5.2 The CPD team will offer the fellow or other CPD participant assistance to comply with regulatory body and college CPD requirements, with a grace period of three (3) months after the annual submission date (i.e. by 31 March of the following year). A fellow or other CPD participant who is unable to comply with minimum requirements, whether or not they respond to the notification, will not receive an annual CPD compliance certificate.

5.3 If the fellow or CPD participant does not respond to correspondence during the grace period, a final notification will be forwarded by the college. More than one mode of communication will be employed (letter, email and/or phone).

5.4 The fellow or other CPD participant will be selected automatically for verification of CPD activities (audit) for the year in which they have not demonstrated compliance.

5.5 A fellow or other CPD participant who has been unable to comply with college requirements within three months of their final submission date will be notified to the Executive Director of Professional Affairs (DPA) in accordance with Regulation 26 Standards of professional practice. For college fellows, non-compliance with CPD may ultimately result in withdrawal of fellowship.

5.6 Once the fellow or other CPD participant has fulfilled minimum CPD requirements for the following year (i.e. after the year or years of non-compliance), they will be eligible to receive an annual certificate of CPD participation for the year in which they are compliant.

6. Notification of regulatory bodies as required by them

6.1 In accordance with MBA requirements, all fellows and other CPD participants holding medical registration in Australia who are compliant with annual minimum CPD requirements will be reported to the regulators six (6) months (i.e. 30 June each year) after the annual submission date.

6.2 In accordance with MCNZ requirements, fellows and other CPD participants holding medical registration in Aotearoa New Zealand who are non-compliant with minimum CPD requirements will be reported to the MCNZ as they are identified.

7. Reconsiderations, reviews and appeals

7.1 Any individual who is dissatisfied with the outcome of a determination in relation to this policy can access the college reconsideration, review and finally appeals processes under regulations 30 and 31.

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 ANZCA Council	2022	Updated to reflect ANZCA 2023 CPD program framework