



Verification Check

Did you know?

- 10% of Fellows are randomly selected for a Verification Check each year.
- 28 Fellows will be checked in 2008.
- Fellows must successfully complete their Verification Check to retain their Fellowship.
- If your current CPD period ends in 2008 this could be you!

Are you prepared?

The Verification Check Process

Who is selected and how?

A random number generator is used to select 10% of Fellows who are completing their three-year CPD period in 2008.

Is anyone excluded?

No. Even Fellows who have completed a Verification Check previously may be selected.

When am I notified?

If you are selected you will be notified at the end of your three-year CPD period.

What happens if I am selected?

You will be sent a Verification Pack with your notification letter and you will have six weeks to provide sufficient documentation to verify your CPD activities during your three-year CPD period.

You must provide this documentation to retain your Fellowship and enter your new three-year CPD period.

If you cannot provide this documentation your case may be referred to the CPD Chair or the Fellowship Review Committee.

Turn over
for more
information
& tips

Important Information

All Fellows are encouraged to retain and maintain documentation of their CPD activities throughout their three-year CPD period.

Acceptable documentation :

- ✓ RANZCOG worksheets and templates.
- ✓ Certificates of attendance.
- ✓ Signed letters from meeting organisers or Heads of Departments.
- ✓ Receipt of fees paid for meetings or journals.

Unacceptable documentation:

- ✗ Conference invitations, invoices or brochures.
- ✗ Agendas.
- ✗ Any documentation with identifying patient information.
- ✗ Diary entries.

We have developed a Verification Pack that includes easy to use worksheets and templates to help you document your CPD activities.

Extra copies are available from College House or on our website:

College Staff are happy to answer any questions you may have about the Verification Check.

Please contact:

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Clinical Meetings
Template

Teaching Template

Practice Review
Worksheet

<http://www.ranzcoг.edu.au/fellows/cpdverification.shtml#templates>

More information about the Verification Check is available on the Frequently Asked Questions section of the RANZCOG website:
www.ranzcoг.edu.au/fellows/cpdfaqs