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General

When does my 3-year CPD period begin?

Fellows/Subspecialists are required to accrue 150 points in Continuing Professional Development activities per three-year cycle. A minimum of 25 of those points must be in the area of Practice Review and Clinical Risk Management (PR&CRM.)

Your first 3-year CPD program begins on the day you become a Fellow of the College. Your current CPD period time frame is located at the top of your Annual Points Claim Form next to “*Current Period Dates*”.

How many points do I need?

You need to gain a total of 150 CPD points over your 3-year period, of which a minimum of 25 must be obtained in the practice review and clinical risk management (PR&CRM) category. You can, if you wish, claim all your 150 CPD points in the PR&CRM category. Furthermore, you can only claim a maximum of 75 points in each of the following categories: Educator Activities, Meeting/Conference Attendance and Self Education Activities.

How do I know how many points I have already claimed/have yet to collect?

Each year after you submit your Annual Points Claim form, you will receive a document detailing your points status. You can also contact CPD or PR&CRM staff at College House who can give you an up-to-date account of your point's situation. Contact details are found at the end of these FAQs.

Do I need to send verification documentation regarding my activities to the College?

In the majority of cases the College does not require you to send verification documentation however; you should keep all documentation for your activities in case you are randomly selected for a Verification Check. The number of points you are claiming should simply be listed on your Annual Points Claim form.

I work part-time, what are my requirements?

This issue has been repeatedly addressed by the CPD Committee. The CPD Committee is consistent in their decision that due to patients expecting the same level of care from a part-time practitioner as that of a full-time practitioner, Fellows of RANZCOG should have the same CPD requirements, regardless of their practice profile.

I am thinking of retiring, what happens to my CPD requirements?

Until you submit a signed retirement declaration form to the College, you must continue to participate in the CPD program. For more information on retirement please contact the College or visit the following section of the website:

www.ranzcog.edu.au/fellows/cpdretirement.shtml

I am practising or planning to practice overseas. What are my CPD requirements?

Your CPD requirements are the same as all other Fellows unless you are participating in an alternative CPD program by an approved provider (eg. RCOG, HKCOG, RCPSC). Each year when you receive your subscription notice, you need to provide evidence that you are currently in another CPD program. This also reduces your annual subscription fee by 50%. You will begin a new 3-year CPD period when you return to practice in Australia or New Zealand.

Do Provincial Fellows have different CPD requirements?

There are no different CPD requirements for Provincial Fellows.

I have been sick or been absent from medical practice on maternity/paternity leave. Can I get an extension to my CPD period?

Requests for an extension of 6-12 months can be made in writing to the Chairman of the Continuing Professional Development Committee (CPDC). Proof of maternity/paternity leave, ill health or exceptional circumstances must be supplied. Requests greater than 12 months will be considered by the full CPDC, which meets three times a year (March, July and November). If you are absent from practice for a period greater than 2 years please see the Re-entry Guidelines which can be found on the College website or contact CPD staff at College House for a copy to be sent to you:

www.ranzcog.edu.au/publications/collegestatements.shtml

I am behind in my paperwork or need extra time to complete my CPD requirements. Can I get an extension to my CPD period?

Requests for an extension of 3 months must be made in writing to the Chairman of the Fellowship Review Committee (FRC). Requests for an extension greater than 3 months will be considered by the full FRC, which usually meets three times a year (March, July and November).

What if I do not complete my CPD requirements despite being granted an extension?

Your case will be considered by the Fellowship Review Committee (FRC).

What happens at the end of my 3-year CPD period?

If you have completed your CPD requirements (150 points including a minimum of 25 in the PR&CRM category), you will receive your Fellowship certificate and details of your next 3-year CPD period.

What is the random Verification Check?

The random Verification Check is a process whereby Fellows are asked to provide verification documentation for activities claimed during their three-year CPD period. This check is conducted annually on a random 10% of Fellows who completed their 3-year CPD period in that year. For more information, see the Verification Check section of these FAQs.

Who do I contact for more information regarding general CPD issues?

Please contact CPD or PR&CRM staff at College House. Contact details are found at the end of these FAQs.

Annual Points Claim (APC) form

What is the Annual Points Claim (APC) form?

The Annual Points Claim (APC) form is a double-sided form on which Fellows must list and claim points for their Continuing Professional Development activities completed in the previous year.

When is my Annual Points Claim (APC) form sent to me?

The Annual Points Claim (APC) form is sent to you:

- on the 1st anniversary (12 months in) of your current CPD period
- 2nd anniversary (2 years in)
- 2 months prior to the end date of your current CPD period.

When do I have to submit my Annual Points Claim (APC) form?

You have 6 weeks from the date of the covering letter to return the APC to College House. By submitting the APC, (even if it is blank), we can confirm that you are participating in a CPD program. Many jurisdictions require evidence of participation in CPD. The APC is to be submitted annually.

Do I need to send documentation regarding my activities to the College with my APC?

You do not need to send your documentation with your Annual Points Claim form. However, you should keep all documentation for your activities in case you are randomly selected for a Verification Check. The number of points you are claiming should simply be listed on your Annual Points Claim form.

I have not claimed an activity on my previous Annual Points Claim (APC) form. Can I claim it on my next APC form?

Yes, but only if you participated in the activity during your current 3-year CPD period. Your current CPD period time frame is located on the top of the APC next to "Current Period Dates."

Can I carry over extra CPD points to my next 3-year CPD period?

No, the CPD Committee does not approve points to be carried over from one CPD period to the next 3-year CPD period.

Who do I contact for more information regarding the Annual Points Claim form?

Please contact Val Spark, Continuing Professional Development Co-ordinator at College House.

Practice Review and Clinical Risk Management (PR&CRM)

How many points do I need in the PR&CRM category?

For each 3-year CPD period, you need to collect a minimum of 25 points in the PR&CRM category.

Can I claim all my CPD points in the PR&CRM category?

Yes. The minimum requirement is 25 points in PR&CRM. If you claim more than 25 in this category, these will contribute to your overall total and if you wish, you can claim all 150 points for the 3-year CPD period in this category.

What happens if I start a PR&CRM activity in one 3-year CPD period but it continues into the next period – when do I claim my points?

You can only claim points for an activity upon completion of the entire activity. This means that your points will go towards the CPD period in which you complete the activity. If you are unable to complete an activity due to unforeseen circumstances, please contact PR&CRM staff and we will forward your information to the CPD Committee representatives for review.

Can I claim points for attendance at clinical meetings under the PR&CRM category?

Yes. You can claim in the PR&CRM category for attending clinical meetings such as peer or case review including morbidity and mortality meetings, quality assurance, health improvement, and infection control relating to obstetrics and gynaecology. Attendance at these meetings can be claimed at a rate of one point per hour of participation or presentation. Furthermore, if you are presenting a case you can claim an extra one point per hour in PR&CRM for the preparation time. Please note that you cannot claim any points (CPD or PR&CRM) for business meetings.

What evidence do I need for verification purposes of clinical meetings that I have attended?

Three options are available; **(1)** "Clinical Meetings Template" completed and signed by the Chair of the meeting or Head of Department. This template can be found on the College website or contact PR&CRM staff to request a copy. **(2)** Signed letter from the Chair or Head of Department confirming your attendance at the meetings, the dates the meetings were held and the duration of the meetings. **(3)** De-identified copies of the Minutes taken at these meetings, which list your name as an attendee.

Download the Clinical Meetings Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

Is the invitation, agenda or notice of the meeting enough verification of attendance?

No. The CPD Committee has decided that this is not adequate verification. If you feel that you cannot obtain either the completed "Clinical Meetings Template", a de-identified copy of the Minutes or a signed letter from the Chair or Department Head, please contact PR&CRM staff at College House.

Can I claim points for writing medico-legal reports?

No. The CPD Committee has decided that writing medico-legal reports falls outside the scope of the RANZCOG CPD program.

Can I claim points in the PR&CRM category for reviewing an aspect of my practice?

Yes. By following the quality cycle and setting out goals for the review, conducting the review, developing an action plan as a result of the review and evaluating the outcomes, this is claimable for points in the PR&CRM category at the rate of 1 point per hour. You may like to use the "Practice Review Worksheet", available on the College website or by contacting staff, to help guide you through this quality cycle process. You can complete a Practice Review Worksheet for each aspect of your practice you review. Completion of a Practice Review Worksheet accrues 5 PR&CRM points.

Download the Practice Review Worksheet at www.ranzcog.edu.au/fellows/cpdverification.shtml

Can I claim points in the PR&CRM category for developing or conducting an audit?

Yes. Audits are an important part of reviewing practice and outcomes and as such Fellows can claim PR&CRM points for developing an audit, completing data analysis, undertaking an action plan and evaluating whether there has been any benefit to practice. The "Points for Audits Template" steps through how to document points at each stage of the audit process, and can be used by Fellows who develop an audit or participate one organised by a third party.

Download the Points for Audits Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

What if I review/audit my practice but don't need to make any changes as a result?

This is fine. If you have undertaken a review/audit of an aspect of your practice, compared it to 'best practice standards/guidelines' and found that you are happy with the level that you are at, you can then do a further review/audit in 12 months time to see if you have maintained this level of satisfaction. You can still claim points for this exercise in the category of PR&CRM as you have followed the quality cycle. Please ensure that you keep a brief summary of the entire process in the event that you are selected for the random Verification Check.

Can I claim points in the PR&CRM category for my research activities?

You can only claim points in the PR&CRM category for your research activities if you can demonstrate how you have reviewed and/or improved your practice as a result of your research. You may like to use the "Practice Review Worksheet", available on the College website or by contacting staff, to help you demonstrate this.

Download the Practice Review Worksheet at www.ranzcog.edu.au/fellows/cpdverification.shtml

Can I claim points in the PR&CRM category for developing or reviewing guidelines/protocols?

You can only claim for points in the PR&CRM category if you have been further involved with the implementation and audit of the effectiveness of the guideline/protocol, based on the rate of one point per hour. Your participation in guideline/protocol development, (which may include working party meetings, conducting literature reviews and writing sections), can only be claimed as CPD points in the Self-Education category at the rate of one point per hour of educational activity.

Download the Guideline Development and Review Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

I have recently attended or will be attending a very interesting practical skills workshop. How can I use the knowledge that I have gained/will gain to claim points in the PR&CRM category?

To earn points and utilise what you have learnt, an information flyer and activity worksheet is available to guide you through reviewing your practice following this workshop, recording what you have learnt and developing an action plan based on the evidence/experience gained at the workshop. Bonus points in the PR&CRM category can be claimed if you complete a pre and post audit. The information flyer and activity worksheet can be found on the College website or by contacting PR&CRM staff at College House.

Download the Practical Skills Workshop Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

I don't have time to perform any audits, but I learnt a lot from a recent meeting that I attended. Can I claim points in the PR&CRM category?

Yes. By completing the Practice Review worksheet which asks you to identify which issue you want to follow-up as a result of the meeting, how this follow-up was performed and the results of the follow-up. This generic worksheet can be used for a variety of activities, and is a simple double-sided A4 page to complete. Completion of the Practice Review worksheet is worth 5 points in the PR&CRM category. This worksheet can be found on the College website or contact PR&CRM staff for a copy to be sent to you. Please note that if you do find time to perform pre and post audits, bonus PR&CRM points can be claimed.

Download the Practice Review Worksheet at www.ranzcog.edu.au/fellows/cpdverification.shtml

Do audits or other self-designed PR&CRM activities have to be prospectively approved?

No. You can undertake your own self-designed PR&CRM activities and claim them on your Annual Points Claim form without prospective approval. However, you can contact PR&CRM staff at any time (before, during or upon completion of your activity) if you would like to clarify or discuss your activities.

I have an idea for a PR&CRM activity, but am not sure how to develop it. What can I do?

Please contact PR&CRM staff at any time for help or to discuss ideas regarding PR&CRM activities.

Who do I contact for more information regarding points or activities in the PR&CRM category?

Please contact PR&CRM Staff at College House. Contact details are found at the end of these FAQs.

Educator Activities

How do I provide verification of my teaching activities in a hospital or university?

The College understands that teaching is often difficult to document, and so have developed a "Teaching template". This template can be given to the hospital or department administration for completion, and kept by the Fellow for verification purposes. Please contact College staff to be sent a copy of the "Teaching template". Alternatively, you can obtain a signed letter from the hospital or department administration confirming the dates and times of your teaching activities.

Download the Teaching Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

Can I claim points for giving a formal presentation at a conference/meeting?

Yes. You can claim 5 points per original paper presented at a medical or scientific conference/meeting. The presentation must be within the O&G specialty. Points cannot be claimed for preparation or research time, multiple presentations of the same paper, or formal teaching.

What evidence do I need for verification purposes of formal presentations?

Three options are available; **(1)** "Formal Presentations at Conferences of Meetings Verification Template" completed and signed by the Conference/Meeting organiser or Head of Department. This template can be found on the College website or by contacting staff at College House. **(2)** Signed letter from Conference/Meeting organiser or Head of Department confirming your formal presentation including the date, title of paper and conference/meeting title and location. **(3)** Copy of page from conference/meeting program or abstract book which lists your name as a presenter with the title of your paper.

Download the Formal Presentations Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

Can I claim points for publishing a paper, book or book chapter?

Yes. You can claim 1 point per hour up to a maximum of 20 points per publication in the Educator Activities category.

Can I claim points for peer reviewing articles for scientific journals or medical publications?

Yes. You can claim 2 points per article reviewed in the Educator Activities category. For verification you will need a signed letter from the journal listing the articles you have peer reviewed.

Can I claim points for being a RANZCOG training supervisor?

Yes, but only if you are registered with the College as an approved training supervisor in the Integrated Training Program (ITP). Points can be claimed on the basis of 5 points per trainee in the Educator Activities category up to a maximum of 20 points per 3-year CPD period.

Can I claim CPD points for examining students for other organisations?

Yes. You can claim points in the Educator Activities category under "General claim" on the basis of 1 point per hour.

Who do I contact for more information regarding Educator Activities?

Please contact CPD Staff at College House. Contact details are found at the end of these FAQs.

Meeting/Conference Attendance

What type of evidence do I need to keep for meeting/conference attendance?

Proof of attendance (certificate or equivalent), is required for all meetings/conferences. Any one of the following documentation will be accepted as evidence:

- certificate of attendance
- a letter confirming your registration
- receipt for fees paid
- if appropriate/available, an excerpt from the Minutes listing attendees

Do I need extra evidence for overseas meetings/conferences and meetings/conferences not accredited by the College?

Yes. A copy of the program with details of the dates and sessions attended is required for overseas meetings and meetings not accredited by the College.

Do I automatically receive points for meetings/conferences accredited by the College?

No. These points should be claimed on your next Annual Points Claim form. You should retain the Certificate of Attendance for the meeting/conference with your verification documentation in case you are randomly selected for a Verification Check.

How many points can I claim for a meeting/conference accredited by the College?

If the conference was accredited by the College, the allocated points can be found in the following areas:

- on the Certificate of Attendance supplied by the conference organisers
- on the website www.ranzcog.edu.au under “Meetings and Conferences”, then go to “Points for past meetings”
- “List of allocation of points for meetings” flyer, enclosed with your Annual Points Claim (APC) form
- contact the College

How many points do I claim if the meeting/conference was not accredited by the College?

Points can be claimed on the basis of 1 point per hour of educational activity attended.

Where do I claim points for meetings not accredited by the College on the APC form?

For meetings/conferences held in Australia, you claim your points under “Meeting Attendance Other Meetings”. For meetings/conferences held overseas, you claim your points under “Meetings Attendance Overseas O&G Meetings”.

Can I claim points for attending Committee Meetings?

You cannot claim CPD points for business meetings. However, if the meeting was a clinical meeting such as a peer review or Perinatal Morbidity and Mortality Meeting, you can claim this as a Practice Review and Clinical Risk Management (PR&CRM) activity at the rate of one point per hour of participation or presentation. For further information, please see the PR&CRM section of these frequently asked questions.

Can I claim points for organising a meeting/conference?

No. You can only claim CPD points for participation in the actual meeting or conference. However, if you are leading a workshop or giving a formal presentation at the meeting/conference you can claim 5 CPD points per workshop/paper in the Educator category.

Can excess meeting points be claimed under general Self-education?

Yes. If you have reached the maximum of 75 points in the Meetings category, you can claim excess points in the Self-education category under “General”.

Who do I contact for more information regarding Meeting/Conference Attendance?

Please contact CPD and PR&CRM Staff at College House. Contact details are found at the end of these FAQs.

Self-Education Activities

Can I claim reading of journals/articles under Self-education?

Yes. The reading of articles and journals is considered professional reading. Points can be claimed at the rate of one point per hour in the Self-education category. For verification documentation, keep a copy of your subscription to the nominated journal(s) or a reference list with a record of the date and duration of reading undertaken. You may also like to use the “Professional Reading Verification Template” available on the College website or from College House staff.

Download the Professional Reading Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

Are the Resource Units still available?

No. However, you could try alternative self-education activities such as RCOG MCQs for Review articles and Greentop Guidelines, the Journal Article Summary Service (JASS), etc. Self-education ideas, including point allocation and contact details are available on the College website.

Can I claim points for developing or reviewing guidelines/protocols?

Yes. You can claim CPD points for your participation in guideline/protocol development, (which may include working party meetings, conducting literature reviews and writing sections), under the category of Self Education, based on one point per hour of educational activity. If you have been further involved with the implementation and audit of the effectiveness of the guideline/protocol, you can claim PR&CRM points at the rate of one point per hour. You may like to use the "Guideline/Protocol Development and Review Verification Template" to help you document your activities.

Download the Guideline Development and Review Template at www.ranzcog.edu.au/fellows/cpdverification.shtml

Who do I contact for more information regarding Self-Education Activities?

Please contact CPD Staff at College House. Contact details are found at the end of these FAQs.

Random Verification Check

What is the random Verification Check?

The random Verification Check is a process whereby Fellows are asked to provide verification documentation for activities claimed during their three-year CPD period. This check is conducted annually on a random 5% of Fellows who completed their 3-year CPD period in that year.

What are my chances of being selected for a random Verification Check?

5%. Each year a random sample of 5% of Fellows are selected from those who will complete their 3-year CPD period in that current year.

If I have been checked before, am I excluded from further Verification Checks?

No. As this is a random process you are treated no differently from other Fellows when the selection is made.

What documentation do I need to provide if I am selected for a random Verification Check?

You will need to provide evidence of all activities you have claimed for during your current CPD period. This may include Certificates of Attendance for meetings, completed Teaching Templates, Practice Review Worksheets, etc. It is only necessary to substantiate 150 points, of which 25 must be within the PR&CRM category. Your documentation may include Certificates of Attendance for meetings, completed Templates (Teaching, Professional Reading, Clinical Meeting attendance), Practice Review Worksheets etc.

What if I cannot find my documentation for the Verification Check?

You should contact hospital administration, conference organisers, etc. to see if they have retained a copy of your activities. This problem highlights the necessity of maintaining your records, and keeping documentation of all your CPD activities.

What if my Verification Check is not passed by College staff?

Staff refer claims and/or verification that are outside the CPD committee guidelines to the Chair and Deputy Chair of the CPD Committee for their ruling. Difficult cases may be referred to the CPD Committee for a decision.

Who do I contact for more information about random Verification Checks?

Please contact CPD and PR&CRM College staff at College House for further information regarding Verification Checks.

Subspecialists

I have been elevated to Fellowship and I have commenced a RANZCOG Subspecialty Training Program. What are my CPD requirements?

All Fellows of the College are required to participate in the RANZCOG CPD Program to retain their Fellowship. While you undertake a Subspecialty Training Program you must continue to participate in the RANZCOG CPD Program.

What if my three year CPD period finishes while I am still in the Subspecialty Training Program?

You will be required to meet the CPD requirements to recertify as a Fellow for a further three years while you continue your Subspecialty Training Program (150 points with 25 of these in Practice Review & Clinical Risk Management.)

What happens to my CPD period when I complete my Subspecialty Training Program and become a Subspecialist?

Your three year CPD Period is closed and you are put into a new three year CPD period commencing from the date of certification as a Subspecialist. Your CPD period will now cover continuing certification as a Fellow and a Subspecialist. Please note that you cannot carry points from one CPD period into another.

What are my CPD requirements as a Subspecialist?

Like all other Fellows, you need to collect a total of 150 CPD points over your 3-year period, of which a minimum 25 must be obtained in the practice review and clinical risk management (PR&CRM) category. In addition, as a Subspecialist, at least 100 of the 150 points and a minimum of 25 points in PR &CRM activities must be within your subspecialty area. You will also need to complete a Subspecialty Checklist and be able to verify if required, your commitment to and involvement in the subspecialty in at least 3 of the seven areas detailed in the Checklist.

Why are there two columns for entering points on the Annual Points Claim (APC) form for Subspecialists?

The two columns exist to indicate how many of the points you are claiming are within your subspecialty area. For example, if you are claiming a total of 20 points for teaching but only 10 of these were in the area of your subspecialty, you would enter 20 points in the first column "*Points claimed*", and 10 points in the second column "*No in SS.*"

To recertify as a Subspecialist do I need to fill in a logbook?

No the logbook has been replaced by a Subspecialty Checklist. All Subspecialists in the five subspecialty fields have to complete a Subspecialty Checklist to recertify.

When do I receive my Checklist?

Your checklist will be sent to you 2 months prior to the end date of your current 3-year CPD period.

When do I need to return my completed Checklist to the College?

Your checklist must be returned to the College by the end date of your current 3-year CPD period.

What happens if I do not to complete my Checklist?

If you are unable to complete the Checklist but have completed the CPD point requirements, you will be recertified as a Fellow but not as a Subspecialist.

Who do I contact for more information regarding points or activities for Subspecialists?

Please contact Val Spark, Continuing Professional Development Co-ordinator at College House. Contact details are found at the end of these FAQs.

Contact Details

For queries relating to the Continuing Professional Development program including point allocation, activities, ideas and issues, please contact:

Ms. Val Spark

Continuing Professional Development Co-ordinator

(t) +61 3 9412 2921

(f) +61 3 9419 7817

(e) vspark@ranzcog.edu.au

Ms. May Kan

Continuing Professional Development Officer

(t) +61 3 9412 2933

(f) +61 3 9419 7817

(e) mkan@ranzcog.edu.au

For specific queries relating to Practice Review and Clinical Risk Management (PR&CRM) activities, ideas and projects, please contact:

Ms Lyn Johnson

Manager, CPD & Subspecialty Services

(t) +61 3 9412 2944

(f) +61 3 9419 7817

(e) ljohnson@ranzcog.edu.au

Mr Jason Males

CPD and Curriculum Coordinator Co-ordinator

(t) +61 3 9412 2962

(f) +61 3 9419 7817

(e) jmales@ranzcog.edu.au

Or

The general email: prcrm@ranzcog.edu.au

College house staff can be contacted to discuss any issues/questions

(t) +61 3 9417 1699 (e) ranzcog@ranzcog.edu.au