

Continuing Professional Development Frequently Asked Questions

The Royal Australian
and New Zealand
College of
Obstetricians and
Gynaecologists

**For a complete list of the FAQs or for more information on another topic,
please visit our website:**

www.ranzcog.edu.au/fellows/cpdfaqs

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 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.

Contact Details

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

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

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Ms. Kate Lording
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Or

The general email: prcrm@ranzcoг.edu.au

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

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