

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

General FAQs

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.

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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Or

The general email: prcrm@ranzcoг.edu.au

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

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