

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

**[www.ranzcog.edu.au/fellows/cpdfaqs](http://www.ranzcog.edu.au/fellows/cpdfaqs)**

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## 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

**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@ranzcoq.edu.au](mailto:vspark@ranzcoq.edu.au)

Ms. May Kan  
Continuing Professional Development Officer  
(t) +61 3 9412 2933  
(f) +61 3 9419 7817  
(e) [mkan@ranzcoq.edu.au](mailto:mkan@ranzcoq.edu.au)

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

Ms. Valerie Jenkins  
Fellowship Services Manager  
(t) +61 3 9412 2948  
(f) +61 3 9415 9306  
(e) [vjenkins@ranzcoq.edu.au](mailto:vjenkins@ranzcoq.edu.au)

Ms. Kate Lording  
Fellowship Services Officer  
(t) +61 3 9412 2941  
(f) +61 3 9415 9306  
(e) [klording@ranzcoq.edu.au](mailto:klording@ranzcoq.edu.au)

Ms. Kate Lawrey  
Fellowship Services Officer  
(t) +61 3 9412 2971  
(f) +61 3 9415 9306  
(e) [klawrey@ranzcoq.edu.au](mailto:klawrey@ranzcoq.edu.au)

Or

The general email: [prcrm@ranzcoq.edu.au](mailto:prcrm@ranzcoq.edu.au)

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

**(t) +61 3 9417 1699 (e) [ranzcoq@ranzcoq.edu.au](mailto:ranzcoq@ranzcoq.edu.au)**