



## The Royal Australian and New Zealand College of Obstetricians and Gynaecologists

*"Excellence in Women's Health"*

www.ranzcog.edu.au

# CPD Self-Education Activities

## Guideline/Protocol Development and Review Verification

Points in the Self-Education Activities category can be claimed for developing and/or reviewing guidelines and protocols. If you have been further involved with the implementation and audit of the effectiveness of the guideline/protocol, you can claim this time spent in the PR&CRM category at the rate of one point per hour.

✓ Points can be claimed on the basis of one point per hour of development/review activity.

✶ Examples of guideline/protocol development or review activities include:

- Working party meetings
- Conducting literature reviews
- Writing/reviewing sections of the document

📄 You are requested to retain any **one** of the following for verification documentation purposes (to be kept by you and only sent to RANZCOG if requested):

- Completed "Guideline/Protocol Development and Review Verification Template" or similar model with signature of Head of Department or Director of Medical Services PLUS a copy of the guideline/protocol
- Signed letter from Head of Department or Director of Medical Services confirming your guideline/protocol development and/or review activities, including title/s and duration of your activities PLUS a copy of the guideline/protocol

Note that if you are involved in developing/reviewing a number of guidelines or protocols, you may complete one template or letter listing the details of each activity.

**Please keep a summary of your activity as verification documentation**

**To claim points in the Self-Education category, enter the number of points on your Annual Points Claim form.**

**Completion of this activity - 1 Point/hour in the Self-Education activities category**

**For queries contact CPD staff on +61 3 9417 1699 or [vspark@ranzcog.edu.au](mailto:vspark@ranzcog.edu.au)**



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## CPD Self-Education Activities

### Guideline/Protocol Development and Review Verification Template

Health Service/Hospital name: \_\_\_\_\_

Fellow's name: \_\_\_\_\_ Fellowship ID: \_\_\_\_\_

**1 point per hour in the Self-Education category can be claimed\***

Title of guideline/protocol developed or reviewed	Time spent (hours)	Copy of guideline/protocol attached (✓)

\* An opportunity exists to claim points in the PR&CRM category if you are further involved with the implementation and audit of the effectiveness of the guideline/protocol

To be signed by Head of Department or Director of Medical Services

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Please keep a summary of your activity as verification documentation**

To claim points in the Self-Education category, enter the number of points on your Annual Points Claim form.

**Completion of this activity - 1 Point/hour in the Self-Education activities category**

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