



RANZCOG
PUBLICATIONS

**THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF
OBSTETRICIANS AND GYNAECOLOGISTS**

**CONTINUING
PROFESSIONAL DEVELOPMENT
PROGRAM MANUAL**

2002 (third edition)

Fellows/Subspecialists are required to accrue 150 points in Continuing Professional Development (CPD) activities during their current continuing certification cycle. A minimum of 25 of those points must be in the area of Practice Improvement (PI). Although most categories contain a maximum of 75 points in any three-year cycle, Practice Improvement contains no maximum.

Practice improvement	Minimum of 25 points (no maximum)
Educator activities	Maximum of 75 points
Meeting attendances	Maximum of 75 points
Self-education activities	Maximum of 75 points

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This material is available at The RANZCOG website: <http://www.ranzcog.edu.au>. To obtain further hard copies of the manual, please call +61 3 9412 2921.

Points Allocation Table (Summary)

ACTIVITY	POINTS ALLOCATED
<p>PRACTICE IMPROVEMENT (PI)</p> <p>Projects offered by the College</p> <p>Other, eg Hospital/Practice O&G audits, incident reporting, individual projects, perinatal mortality/morbidity meetings etc</p>	<p>No maximum minimum 25 points required</p> <p>As advised</p> <p>1 point per hour</p>
<p>EDUCATOR ACTIVITIES</p> <p>Publication of paper, book or book chapter</p> <p>Formal presentation</p> <p>Teaching</p> <p>Mentoring</p> <p>RANZCOG training supervision</p> <p>RANZCOG examining</p> <p>In-hospital clinical assessments (IHCAs)</p> <p>DEP Unit Assessors</p> <p>General claim</p>	<p>75 points per 3 year period</p> <p>5 points per paper or publication</p> <p>5 points per paper</p> <p>1 point per hour</p> <p>2 points per day</p> <p>5 points per year</p> <p>2 points examining and 2 points Examiners' Workshop 2 points standard setting</p> <p>2 points per assessment</p> <p>2 points per DEP unit assessed</p>
<p>MEETING ATTENDANCES</p> <p>RANZCOG National and Regional ASMs</p> <p>RANZCOG approved O&G meetings and teleconferences</p> <p>Overseas O&G meetings</p> <p>Other meetings (medical/hospital meetings, medico-legal and computer training courses)</p>	<p>75 points per 3-year period</p> <p style="font-size: 2em;">}</p> <p>1 point per hour</p>
<p>SELF-EDUCATION ACTIVITIES</p> <p>Planned Learning Projects (PLPs)</p> <p>Resource Units</p> <p>CD-ROM/internet O&G tests, eg DIALOG</p> <p>DEP Units completed</p> <p>JASS/MCQs</p> <p>O&G tapes 2 points per tape</p> <p>General claim, eg. professional reading (complete full bibliographical citation or internet address) in texts and electronic media (Cochrane Library, Medline, etc)</p>	<p>75 points per 3-year period</p> <p>1 point per hour (minimum claim of seven hours)</p> <p>1 point per test</p> <p>1 point per hour</p> <p>30 points per satisfactorily completed unit</p> <p>1 point per completed article</p> <p>1 point per hour</p>

For further information, refer to the website: www.ranzcog.edu.au under 'Professional Development'.

CONTENTS

- Categories in the Continuing Professional Development Program IFC
- Points allocation table (summary) IBC

Introductory notes

- Welcome to the Continuing Professional Development Program 3
- Activities in the Continuing Professional Development Program 4
- Overview of the Continuing Professional Development Program 5
- Subspecialist 5

Practice Improvement

- Practice Improvement overview 7
- Practice Improvement activities 8
- The quality cycle 9
 - Group studies in perinatal mortality and morbidity, hospital clinical review sessions or similar activities 11
- Practice Improvement activity operating and/or performing procedures with a peer 12
- Practice Improvement activity associated with a practical skills workshop 15
- Practice Improvement activity associated with the follow up of pap smears 18

Educator activities

- Educator activities – general notes 21
- Publications 21
- Formal presentations 21
- Teaching/tutoring 22
- Mentoring (clinical attachment) 22
- In-hospital clinical assessment 23
- Training supervision – RANZCOG 23
- Examining – RANZCOG 24
- Distance Education Program (DEP) unit assessment – RANZCOG 24
- General claim 25

Meeting attendances

- Meeting attendances – general notes 27
- RANZCOG National and Regional ASMs 28
- RANZCOG approved O&G meetings and teleconferences 28
- Overseas O&G meetings 29
- Other meetings 29

Self-education activities

● Self-education activities – general notes	31
● Planned learning projects	32
● O&G CD-ROMS	33
● DEP units	33
● O&G tapes	34
● General claim	34

Administrative requirements

● Maintaining your records and verification requirements	35
● Verification record	36
● Logsheet	37
● Verification worksheet	38
● Submission of points claim form annually	39
● Overview of administrative requirements for the CPD Program	40
● Sample claim form – Fellows	41
● Sample claim form – Subspecialists	43
● Guide to verification process	45
– How are Fellows selected for a verification check?	45
– If verification is requested, what should be sent to the College?	45
– Can I request a verification check?	45
– What is the verification process?	45
– Who does the verification check?	45
– What happens if I have an unsatisfactory or incomplete verification check?	46

Glossary, Summary, Contacts

● Glossary of terms	47
● Summary of the Continuing Professional Development Program	48
● Contacts	48

Welcome to the Continuing Professional Development Program

The new Continuing Professional Development Program (CPD) of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists was phased in from the beginning of 2000.

Since 1986 the College has had a proud record in continuing education. The decision to link the College's Fellowship to continuing education identified the College as an innovator in medical education, and the structured program of continuing education activities that the College offered to all Fellows further enhanced its reputation as a leader in the field.

The new CPD Program represents a significant step forward for the College in its endeavours in continuing education and good clinical practice. In a major departure from previous developments, it presents new concepts of continuing education and practice improvement, drawing on recent advances in educational thinking to meet the challenges and demands of an emerging, more complex healthcare context. The new program offers to Fellows guidance in planning educational pathways and clinical practice improvement that are best suited to their own professional needs and interests and incorporates means whereby Fellows review their educational progress and formulate improved approaches to clinical practice.

The new program is designed to promote and support the professional development of each Fellow of the College. In line with widely accepted principles of adult learning, the new program enables Fellows to take responsibility for their own professional development in clinical practice and the up-to-date knowledge that underpins such practice.

The new CPD Program was approved by Fellows of the College at an Extraordinary General Meeting in Adelaide on 3 March 1999. The new program is established and maintained by The Royal Australian and New Zealand College of Obstetricians and Gynaecologists as a central component of its commitment to ongoing improvements in standards of medical care in women's health.

Eleanor Long
Chief Executive Officer
RANZCOG

Edward Weaver
Chairman
Continuing Professional
Development Committee

Leslie Reti
Chairman
Practice Improvement
Committee

Revised November 2002

Activities in the Continuing Professional Development Program

The Continuing Professional Development Program activities may include:

Practice Improvement	<ul style="list-style-type: none"> ● Practice Improvement projects offered by the College ● Hospital/practice O&G audits, perinatal mortality/morbidity meetings, peer review ● Patient Satisfaction Questionnaires (PSQs) ● Individual PI projects associated with a skills workshop/operating with a peer ● Individually designed PI project
Educator activities	<ul style="list-style-type: none"> ● Published papers in journals ● Book or book chapter ● Formal presentations at conferences or meetings ● Teaching ● Mentoring ● RANZCOG training supervision ● RANZCOG examining ● In-hospital clinical assessments ● DEP unit assessment
Meeting attendances	<ul style="list-style-type: none"> ● RANZCOG national and regional ASMs ● RANZCOG approved O&G meetings and teleconferences ● Overseas O&G meetings ● Hospital O&G meetings ● Training courses in areas related to O&G practice, eg computer use, medico-legal, business practices
Self-education activities	<ul style="list-style-type: none"> ● Planned learning projects ● RCOG MCQs ● RCOG DIALOG tests ● RANZCOG DEP units ● JASS (Journal Article Summary Service) ● O&G tapes ● Professional reading of journals and electronic media ● Online or paper based case study tests in O&G ● Formalised O&G discussion groups

Overview of the Continuing Professional Development Program

The **new Continuing Professional Development Program** is governed by three main principles:

1. Continuing certification progresses over a **three-yearly cycle**.
2. Progress is monitored and recorded by **Fellows themselves**.
3. **Practice Improvement** is emphasised as a key means for promoting positive change in standards of practice in obstetrics and gynaecology.

THREE-YEAR CYCLE FOR ALL FELLOWS

The new three-year cycle encourages the required 150 points to be attained progressively at about the rate of one point (for one hour's activity) per week, that is 50 points per year. A minimum of 25 of those points must be in the area of Practice Improvement (PI). Each activity can be claimed only once. Fellows practicing ultrasound must accrue 35 CE points in ultrasound activities in each three year continuing education cycle.

SUBSPECIALIST CONTINUING CERTIFICATION

In addition, at least 100 of the 150 points must be within the subspecialty area and a logbook needs to be maintained.

Logbook requirements differ among the five subspecialties. Subspecialists will be contacted by the College regarding logbook requirements towards the end of their three-year cycle.

SELF RECORDING

In the new program Fellows record activities on a **logsheet** (p. 39), which is a running total of their continuing education activities. This can be used as a reference when transferring final details onto the **verification worksheet** (p. 40), which is then filed along with supporting evidence. These forms are available from the Continuing Education Section of the College or can be obtained by email on request (cedu@ranzcof.edu.au). They also appear on the College website (see box below).

A **points claim form** is sent annually to Fellows with an accompanying letter. Fellows need to refer to their verification worksheets, and indicate on the points claim form, totals of any continuing education activities that they wish to use for their continuing certification (and have retained verification documentation). The annual points claim form must be returned to the College 42 days from the date of the letter accompanying it. College staff will update College records with totals that Fellows advise on their points claim form.

Verification documentation must be kept for a period of 12 months after your current cycle has expired and be made available to RANZCOG on request.

Annually, ten per cent of Fellows will be identified via a random-selection process. These Fellows will be asked to provide verification documentation to support the activities that they have claimed for during the past 12 months of their cycle. Selection of ten per cent of Fellows is a rate usually accepted by other medical colleges and governmental bodies in maintaining credibility of their programs. RANZCOG and its Fellows will benefit in time and cost through accepting on trust the summary records of the other 90 per cent of Fellows.

Further information on Continuing Education/Practice Improvement activities can be obtained from the RANZCOG website www.ranzcof.edu.au (under 'Professional Development').

Practice Improvement

All Fellows must obtain a **minimum of 25 points over three years** in the Practice Improvement category.

WHAT IS PRACTICE IMPROVEMENT?

Practice Improvement (PI) is a process in which medical practitioners continually monitor and evaluate their practice with the aim of improving the standards of healthcare they provide for patients. The process consists of a number of stages, each of which informs and shapes the next stage.

Practice improvement may be quantitative or qualitative. Quantitative PI involves the collecting of data about existing practices in an identified clinical area and using that information to make decisions about how these practices might be improved. The quality cycle is completed when changes to practices are implemented, evaluated and show evidence of improved outcomes in patient care or reinforce the achievement of the best practice. The College is currently reviewing the CPD program with the aim of expanding the opportunities for qualitative PI.

PI is a mandatory component of the Continuing Professional Development Program that gives formal recognition to Fellows' progress in improving and upgrading the **existing** skills of clinical practice. While the other three Continuing Education categories (self-education, educator activities, attendance of meetings) emphasise the *knowledge* that underpins medical practice, Practice Improvement focuses on the *practice* itself.

An example of the quality cycle is on page 9. This demonstrates the process to completion with questions that may assist you in developing your own projects. Generally, **one PI point is awarded for one hour of involvement in a PI activity**. The following pages contain further examples of PI activities along with their PI point distribution.

What may seem like a natural process of updating your existing skills and refining techniques, is one phase of the quality cycle. Incorporating these activities into the quality framework will result in measurable outcomes and PI points. PI staff encourage you to contact them to discuss how you can gain PI points for some of your normal activities by simple documentation of the process and completing the quality cycle.

Conversations with Fellows about their PI ideas and projects are of great value to the College and your peers. As a result of such discussions, projects associated with a skills workshop and operating and/or performing a procedure with a peer were developed. College staff are always eager to find new ways to tailor the PI program to meet the needs of the Fellowship.

You can view PI activities, guidelines and examples of PI projects at www.ranzcog.edu.au by selecting 'Professional Development', then 'Practice Improvement'. By selecting 'Professional Development' and 'Meetings and Conferences', you'll see that various conferences are highlighted in yellow – this indicates that a PI activity is associated with the activity.

HOW CAN YOU GAIN PI POINTS?

1. Perinatal mortality and morbidity meetings or O&G clinical review meetings

You can claim PI points for presenting and/or participating in multi-disciplinary clinical review meetings. For a guideline on the quality process for clinical meetings refer to Page 11.

2. Individualised Practice Improvement projects

Following are a few examples of individualised PI activities that are available to Fellows. You are encouraged to contact the Practice Improvement staff to discuss ideas for future PI projects. Worksheets are provided to assist you in documenting the process.

Practice Improvement activity associated with operating and/or performing a procedure with a peer

Gain PI points for improving an existing technique when operating with a peer by incorporating this activity into the quality cycle. For guidelines and a worksheet refer to pages 12, 13 and 14.

Practice Improvement activity associated with a practical skills workshop

Gain PI points by following the quality cycle process associated with attending a practical skills workshop. Refer pages 15, 16 and 17.

If you plan to learn a **new technique** you can claim this as a Planned Learning Project (PLP) refer to page 32 and use this as the first step of a PI activity.

Practice Improvement activity associated with the follow up of Pap smears

The quality cycle has been customised to provide an example relating to pap smears (pages 18 and 19).

Individualised Practice Improvement projects

You are encouraged to develop PI activities that meet your individual needs. If you choose to follow this path please remember to follow through the steps of the quality cycle (page 9) worksheet (p10). College staff are available to discuss and assist you in developing your own PI project.

RANZCOG Practice Improvement activities

Patient Satisfaction Questionnaire – This 12-month, three-stage project provides you with a confidential and accurate method of assessing patient expectations and satisfaction with your practice. Registration forms are available by contacting the College or you can download an order form from the RANZCOG website.

Ultrasound Project: Obstetric – ‘Ultrasound: threatened miscarriage in the first trimester of pregnancy’ CD-rom containing stage 1, 2 & 3 is now available. Order forms are available from the College or the RANZCOG website.

Ultrasound Project: Gynaecology – ‘Clinical ultrasound in gynaecology’. Workshops will be conducted in 2003 at dates to be advised.

Mastering your Risk – Contact your medical defence organisation for details.

Check with College staff or the RANZCOG website for the ongoing status of PI activities or for new PI activities.

<p>It is a breach of patient confidentiality to send patient identifying information to the College with your PI claim.</p>
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The Quality Cycle

Quality improvement process	Questions to answer	Example
Identify an area for improvement based on: <ul style="list-style-type: none"> ● clinical experience; ● literature review; and ● data collection. 	<ul style="list-style-type: none"> ● Which area in your clinical practice do you view as needing improvement? ● How did you identify this area? ● How long did it take? 	Inconsistent follow-up of pathology reports of Pap smears. Reports missing from histories or follow-up action not clearly documented.
Develop standards based on: <ul style="list-style-type: none"> ● guidelines; ● literature review; and ● consensus. 	<ul style="list-style-type: none"> ● What forms the basis to the standard that you would like to achieve? 	Use existing NH&MRC guidelines for follow-up of Pap smears to develop standards to suit own practice situation, taking into account individual practice needs and limitations.
Confirm the presence of an opportunity to improve the process by: <ul style="list-style-type: none"> ● collecting data; and ● comparing results against standards. 	<ul style="list-style-type: none"> ● How did you collect the data to support the need to this improvement? ● How long did it take? 	Review previous six months data in comparison with NH&MRC based standard.
Develop an action plan by: <ul style="list-style-type: none"> ● discussing the problem with all staff involved in the process; ● hold brainstorming sessions; and ● document plan to bring current practice into line with clinical standards. 	<ul style="list-style-type: none"> ● What goals would you like to achieve? ● How are you going to set out to achieve these goals? ● What methods did you use? ● How long did it take? 	New tracking system developed and documented in consultation with pathology laboratory, medical, nursing and reception staff.
Implement changes	<ul style="list-style-type: none"> ● What changes have been made? 	New tracking system implemented.
Monitor and evaluate process, eg: <ul style="list-style-type: none"> ● re-audit process to assess impact of changes; and ● compare outcomes with standards. 	<ul style="list-style-type: none"> ● How did you evaluate this area? ● What was the result of the implemented changes to your practice? 	Re-audit process to ensure that improved follow-up of pap smears has occurred.
Refine the problem and continue to follow the quality cycle	<ul style="list-style-type: none"> ● How do you plan to monitor these changes? 	Conduct random audit every 12 months to ensure compliance. Should any problems be identified then start the process again.



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PRACTICE IMPROVEMENT (PI) ACTIVITY WORKSHEET

1 TITLE OF ACTIVITY _____

2 DATA COLLECTION (brief summary of results from previous six-month audit). **OPTIONAL**

3 GOALS may be developed on reflection of results and/or available standards

4 ASSESS OUTCOME AGAINST STANDARDS

5 ACTION PLAN

6 RESULTS OF FOLLOW-UP AUDIT (SIX MONTH)

7 EVALUATION OF THE EFFECTIVENESS OF THE PROJECT



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**GROUP STUDIES IN PERINATAL MORBIDITY AND MORTALITY,
HOSPITAL CLINICAL REVIEW SESSIONS OR SIMILAR ACTIVITIES**

POINTS ALLOCATED:

1 point per hour for preparation and presentation of a session and completion of verification record.

1 point per hour for participation in the session and completion of verification record.

Meetings using the NSW Health Clinician's Toolkit template can claim a bonus 2 PI points

1 Review current practice and set goals

Preparation and presentation of a Perinatal Mortality and Morbidity meeting or clinical review meeting.

OR

Active participation in such a meeting.

2 Keep records

Document the case study or report that you presented or participated in and file this in your own records.

Ensure patient confidentiality is maintained. List features of the learning process, for example:

- Name the clinical area or procedure addressed.
- Identify the key knowledge points or clinical skills or procedures that were discussed.

3 Confirm the presence of an opportunity to improve

Consider how this knowledge, skill or procedure is different from your current O&G practice or hospital process. Identify any necessary modifications/changes in practice/process.

4 Action plan

Develop an action plan based on the goals, evidence and/or standards.

5 Implement changes

Apply the knowledge, skills or procedure attained to clinical encounters that are similar to the case or report study addressed to your practice or hospital process.

6 Monitor and evaluate

Audit the impact of any changes.

Self-assess the outcome of your practice as a result of the implementation of these changes.



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**PRACTICE IMPROVEMENT ACTIVITY OPERATING AND/OR
PERFORMING PROCEDURES WITH A PEER**

Practice Improvement points may be claimed only on completion of the project

Activity	Example	PI points earned
<p>Phase 1</p> <ul style="list-style-type: none"> Review current practice and set goals prior to the operating and/or performing procedures with a peer, for example, identifying a difficulty in an existing procedure or technique. 	<p>Fellow does occasional laparoscopic ovarian cystectomies, but wishes to improve management of ovarian cysts. Fellow may choose to do retrospective audit of previous six months cases.*</p>	<p>5 PI points*</p> <p>plus</p> <p>1 PI point per hour for time spent with a peer</p>
<p>Phase 2</p> <ul style="list-style-type: none"> Operating and/or performing procedures with a peer. Develop action plan following operating and/or performing procedures with a peer based on the goals and experience gained. 	<p>Fellow completes (for example) six sessions of performing laparoscopic ovarian cystectomies with a peer.</p> <p>Peer may claim Teaching points (1 point per hour)</p> <p>Fellow implements action plan by incorporating learned experience into practice in line with recommendations.</p>	
<p>Phase 3</p> <ul style="list-style-type: none"> Audit improved outcomes by monitoring and evaluating any adverse events/complications following operating and/or performing procedures with a peer, for six months. 	<p>Fellow prospectively re-audits ovarian cystectomy practice and reviews results.</p>	<p>5 PI points</p>

*Option: pre-workshop audit of six months data, a further 5 PI points

Fellows undertaking extensive audits may apply to RANZCOG for additional PI points



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PRACTICE IMPROVEMENT ACTIVITY OPERATING AND/OR PERFORMING PROCEDURES WITH A PEER

To earn Practice Improvement points participants need to demonstrate that they have:

- Reviewed their current practice and documented issues of concern prior to arranging to operate and/or perform procedures with a peer, eg identified a difficulty in a specific procedure or technique.
- Developed an action plan following the time spent with a peer based on their issues of concern as well as evidence gained from the practical experience.
- Audited improved outcomes by monitoring and evaluating any adverse events/complications following the time with the peer for six months.

PHASE ONE

1 Collect data and set goals

A thorough audit of your practice in relation to the operation/procedure may be undertaken, but is not mandatory. Considered reflection on your practice in relation to the proposed activity is acceptable.

Your goals must be documented eg. solve a technical difficulty (specify), gain further experience in a technique, address an existing difficulty.

2 Keep records

File your documentation with your CPD records in case you are audited at a later date.

PHASE TWO

3 Operate and/or perform procedures with a peer

Maintain a brief log of the operations/procedures performed with a peer.

4 Develop action plan

Develop an action plan based on the evidence/experience gained working with a peer and your original goals. Document action plan on the PI worksheet.

5 Implement changes

Implement changes and establish a process to monitor the outcomes.

PHASE THREE

6 Monitor and evaluate

Over the next six months monitor the outcomes by conducting an audit of your practice to ascertain the impact of the changes. Audit improved outcomes along with adverse events.

Self-assess the extent to which your practice has improved by evaluating the effectiveness of the adopted new procedures in your practice.

7 Keep records

File your documentation in your CPD records in case you are audited at a later date. The documentation includes data collection, any charts/tables and PI worksheet.

POINTS AWARDED

On completion of the project Fellows can claim at least **10** Practice Improvement points.

(Phase 1 and 2: **5** PI points **plus 1** PI point per hour for time spent with a peer, **peer may claim Teaching points at the rate of 1 point per hour**. Phase 3: **5** PI points)

OPTION: pre project audit of six months data: **5** PI points

Fellows undertaking extensive audits may apply to RANZCOG for additional PI points



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PRACTICE IMPROVEMENT (PI) ACTIVITY WORKSHEET

For personal clinical audit activities in association with operating and/or performing procedures with a peer

1 TITLE OF ACTIVITY _____

2 DATA COLLECTION (brief summary of results, eg type and number of adverse events relating to practical skills in previous six months). **OPTIONAL**

3 GOALS OF THE PROJECT – may be developed on reflection of practice not data

4 LOG OF OPERATIONS/ PROCEDURES PERFORMED WITH A PEER (attach)

5 ACTION PLAN FOLLOWING THE TIME WITH A PEER

6 RESULTS OF SIX-MONTH AUDIT – SUMMARY

7 EVALUATION OF THE EFFECTIVENESS OF THE PROJECT



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**PRACTICE IMPROVEMENT ACTIVITY ASSOCIATED WITH A
PRACTICAL SKILLS WORKSHOP**

Practice Improvement points may be claimed only on completion of the project

Activity	Example	PI points earned
<p>Phase 1</p> <ul style="list-style-type: none"> Review current practice and set goals prior to the workshop, for example, identifying a difficulty in an existing procedure or technique. 	<p>Fellow does occasional laparoscopic ovarian cystectomies, but wishes to improve management of ovarian cysts. Fellow may choose to do retrospective audit of previous six months cases.*</p>	5 PI points*
<p>Phase 2</p> <ul style="list-style-type: none"> Attend workshop. Develop action plan following the workshop based on the goals and experience gained. 	<p>Fellow attends laparoscopic workshop and claims</p> <p>Meeting points for workshop attendance (1 point per hour of educational activity).</p> <p>Fellow implements action plan by incorporating learned experience into practice in line with recommendations.</p>	
<p>Phase 3</p> <ul style="list-style-type: none"> Audit improved outcomes by monitoring and evaluating any adverse events/complications following the workshop, for six months. 	<p>Fellow prospectively re-audits ovarian cystectomy practice and review results.</p>	5 PI points

*Option: pre-workshop audit of six months data, a further 5 PI points

Fellows undertaking extensive audits may apply to RANZCOG for additional PI points



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**PRACTICE IMPROVEMENT ACTIVITY
ASSOCIATED WITH A PRACTICAL SKILLS WORKSHOP**

To earn practice improvement points participants need to demonstrate that they have:

- Reviewed their current practice and documented issues of concern prior to the course, eg identified a difficulty in a specific procedure or technique.
- Developed an action plan following the course based on their issues of concern as well as evidence gained from the course.
- Audited improved outcomes by monitoring and evaluating any adverse events/complications following the workshop for six months.

PHASE 1

1 Collect data and set goals

A thorough audit of your practice in relation to the skills workshop **may** be undertaken, but is **not** mandatory. Considered reflection on your practice in relation to the proposed workshop is acceptable. Your goals must be documented, eg solve a technical difficulty (specify), gain further experience in a technique, address an existing difficulty.

2 Keep records

File your documentation in your CPD records in case you are audited at a later date. The documentation includes data collection, any charts/tables and PI worksheet.

PHASE 2

3 Attend workshop and develop action plan

Develop an action plan based on the evidence/experience gained at the workshop and your pre workshop goals. Document action plan on the PI worksheet.

4 Implement changes

Implement changes and establish a process to monitor the outcomes.

PHASE 3

5 Monitor and evaluate

Over the next six months monitor the outcomes by conducting an audit of your practice to ascertain the impact of the changes. Audit improved outcomes along with adverse events. Self-assess the extent to which your practice has improved by evaluating the effectiveness of the adopted new procedures in your practice.

6 Keep records

File your documentation in your CPD records in case you are audited at a later date. The documentation includes data collection, any charts/tables and PI worksheet.

POINTS AWARDED:

On completion of the project Fellows can claim **10** practice improvement points
(Phase 1 and 2: **5** PI points, phase 3: **5** PI points)

OPTION: pre-workshop audit of six months data: **5** PI points

Fellows undertaking extensive audits may apply to RANZCOG for additional PI points



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PRACTICE IMPROVEMENT (PI) ACTIVITY WORKSHEET

For personal clinical audit activities in association with a skills workshop

1 TITLE OF ACTIVITY _____

2 DATA COLLECTION (eg type and number of adverse events relating to practical skills in previous six months). **OPTIONAL**

3 PRE-WORKSHOP GOALS may be developed on reflection of practice not data

4 ATTEND WORKSHOP (attach workshop program)

5 ACTION PLAN FOLLOWING THE WORKSHOP

6 RESULTS OF SIX MONTH AUDIT FOLLOWING WORKSHOP

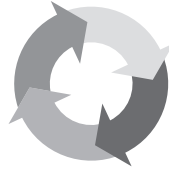
7 EVALUATION OF THE EFFECTIVENESS OF THE PROJECT



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**PRACTICE IMPROVEMENT ACTIVITY ASSOCIATED WITH THE
FOLLOW UP OF PAP SMEARS**

Quality improvement process	Example
Identify an area for improvement based on: <ul style="list-style-type: none"> • clinical experience; • literature review; and • data collection. 	Inconsistent follow up of pathology reports of Pap smears. Reports missing from histories or followup action not clearly documented.
Develop Standards based on: <ul style="list-style-type: none"> • guidelines; • literature review; and • consensus. 	Use existing NH&MRC guidelines for follow-up of Pap smears to develop standards to suit own practice situation, taking into account individual practice needs and limitations.
Confirm the presence of an opportunity to improve the process by: <ul style="list-style-type: none"> • collecting data; and • comparing results against standards. 	Review previous six months data in comparison with NH&MRC based standard.
Develop an action plan by: <ul style="list-style-type: none"> • discussing the problem with all staff involved in the process; • holding brainstorming sessions; and • documenting plans to bring current practice into line with clinical standards. 	New tracking system developed and documented in consultation with pathology laboratory, medical, nursing and reception staff.
Implement changes	New tracking system implemented
Monitor and evaluate process by: <ul style="list-style-type: none"> • re-auditing process to assess impact of changes; and • comparing outcomes with standards. 	Re-audit process to ensure that improved followup of Pap smears has occurred.
Refine the problem and continue to follow the quality cycle.	Conduct random audit every 12 months to ensure compliance. Should any problems be identified then start the process again.



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



Excellence in Women's Health

PRACTICE IMPROVEMENT (PI) ACTIVITY WORKSHEET

1 TITLE OF ACTIVITY

Practice improvement activity associated with the follow-up of Pap smears

2 DATA COLLECTION (brief summary of results, eg number of Pap smears and results with follow-up in previous six months). **OPTIONAL**

3 SET GOALS

4 ASSESS OUTCOME AGAINST STANDARDS

5 ACTION PLAN

6 RESULTS OF FOLLOW-UP AUDIT (SIX MONTHS)

7 EVALUATION OF THE EFFECTIVENESS OF THE PROJECT

Educator Activities

General notes

This category covers a wide range of activities where a Fellow is providing information and/or education for the direct benefit of a group of learners. The learners may be colleagues, Trainees, students or a hospital or community group.

To claim under this category you must be engaged in an activity which aims to provide education for the benefit of others. The activity must be within the O&G specialty.

If you have a doubt as to whether your activity fits this category, you can have the activity reviewed by RANZCOG.

In this category you can claim a maximum of **75** points in any three-year cycle.

Publications	Formal presentations
<p>Scope</p> <p>All academic and scientific publications of a scholarly nature can be claimed under this heading. Publications must be referenced and within the O&G specialty.</p> <p>Points available</p> <p>5 points for each publication</p> <p>2 points for each article peer reviewed (scientific journal or medical publication)</p> <p>2 points per College pamphlet review (auto points from in-house lists, no need to claim)</p> <p>Points can be claimed for:</p> <ul style="list-style-type: none"> any original publication, eg book or book chapter (5 points); or papers or reviews in a refereed scientific journal or medically related publication (5 points). <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> letters to editors and press article responses; or papers reissued in a different format (eg previously claimed as a formal presentation). <div data-bbox="209 1787 767 2029" style="border: 1px solid black; padding: 5px;"> <p>Verification requirements</p> <p>Copies of the published work and/or publishing details should be retained as part of the verification requirements.</p> </div>	<p>Scope</p> <p>Original lectures and/or presentations (including workshop facilitation) at an ASM or other recognised scientific meeting. The lecture/presentation/facilitation must be within the O&G specialty.</p> <p>Points available</p> <p>5 points for each presentation</p> <p>Points can be claimed for:</p> <ul style="list-style-type: none"> any original paper presented to a recognised scientific meeting; or for time taken in chairing/facilitating a workshop/session (5 points). <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> preparation and research time; for multiple presentations of the same paper or workshop; classroom training (see Teaching category); or papers reissued in a different format (eg previously claimed as a publication). <div data-bbox="831 1787 1369 2029" style="border: 1px solid black; padding: 5px;"> <p>Verification requirements</p> <p>Copy of the presentation or notes (in the case of a workshop) together with relevant lecture/workshop/facilitation presentation details should be retained.</p> </div>

Educator Activities

In this category you can claim a maximum of **75** points in any three-year cycle

<p align="center">Teaching/tutoring (including academic/hospital/clinic)</p>	<p align="center">Mentoring (Clinical attachment/preceptorship)</p>
<p>Scope Activities in this category must be based on structured learning objectives and contribute to upskilling in the area of O&G.</p> <p>Points available 1 point for each hour of teaching/tutoring</p> <p>Points can be claimed for:</p> <ul style="list-style-type: none"> time taken in delivering the teaching or tuition; and one-to-one tuition/tutoring (providing it fits within the scope of this category). <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> preparation and research time. <p>Restrictions Full-time academic staff can claim points for this activity only if the teaching is outside the full-time academic's curriculum.</p>	<p>Scope Activities in this category must involve mentoring through an approved clinical attachment in a structured mentoring arrangement with a recognised clinic, hospital, practice or other organisation.</p> <p>Points available 2 points for each day</p> <p>Points can be claimed for: clinical attachment/preceptorship mentoring at an approved clinic, hospital, practice or other organisation.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> actual time taken; preparation and research time; and follow-up activities.
<p>Verification requirements Teaching notes, curriculum and/or course outline (including objectives/outcomes) and class details should be retained, along with correspondence relating to teaching conducted.</p>	<p>Verification requirements Copy of any notes, details of the location, the timing of the activity and details of the participants involved should be retained.</p>

Educator Activities

In this category you can claim a maximum of **75** points in any three-year cycle

In-hospital clinical assessments (IHCA's)	RANZCOG training supervision
<p>Scope: Activities in this category must relate to the assessment of RANZCOG Trainees, Ultrasound and MFM Trainees in an in-hospital clinical assessment. Fellows must be on the list of assessors approved by the Examination Committee or be an approved Subspecialty Examiner.</p> <p>Points available 5 points for assessing an IHCA module per trainee</p> <p>Points can be claimed for: each assessment.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> • time taken; • preparation and research time; or • follow-up activities. 	<p>Scope Activities in this category must relate to the direct supervision of RANZCOG Trainees who are undertaking a recognised program leading to RANZCOG certification.</p> <p>Points available 5 points for each year</p> <p>Points can be claimed for: engaging in approved supervision of MRANZCOG, DRANZCOG and Subspecialty Trainees.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> • time taken; • preparation and research time; or • follow-up activities.
<p>Verification requirements Complete the verification worksheet and include the Trainee's name(s), date and IHCA topic.</p>	<p>Verification requirements Documentary evidence of appointment as Training Supervisor or equivalent to be kept, along with Trainee name(s), and dates of training supervision, eg Jan 2002 to Dec 2002.</p>

Educator Activities

In this category you can claim a maximum of **75** points in any three-year cycle

RANZCOG Examining	RANZCOG DEP unit assessors
<p>Scope: Claims in this category must relate to the examining of RANZCOG Trainees/Diplomates leading to a RANZCOG qualification. Fellows must be members of the DRANZCOG or MRANZCOG Boards of Examiners or be an approved Subspecialty Examiner.</p> <p>Points available</p> <ul style="list-style-type: none"> ● 2 points standard setting, written examinations ● 7 points per day for oral examination workshop and examining ● 4 points development of written examination short answer questions ● 3 points for marking of written examination short answer papers <p>Points can be claimed for: engaging in approved RANZCOG examinations.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● time taken; ● preparation and research time; ● follow-up activities; or ● practice Improvement. <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements Documentary evidence of examination type, (eg written or oral, MRANZCOG, DRANZCOG or subspeciality) and dates to be kept as verification documentation. Keep a copy of feedback letter for standard setting and/or expenses claim form.</p> </div>	<p>Scope Claims in this category must relate to the assessment of RANZCOG DEP units.</p> <p>Points available 2 points per unit assessed</p> <p>Points can be claimed for: assessment of RANZCOG DEP units.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● time taken; ● preparation and research time; or ● follow-up activities. <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements A copy of the assessment page and/or expenses claim form would suffice. Assessors are reminded to print their name clearly on the assessment page.</p> </div>

Educator Activities

In this category you can claim a maximum of **75** points in any three-year cycle

General claim

Scope

This category is for claims which you believe fit into the Educator Activities category of the New Continuing Education Program, eg O&G examining for non-RANZCOG examinations

Points available

1 point for each hour of educational activity. (For non-RANZCOG O&G examinations use points allocation as per RANZCOG examining, page 24.)

Points can be claimed for:

Any activity where you (in your capacity as a Fellow) provide specialty-related education for the benefit of other people or organisations and the activity is within the O&G specialty. If in doubt check with RANZCOG.

Points cannot be claimed for:

- preparation and research time;
- follow-up activities; or
- activities that would otherwise fall within another category.

Verification requirements

All relevant documents and relevant correspondence should be retained.

Meeting Attendances

In this category you can claim a maximum of **75** points in any three-year cycle.

General notes

Under this category Fellows can claim for attending various meetings (scientific or otherwise), seminars and workshops. There are four classifications of meetings which can be claimed under this category.

They are:

- RANZCOG (National) and Regional Annual Scientific Meetings (ASMs);
- Meetings/workshops/teleconferences approved by RANZCOG;
- Other meetings (medical/hospital meetings, medico-legal meetings and computer training courses); and
- O&G overseas scientific meetings/conferences.

To claim under this category you must attend the meeting (or parts as nominated) and actively engage in the advertised program. The activity must generally be within the O&G specialty unless otherwise specified.

If you have a doubt as to whether the activity fits this category have the activity reviewed by RANZCOG.

A list of forthcoming meetings can be obtained for the College website www.ranzcog.edu.au by selecting 'Meetings and Conferences'. Please note that meetings with a yellow background indicate that a Practice Improvement activity is attached.

Meeting Attendances

In this category you can claim a maximum of **75** points in any three-year cycle.

RANZCOG (National and Regional) Annual Scientific Meeting	O&G Meetings approved by RANZCOG
<p>Scope Claims under this category include attendance at RANZCOG ASMs at national, regional and state committee level.</p> <p>Points available Points can only be claimed at the rate set for the meeting by the College.</p> <p>Points can be claimed for: attendance time at programmed educational sessions.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● lunch breaks and social functions; ● AGMs and business meetings; ● non-meeting activities; or ● travel and/or leisure time. 	<p>Scope Claims under this category include meetings within Australia and New Zealand, which are not organised by RANZCOG but are approved by RANZCOG as eligible for PI points. These must have at least 50 per cent O&G content. Clinical teleconferences can be claimed under this category.</p> <p>Points available 1 point for each hour of actual attendance at programmed educational activities.</p> <p>Points can be claimed for: attendance time at programmed educational sessions. Note: The Clinical Teleconference series is organized by RANZCOG and points are credited automatically by College staff, at the end of the series.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● lunch breaks and social functions; ● AGMs or business meetings; ● non-meeting activities; or ● travel and/or leisure time.
<p>Verification requirements Certificate of attendance or equivalent, such as:</p> <ul style="list-style-type: none"> ● copy of the sessions timetable and receipt for fees paid; and ● letter confirming your meeting registration. 	<p>Verification requirements Certificate of attendance/course completion, or equivalent, such as:</p> <ul style="list-style-type: none"> ● copy of the sessions timetable and receipt for fees paid; ● letter confirming your meeting registration; and ● excerpt from minutes if available/appropriate.

Meeting Attendances

In this category you can claim a maximum of **75** points in any three-year cycle.

<p align="center">Overseas O&G meetings</p>	<p align="center">Other meetings (including medical/hospital meetings, IT courses or training)</p>
<p>Scope Claims under this category include overseas meetings within the O&G specialty, which are not organised by RANZCOG.</p> <p>Points available 1 point for each hour of actual attendance at programmed educational activities.</p> <p>Points can be claimed for: attendance time at programmed educational sessions.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● lunch breaks and social functions; ● AGMs or business meetings; ● non-meeting activities; or ● travel and/or leisure time. 	<p>Scope Claims under this category include meetings which are not organised or approved for points by RANZCOG, eg. medico-legal meetings, medical hospital meetings and information technology (IT) courses or training.</p> <p>Points available 1 point for each hour of actual attendance at programmed educational activities.</p> <p>Points can be claimed for: attendance time at programmed educational sessions</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● lunch breaks and social functions; ● non-meeting activities; ● travel; or ● research and/or preparation.
<p>Verification requirements Certificate of attendance or equivalent, such as:</p> <ul style="list-style-type: none"> ● copy of the sessions timetable and receipt for fees paid; and ● letter confirming your meeting registration. 	<p>Verification requirements Certificate of attendance/course completion, or equivalent, such as:</p> <ul style="list-style-type: none"> ● copy of the sessions timetable and receipt for fees paid; ● letter confirming your meeting registration; and ● excerpt from minutes if available/ appropriate.

NOTES

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Self-Education Activities

In this category you can claim a maximum of **75** points in any three-year cycle.

General notes

This category encourages Fellows to assume responsibility for their own professional development by recognising that professional development points should be rewarded to Fellows who actively undertake their own educational activities during the three-year cycle.

Under this category, Fellows can claim for any relevant educational activity that they participate in, providing it fits within the scope of the various classifications within the category, as follows:

- RANZCOG Distance Education Program (DEP) units;
- Planned learning projects (research into or learning of new O&G skills);
- O&G tapes;
- CD-ROMs/internet using reference materials with testing, eg RCOG DIALOG, clinical cases via the internet; and
- A general claim which includes professional reading (journals in text and electronic media, etc).

To claim under this category, you must be able to demonstrate that you undertook and completed the educational activity as claimed. The activity must relate to your O&G practice.

If you have a doubt as to whether the activity fits this category, have the activity reviewed by RANZCOG.

Further information on self-education activities can be obtained from the College homepage at www.ranzcog.edu.au, by selecting 'Professional Development', 'CPD Program', Self-education ideas.

Planned Learning Projects (PLP)

In this category you can claim a maximum of **75** points in any three-year cycle.

POINTS ALLOCATED: **1** point per hour – minimum claim of 7 hours.

What is a Planned Learning Project?

A PLP must be a **planned activity aimed at learning new skills in obstetrics and gynaecology**. To qualify as a PLP, the project must be at least seven hours in duration. This can be over a number of days. It cannot be an activity which falls into some other category of the CPD, that is attending an O&G meeting.

Some PLP examples include:

- Attending a hospital or clinic to gain a new skill in a defined area or learn a new procedure, eg colposcopy, laparoscopically assisted hysterectomy, etc; or
- University course or equivalent, eg PhD thesis, DDU.

How is a claim made for a Planned Learning Project?

A PLP consists of two parts: a **learning plan** and a brief (1–2 page) **report** at the end of the project. These are outlined below.

Learning plan

This **learning plan** must include:

- A statement indicating **what it is** that you are planning to learn about a particular O&G activity (learning objectives).
- **How you intend to learn it** (resources and learning methods).
- An **estimate in hours** of the PLP.

Report

Following completion of your project, a brief report **must be kept with your verification documentation in order to claim points**. The report must include:

- **What you actually did** (dates, names of mentors, etc).
- **The actual time involved** (was it the same as estimated in the beginning?).
- **How effective you found the project as a learning exercise** (has it changed your practice?).

If you would like to progress this into a Practice Improvement activity, contact PI staff at College House.

Self-Education Activities

In this category you can claim a maximum of **75** points in any three-year cycle.

O&G CD-ROM or internet tests	Distance Education Program units (DEP Units)
<p>Scope</p> <p>To claim under this heading the CD-ROM/internet test must contain educational reference material, be based on educational objectives and contain a testing, feedback or assessment mechanism.</p> <p>Examples</p> <ul style="list-style-type: none"> ● RCOG Dialog (15 points per CD) ● Choices with childbirth (10 points) <p>(see RANZCOG website for links)</p> <p>Points available</p> <p>1 point for each hour of activity unless otherwise specified by RANZCOG.</p> <p>Points can be claimed for:</p> <p>all satisfactorily completed CD-ROM/Internet tests.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● non-completion of the relevant exercises; ● preparation or research time; or ● follow-up or additional work undertaken to achieve certification. <div data-bbox="220 1861 767 2018" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements</p> <p>Details of the activities completed and test or assessment print-outs should be retained.</p> </div>	<p>Scope</p> <p>Claims under this heading can be made for each completed DEP unit, which is submitted, examined and assessed as satisfactorily completed. Assessment of DEP units by RANZCOG incurs a charge. DEP units are available through RANZCOG.</p> <p>For examples see RANZCOG website for current topics under 'Training Services'.</p> <p>Points available</p> <p>30 points for each satisfactorily completed DEP unit.</p> <p>Points can be claimed for:</p> <p>all satisfactorily completed DEP units.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> ● partially finished DEP units; ● unsatisfactorily completed DEP units; ● preparation or research time; or ● follow-up or additional work undertaken to achieve satisfactory completion. <div data-bbox="823 1861 1380 2018" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements</p> <p>A copy of the DEP unit assessment should be retained.</p> </div>

Self-Education Activities

In this category you can claim a maximum of **75** points in any three-year cycle

O&G tapes	General claim
<p>Scope To claim under this heading, a Fellow must subscribe to the Audio-Digest O&G tapes, or similar O&G program. Tests must be completed before points are awarded and certification (of tests completed), is required.</p> <p>Points available 2 points for each satisfactorily completed test</p> <p>Points can be claimed for: completed tests certified by Audio-Digest or similar O&G program.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> • preparation or research time; or • follow-up activities. <p>Restrictions 2 points per test</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements Statement of tests completed and/or proof of subscription, should be retained.</p> </div>	<p>Scope This category is for claims, which you believe fit into this self-education category of the CPD such as:</p> <ul style="list-style-type: none"> • RCOG MCQs for review articles; • Journal Article Summary Service (JASS); • Baillière's Best Practice and Research in Clinical Obstetrics and Gynaecology (1 point per test at end of chapter); or • Research, eg: <ul style="list-style-type: none"> — systematically reviewing the literature on the management of a condition, eg endometriosis. — researching for and developing management protocols or preparing a submission to a government or similar agency. <p>Further details of self-education activities can be obtained from the RANZCOG website (see page 31)</p> <p>Points available 1 point for each review article test or 1 point per hour of professional reading/research.</p> <p>Points can be claimed for: an O&G activity that you believe fits into this category, including professional reading in text and electronic media.</p> <p>Points cannot be claimed for:</p> <ul style="list-style-type: none"> • preparation time; or • follow-up activities <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Verification requirements All relevant documentation should be retained as part of the verification requirements.</p> </div>

Administrative Requirements

Maintaining your Verification Records

Fellows are responsible for maintaining their own records of their continuing professional development. To assist Fellows in this regard the College has designed an administrative package called a Verification Record.

The Verification Record comprises:

- **Logsheet** The **Logsheet** enables you to keep a chronological record of your CE activities and should be used in conjunction with your **Verification Worksheet**.
- **Verification Worksheet** The **Verification Worksheet** should be completed for each type of activity that you intend to claim. Attach this sheet to the verification documentation that you have retained to support your claim.
- **Supporting documentation** Sufficient verification documentation should be kept to show that the activity undertaken is within the framework of the CPD Program.

We recommend that all verification documents be kept together in a personal folder, maintained by you for the purpose of continuing certification of your Fellowship.

Verification records including documentation should be **kept for a period of 12 months after your current cycle has expired**. All records must be made available to RANZCOG on request.

If you have any questions concerning verification, contact RANZCOG staff for clarification.

A **Verification Record** and samples of a **Verification Worksheet** and **Logsheet** are included in the following pages for your information.

Verification Worksheet

Name _____

Category claimed (✓ one per worksheet)

Practice Improvement

Educator Activities

Meeting Attendances

Self-Education Activities

Subcategory (eg presentations is a subcategory of Educator Activities) _____

Description of activity _____

Relevant date(s) _____

Number of points being claimed
(refer to guidelines)

VERIFICATION REQUIREMENTS (Check requirements of relevant category)

The following supporting documentation is attached

**You may photocopy this worksheet as required or alternatively download copies from the
College website: www.ranzcog.edu.au**

Submission of Points Claim Form

To enable the College to assist you in recording CPD points, a **Points Claim Form** must be completed annually.

When will you receive the Points Claim Form?

- Prior to each anniversary date (the date which relates to the commencement of your continuing certification period), you will receive a letter from the College detailing your current points (see diagram on next page). Your **Points Claim Form** (see sample) will be attached and must be completed and returned to the College within **six weeks**.

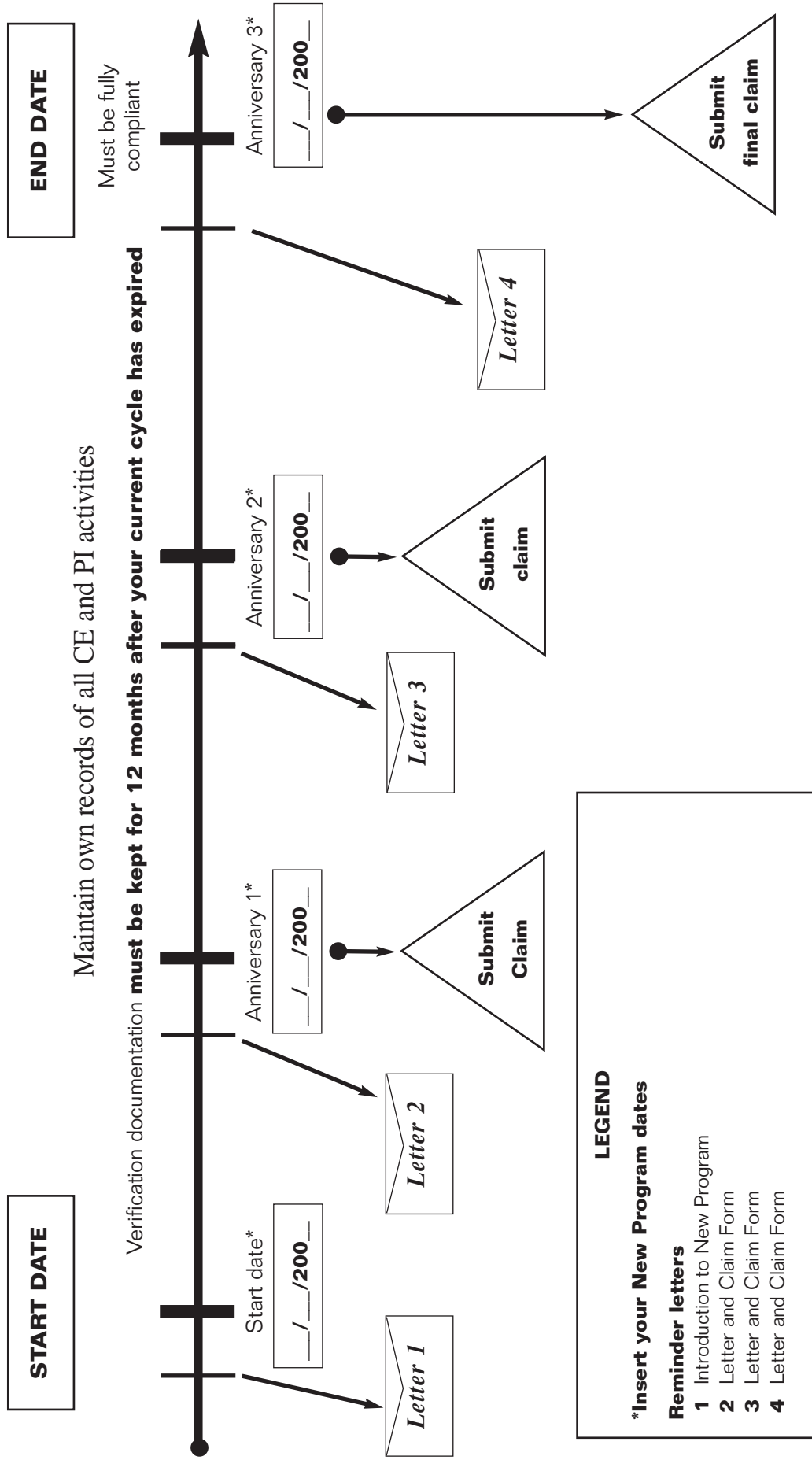
How do you complete the Points Claim Form?

- Using the **Verification Worksheet and/or Logsheet** you should total the number of points claimed in each category and transcribe it to the **Points Claim Form**.
- You must sign and date the **Points Claim Form**, certifying that the claim is accurate and that verification documents have been retained. Incomplete and unsigned forms will be returned.
- Subspecialists must indicate on the **Points Claim Form** whether or not the activity is in the area of their subspecialty.

It is mandatory for each Fellow to lodge their **Points Claim Form**. The College will not credit points without this form.

An overview of the **Administration Requirements for the CPD Program** and a sample of both the Fellowship and Subspecialty (SS) **Points Claim Forms** follow.

Overview of Administrative Requirements for the CPD Program





RANZCOG CONTINUING EDUCATION



Fellowship ID: <ID>
Name: <Name>
Current Period Dates: <start date to end date> inclusive
Annual Claim for period: <start date to anniversary date>

Points Claim Form – Fellows

(This claim form is to be completed annually by each Fellow in the three-year CPD Program)

Practice Improvement (PI) (minimum of 25 points) (RANZCOG PI Projects, eg Patient Satisfaction Questionnaires – points credited automatically by the College)	Points Claimed
PI Projects	
<i>Title:</i>	
_____
_____
_____
Practice Improvement total	_____

Educator Activities (maximum of 75 points)	Points Claimed
RANZCOG DEP unit – assessment
RANZCOG Examining
RANZCOG In Hospital Clinical Assessment
Mentoring (clinical attachment)
Presentations
Publications
Teaching/Tutoring
RANZCOG Training Supervision
General Claim
Educator Activities total	_____

SAMPLE

Meeting Attendance (maximum of **75** points)

Points Claimed

RANZCOG National and Regional ASMs

RANZCOG approved O&G Meetings and teleconferences

Overseas O&G Meetings

Other Meetings

Meetings total _____

Self Education Activities (maximum of **75** points)

Points Claimed

O&G Tapes

RANZCOG DEP unit – completion

CD-ROMS/internet tests

Planned Learning Projects

General Claim

Self Education total _____

Total points claimed on this form _____

I CERTIFY that the details provided in this claim are accurate and I have retained the required documents for verification purposes.

SAMPLE

.....
Name

.....
Signature

.....
Date

This form is to be completed and returned to the College.



RANZCOG CONTINUING EDUCATION



Fellowship ID: <ID>
Name: <Name>
Current Period Dates: <start date to end date> inclusive
Annual Claim for period: <start date to anniversary date>

Points Claim Form - Subspecialist

(This claim form is to be completed annually by each Subspecialist in the three-year CPD Program)

Practice Improvement (PI) (minimum of **25** points)
 (RANZCOG PI Projects, eg Patient Satisfaction Questionnaires
 – points credited automatically by the College)

PI Projects

Title:

Practice Improvement total _____ _____

Educator Activities (maximum of **75** points) **Points Claimed** **No. in SS**

RANZCOG DEP unit – assessment		
RANZCOG Examining		
RANZCOG In Hospital Clinical Assessment		
Mentoring (Clinical Attachment)		
Presentations		
Publications		
Teaching/Tutoring		
RANZCOG Training Supervision		
General Claim		

SAMPLE

Educator Activities total _____ **SS** _____

Meeting Attendance (maximum of **75** points)

Points Claimed **No. in SS**

RANZCOG National and Regional ASMs
RANZCOG approved O&G Meetings and teleconferences
Overseas O&G Meetings
Other Meetings

Meetings total _____ **SS** _____

Self-Education Activities (maximum of **75** points)

Points Claimed **No. in SS**

O&G Tapes
RANZCOG DEP unit – completion
CD-ROMS/internet tests
Planned Learning Projects
General Claim

Self-Education total _____ **SS** _____

Total points claimed on this form _____

I CERTIFY that the details provided in this claim are accurate and I have retained the required documents for verification purposes.

SAMPLE

.....
Name

.....
Signature

.....
Date

This form is to be completed and returned to the College.

Guide to Verification Process

The Continuing Professional Development Program includes a Verification Check Process for ten per cent of Fellows each year. Previously all Fellows were required to submit documentation supporting their CPD claims.

How are Fellows selected for a Verification Check?

- Selection of Fellows for a **Verification Check** under the new CPD Program will be computer generated, using a random number selection method

If a Verification Check is requested, what should be sent to RANZCOG?

For each claim, the following should be sent:

- Details of each activity undertaken (on Verification Worksheet) and supporting documentation

It is the responsibility of all Fellows chosen for a Verification Check to forward all supporting documentation to the College on request.

Can I request a Verification Check?

- **YES.** Fellows who require verification for overseas O&G Colleges or other purposes can request verification of their claims. This will be offered on a user-pays basis. Documentation for verification should be forwarded to the College with the prescribed fee; a letter of verification will be issued when a successful **Verification Check** has been completed.

What is the Verification Check Process?

- Selected Fellows will be notified in writing.
- The notice will require the selected Fellow to forward to the College (at the Fellow's own expense) all verification documentation which supports the claims made to the date of the **Verification Check.**
- The documentation must be sent to the College within six weeks of the date of the letter advising of the **Verification Check.**
- Verification documents will be returned to the Fellow together with a letter when a satisfactory **Verification Check** has been completed. This letter should be retained by the Fellow as conclusive proof of compliance with the specific **Verification Check.**

Who performs the Verification Check?

- The **Verification Check** will be undertaken by the CPD Committee or its nominees.

What happens if I have an unsatisfactory or incomplete Verification Check?

- If necessary, unsatisfactory or incomplete **Verification Checks** will be initially considered by the CPD Committee and/or the PI Committee (or its nominee) which may then refer the matter to the Fellowship Review Committee for its consideration.

Documentation retention timeframe

Supporting documentation must be kept for a period of 12 months after your current cycle has expired.

All correspondence relating to verification should be directed to the Continuing Education (CE) Section, at RANZCOG, 254–260 Albert Street, East Melbourne Victoria 3002 Australia.

Glossary of Terms

ASM	Annual Scientific Meeting.
Clinical attachment	See Mentoring.
DEP	RANZCOG Distance Education Program.
Logbook	A record of activities that must be completed as part of the recertification requirements for FRANZCOG subspecialists.
Mentoring	Teaching undergraduate students in a mentor capacity qualifies as an educational activity; so long as mentoring falls outside of one's major professional responsibility.
Planned Learning Project (PLP)	A PLP is a planned activity aimed at learning new skills in O&G. The project cannot be an activity which falls into another already existing category of Continuing Professional Development.
Points Claim Form	Sent annually to Fellows for completion of points claimed during previous 12 months. Claim form must be completed, signed and returned to the College by its due date.
Practice Improvement (PI)	A process in which Fellows of the College review their work (individually or collectively) with the aim of improving or enhancing clinical practice by identifying areas for improvement or modification. This involves an ongoing process of review, self-reflection, change and evaluation.
Preceptorship	See Mentoring.
Quality Assurance	See Practice Improvement.
RCOG-DIALOG	An electronic publication providing distance interactive learning in obstetrics and gynaecology.
Teaching/tutoring	Activities include teaching medical students, residents, registrars, practitioners or other health professionals.

Summary of the CPD Program

The CPD Program summarised

- Three-year continuing certification program (instead of a five year program).
- No grace period on elevation to Fellowship.
- New category structure for Continuing Education (CE) and Practice Improvement (PI), activities which generate professional development points.
- 150 CPD points required over three years of which 25 must be in PI.
- Self-recording required of CE and PI activities including maintenance of verification documentation.
- Submission of Points Claim Form annually.
- Verification Check of CE and PI records for ten per cent of Fellowship each year.

For further information contact:

Continuing Education Section

Val Spark

Continuing Education Coordinator
Tel: +61 3 9412 2921
Email: vspark@rancog.edu.au

Julie-Anne Fischer

Continuing Education Officer
Tel: +61 3 9412 2933
Email: jfischer@rancog.edu.au

Judit Virag

Continuing Education Assistant
Tel: +61 3 9412 2913
Email: jvirag@rancog.edu.au

The central email address and fax number for Continuing Education is:

email: cedu@rancog.edu.au, Fax: +61 3 9419 7817

Practice Improvement Section

Valerie Jenkins

Practice Improvement Manager
Tel: +61 3 9251 9048
Email: vjenkins@rancog.edu.au

Sharyn Toohey

Practice Improvement Project Coordinator
Tel: +61 3 9412 2925
Email: stoohy@rancog.edu.au

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