

Specialist Registrant CPD FAQ

November 2014

Practitioner audit for medical practitioners

Medical practitioners registered with the Medical Board of Australia (the Board) need to complete a minimum number of continuing professional development (CPD) hours that are relevant to their scope of practice.

The Board's continuing professional development registration standard is accessible on the [Registration Standards page](#) of the Board's website. This sets out the Board's expectations in relation to CPD.

These frequently asked questions (FAQ) answer common questions about CPD.

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What is CPD?

Medical practitioners who are engaged in any form of medical practice are required to participate in continuing professional development (CPD). The CPD must be relevant to your scope of practice so you can maintain, develop, update and enhance your knowledge, skills and performance and deliver appropriate and safe care.

CPD must include a range of activities to meet individual learning needs, including practice-based reflective elements, such as clinical audit, peer-review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning. CPD programs of medical colleges accredited by the Australian Medical Council (AMC) meet these requirements.

Practitioner with specialist registration who participated in a college CPD program

What do I need to do?

You must submit documentation and evidence to substantiate your declaration when you renewed your registration, that you have met the standards for CPD set by your relevant college. This is a requirement of the [Board's CPD registration standard](#). For most college programs, this means the calendar year ended 31 December. The Australasian College for Emergency Medicine program runs a financial year from 1 July to 30 June.

There are 15 accredited medical colleges. Your specialty is covered by one or more of these colleges.

As you participated in a relevant college CPD program you must demonstrate that you met the requirements of that program.

An AHPRA audit is the same as if you were audited by your relevant college.

As college programs run on different cycles with different requirements, three examples are given below:

- A. When your college has a CPD program that concluded at 31 December, you must demonstrate you have met the full requirements of that program. For example:

CPD cycles concluding 31 December	Evidence required
Annual program	You must demonstrate that you met the requirements of the annual program.

- B. When your college has a 2, 3, or 5 year CPD program that has annual minimum requirements, you must demonstrate either:

CPD cycles	Evidence required
Annual minimum requirements	You must demonstrate that you met the minimum annual requirements.
2, 3, or 5 year program that concludes in the year under audit	You must demonstrate that you met the all of the program requirements.

- C. When your college has a 2, 3, or 5 year CPD program with no annual minimum requirements, you will be required to demonstrate the activities you have completed to date. Your full CPD activities program will be assessed the next time you renew your registration.

What are the college CPD requirements?

Each college CPD program clearly sets out their CPD requirements. The tables below summarise the CPD requirements. AHPRA requires to submit a full set of documentation as evidence.

[Australasian College for Emergency Medicine](#)

[Visit the Australasian College for Emergency Medicine website.](#)

Audited after 1 July:	CPD evidence requirements for the year ending 31 December
2014	50 hours AND 3 core skills by either performance, or teaching or supervision
2015	50 hours AND 3 core skills by either performance, or teaching or supervision
2016	50 hours AND 3 core skills by either performance, or teaching or supervision
2017	<ul style="list-style-type: none">• 150 hours AND• 3 core skills by performance only AND• 10 unique scope of practice skills

[Australasian College of Dermatologists](#)

[Visit the Australasian College of Dermatologists website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	Must demonstrate 50 points including a minimum of one Category 2 (level 3) activity per year and two Category 3 (level 2) activities for the 2013-15 triennium.
2015	Must demonstrate the required 50 points from 1 January 2014 to 31 December 2014 with one mandatory Category 2 (Level 3) activity.
2016	Must demonstrate the triennium requirements of 300 points with mandatory requirements of one Category 2 (Level 3) activity and two Category 3 (Level 2) activities.

[Australasian College of Sports Physicians](#)

[Visit the Australasian College of Sports Physicians website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	Must demonstrate 50 points.
2015 or 2016	Must demonstrate the annual minimum requirements of 50 points.
2017	Must demonstrate the triennium requirement of 150 points from 1 January 2014 to 31 December 2016.

Audited in:	CPD evidence requirements for the year ending 31 December
2014	Must demonstrate 120 credits for the 2011-13 triennium cycle including 30 credits in each of categories 1, 2 and 3.
2015 or 2016	Must demonstrate the annual minimum requirements of 15 or 30 credits.
2017	Must demonstrate the triennium requirement of 180 credits from 1 January 2014 to 31 December 2016.

Anaesthetist requirements by practice type – Annual Minimum 1 January to 31 December

Practice type	Annual CPD evidence requirements for the year ending 31 December
Clinical	CPD Plan and 30 credits
Non interventional	CPD Plan and 30 credits
Non clinical	CPD Plan and 15 credits
Retired (but not fully retired)	CPD Plan and 15 credits
Fellow residing overseas	ANZCA CPD Standard . Note: the standard is not the CPD program.
Any other medical practitioner who pays to participate in ANZCA program	CPD Plan and 30 credits

Anaesthetists requirements by practice type – 1 January 2014 - 31 December 2016 triennium

Practice type	Triennial minimum requirements	Required credits and activities
Clinical	Category A and B: Practice Evaluation <i>Must include 2 activities from mandatory Category A</i>	100 credits
Clinical	Category: Knowledge and Skills	80 credits
Clinical	Category: Emergency Response Activities	2 activities
Clinical	CPD plan	✓
Clinical	End of triennium self-evaluation	✓

Practice type	Triennial minimum requirements	Required credits and activities
Non-interventional	Category A and B: Practice Evaluation. <i>Must include 2 activities from mandatory Category A.</i>	100 credits
Non-interventional	Category: Knowledge and Skills	80
Non-interventional	CPD plan	✓
Non-interventional	End of triennium self-evaluation	✓
Non-clinical	Category: Knowledge and Skills	80
Non-clinical	CPD plan	✓
Non-clinical	End of triennium self-evaluation	✓

Pain Medicine specialist requirements by practice type

Pain Medicine Specialist Type	CPD requirement: primary speciality with college CPD program	Mandatory ANZCA categories
Clinical	Primary College CPD Program: <ul style="list-style-type: none"> Anaesthetist – ANZCA Surgeon – RACS Physician – RACP Psychiatrist – RANZCP GP – RACGP or ACRRM Rehabilitation physician – RACP. 	<ul style="list-style-type: none"> Category 1 practice evaluation Category 2 knowledge and skills Category 3 emergency response
Non-interventional	Primary College CPD Program: <ul style="list-style-type: none"> Anaesthetist – ANZCA Surgeon – RACS Physician – RACP Psychiatrist – RANZCP GP – RACGP or ACRRM Rehabilitation physician – RACP. 	<ul style="list-style-type: none"> Category 1 practice evaluation Category 2 knowledge and skills

Australian College of Rural and Remote Medicine

[Visit the Australian College of Rural and Remote Medicine website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	<ul style="list-style-type: none"> 2011-13 Professional Development Program (PDP) Certificate of Compliance, AND PDP Statement covering the period 2011-13.

Audited in:	CPD evidence requirements for the year ending 31 December
2015	Annual PDP Statement only.
2016	Annual PDP Statement only.
2017	<ul style="list-style-type: none"> • 2014-16 PDP Certificate of Compliance, AND • PDP Statement covering the period 2014-16.

College of Intensive Care Medicine

[Visit the College of Intensive Care Medicine website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	Must demonstrate 100 points as completion of the biennium cycle from 1 Jan 2012 to 31 Dec 2013 including a minimum 20 points for each of Activity Group 1, 2 and 3.
2015	Must demonstrate 2014 activities towards the December 2015 biennium completion.
2016	Must demonstrate the biennium requirement of 100 points with minimum points required in 3 categories to 31 December 2015.

Royal Australian College of General Practitioners

[Visit the Royal Australian College of General Practitioners website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	<ul style="list-style-type: none"> • 2011-13 Quality Improvement and Continuing Professional Development Program (QI&CPD) Triennium Certificate, AND • 2011-13 Credit Point Statement.
2015	Annual Credit Point Statement only.
2016	Annual Credit Point Statement only.
2017	<ul style="list-style-type: none"> • 2014-16 QI&CPD Triennium Certificate AND • Credit Point Statement.

Royal Australasian College of Medical Administrators

[Visit the Royal Australasian College of Medical Administrators website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2015 or 2016	Must demonstrate the annual minimum requirements of 25 or 50 hrs
2017	Must demonstrate the triennium requirement of 150 points from 1 January 2014 to 31 December 2016.

Royal Australasian College of Ophthalmologists

[Visit the Royal Australasian College of Ophthalmologists website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014 or 2015 or 2016	Must demonstrate either: <ul style="list-style-type: none">• 80 points including 30 points from Clinical Expertise Level 2 or• 50 points (if retired or part-time).

Royal Australasian College of Physicians

[Visit the Royal Australasian College of Physicians website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014 or 2015 or 2016	Must demonstrate 100 credits.

Royal Australasian College of Surgeons

[Visit the Royal Australasian College of Surgeons website.](#)

Audited in:	Surgical Practice Type	Must demonstrate
2014 or 2015 or 2016	Operative – hospitals/day surgery units	<ul style="list-style-type: none">• Category 1: A peer reviewed surgical audit and participation in audit of surgical mortality where appropriate• Category 2: 10 points from Clinical Governance and Evaluation of Patient Care• Category 3 and 4: 60 points from Performance Review, and or Maintenance of Knowledge and Skills
2014 or 2015 or 2016	Operative – rooms only	<ul style="list-style-type: none">• Category 1: A peer reviewed surgical audit and participation in audit of surgical mortality where appropriate• Category 3 and 4: 60 points from Performance Review, and or Maintenance of Knowledge and Skills

Audited in:	Surgical Practice Type	Must demonstrate
2014 or 2015 or 2016	Operative – locum only	<ul style="list-style-type: none"> Category 1: A peer reviewed surgical audit and participation in audit of surgical mortality where appropriate or Category 1: Maintain logbook of surgical procedures where peer reviewed audit not available Category 3 and 4: 60 points from Performance Review, and or Maintenance of Knowledge and Skills
2014 or 2015 or 2016	Clinical consulting (non-operative)	Category 3 and 4: 60 points from Performance Review, and or Maintenance of Knowledge and Skills
2014 or 2015 or 2016	Other – research, administration, academic, teaching, assisting	Category 3 and 4: 30 points from Performance Review, and or Maintenance of Knowledge and Skills

Royal Australian and New Zealand College of Obstetricians and Gynaecologists

[Visit the Royal Australian and New Zealand College of Obstetricians and Gynaecologists website.](#)

Audited in:	Surgical Practice Type	Must demonstrate
2014	Paper	Must demonstrate 150 points over a 3-year period. A minimum of 25 points obtained in the Practice Review and Clinical Risk Management (PR&CRM) category
2014	Online	Must demonstrate 150 points over a 3-year period. A minimum of 25 points to have been obtained in Practice Audit and Reflection (PAR) activities
2015	Paper	Must demonstrate 150 points over a 3-year period. A minimum of 25 points obtained in the Practice Review and Clinical Risk Management (PR&CRM) category
2015	Online	Must demonstrate 150 points over a 3-year period. A minimum of 25 points to have been obtained in Practice Audit and Reflection (PAR) activities

Audited in:	Surgical Practice Type	Must demonstrate
2016	Paper	Must demonstrate 150 points over a 3-year period. A minimum of 25 points obtained in the Practice Review and Clinical Risk Management (PR&CRM) category
2016	Online	Must demonstrate 150 points over a 3-year period. A minimum of 25 points to have been obtained in Practice Audit and Reflection (PAR) activities

Royal Australian and New Zealand College of Psychiatrists

[Visit the Royal Australian and New Zealand College of Psychiatrists website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014 or 2015 or 2016	Must demonstrate that RANZCP requirements have been met.

Royal Australian and New Zealand College of Radiologists

[Visit the Royal Australian and New Zealand College of Radiologists website.](#)

Audited in:	CPD evidence requirements for the year ending 31 December
2014	<ul style="list-style-type: none"> Radiologist – minimum 30 points in any CPD category completed from 1 Jan 2013 to 31 Dec 2013 towards the 180 points required for the 2013-15 triennium. Radiation Oncologist – minimum 25 points in Category 1 completed from 1 Jan 2013 to 31 Dec 2013 towards the 150 points required for the 2013-15 triennium.
2015	<ul style="list-style-type: none"> Radiologist – must demonstrate the minimum requirements of 30 points from 1 January 2014 to 31 December 2014 towards the 180 points required for the 2013-15 triennium.. Radiation Oncologist – must demonstrate the annual minimum requirements of at least 25 points in Category 1 – Practice Review and Appraisal from 1 January 2014 to 31 December 2014.
2016	<ul style="list-style-type: none"> Radiologist – must demonstrate the triennium requirement of 180 points with points accrued in a minimum of 3 categories from 1 January 2013 to 31 December 2015. Radiation Oncologist – must demonstrate the triennium requirement of 150 points with points accrued in a minimum of 3 categories from 1 January 2013 to 31 December 2015.

Audited in:	CPD evidence requirements for the year ending 31 December
2014 or 2015 or 2016	50 hours including a minimum of 20 hours per category A and B, with 10 hours per category C with 2 different activities per category.

What documentation do I provide?

Each college CPD program clearly sets out the categories and documentary evidence you must submit to substantiate your claim. All evidence you provide must be in the format required by your relevant college.

Each college CPD program states:

- the maximum and minimum number of points/ credits/ or hours that must be achieved in the program and in each category
- the specific college requirements per category.

You must provide the following documentation to AHPRA:

If you were:	You must provide:
<ul style="list-style-type: none"> neither a participant in RACGP, nor ACRRM, and have not had your previous year's activities audited by your college: 	<ul style="list-style-type: none"> a completed cover sheet that outlines the categories and the correct number of points/ credits/ or hours claimed AND copies of documentation to show activities claimed. Please don't send original documents to AHPRA. <p>The coversheet is accessible on the Audit page of the Medical Board of Australia website.</p> <p>You will only need to provide evidence for the minimum number of points/ credits/ or hours required by the college CPD program. Auditors will not examine documentation in excess of the minimum requirements.</p>
ACRRM participant	<p>You must provide a completed cover sheet and copies of:</p> <ul style="list-style-type: none"> Current PDP Activity Statement AND 2014-16 Professional Development Program (PDP) Certificate of Compliance, (if audited from 1 January 2017) <p>The coversheet is accessible on the Audit page of the Medical Board of Australia website.</p> <p>You do not need to produce any other evidence.</p>
RACGP participant	<p>You must provide a completed cover sheet and copies of:</p> <ul style="list-style-type: none"> Current Credit Point Statement AND 2014-16 Quality Improvement and Continuing Professional Development Program Certificate (if audited from 1 January 2017) <p>The coversheet is accessible on the Audit page of the Medical Board of Australia website.</p> <p>You do not need to produce any other evidence.</p>

If you were:	You must provide:
Where your college has audited your previous year's activities:	<p>You must provide a completed cover sheet and copies of either:</p> <ul style="list-style-type: none"> • letter of unsuccessful audit together with evidence needed to meet the remaining college requirements, OR • letter of successful audit OR • [RCPA and ACSP only] letter of successful audit and evidence of CPD activities in categories that were not audited. <p>The coversheet is accessible on the Audit page of the Medical Board of Australia website.</p> <p>You do not need to produce any other evidence.</p>

What is acceptable evidence? – college completion certificates

A college certificate of completion often shows that you have claimed the minimum credits/ hours/ or points needed to complete the CPD program. The certificate does **not** show that the activities claimed have been verified.

The only acceptable college completion certificates are from RACGP, and ACRRM. **Only** these colleges verify 100% of every participant's CPD activities. If you participated in the following college program you must provide the following evidence:

Medical College	Acceptable Evidence
Royal Australian College of General Practitioners	<ul style="list-style-type: none"> • Current Credit Point Statement <p>You do not need to produce any other evidence.</p>
Australian College of Rural and Remote Medicine	<ul style="list-style-type: none"> • Current Professional Development Program (PDP) Activity Statement <p>You do not need to produce any other evidence.</p>

Why is my college CPD participation statement not acceptable evidence?

A statement of participation shows that you are enrolled and participating in the college CPD program. It does not show that you have met the program requirements.

What is acceptable evidence? – college audit

If your college has audited your previous year's activities then you may provide your letter of:

- unsuccessful audit together with evidence needed to meet the remaining college requirements
- successful audit as acceptable evidence according to the table below.

Medical College	Acceptable College Audit Evidence
Australasian College for Emergency Medicine	Letter of successful audit
Australasian College of Dermatologists	Letter of successful audit
Australian College of Rural and Remote Medicine	Current PDP Activity Statement

Medical College	Acceptable College Audit Evidence
Australasian College of Sports Physicians	Letter of Audit AND evidence of CPD activities in categories that were not audited by the college
Australian and New Zealand College of Anaesthetists	Letter of successful audit
College of Intensive Care Medicine	Letter of successful audit
Royal Australian College of General Practitioners	Current Credit Point Statement
Royal Australasian College of Medical Administrators	Letter of successful audit
Royal Australasian College of Ophthalmologists	Verification audit completion letter AND Certificate of CPD Compliance
Royal Australasian College of Physicians	Letter of successful audit confirmation
Royal Australasian College of Surgeons	Letter of successful audit
Royal Australian and New Zealand College of Obstetricians and Gynaecologists	Verification feedback letter
Royal Australian and New Zealand College of Psychiatrists	Feedback letter of successful audit AND certificate
Royal Australian and New Zealand College of Radiologists	Audit Feedback Letter
Royal College of Pathologists of Australasia	Letter of Audit AND evidence of CPD activities in categories that were not audited by the college

Practitioner with specialist registration who did NOT participate in a college CPD program

What do I need to do?

There are 15 accredited medical colleges and one accredited medical association. Your specialty is covered by one or more of these colleges and will be called 'your relevant college'.

You must submit documentation and evidence to substantiate the declaration you made when you renewed your registration that you have met the standards for CPD set by your relevant college. This is a requirement of the [Board's CPD registration standard](#). For most college programs, this means the calendar year ended 31 December. The Australasian College for Emergency Medicine program runs a financial year from 1 July to 30 June.

You have a personal obligation to demonstrate that you have met the standards for CPD set by your relevant college. AHPRA is not able to provide college requirements directly to you. Each college decides how practitioners can access their CPD requirements.

You must meet the requirements of your relevant college CPD program **whether or not** you participated in that program.

You must demonstrate that you met the requirements of the relevant college CPD program. As college programs run on different cycles with different requirements, three examples are given below:

- A. When your college has a CPD program that concluded at 31 December, you must demonstrate you have met the full requirements of that program. For example:

CPD cycles concluding 31 December	Evidence required
Annual program	You must provide full documentary evidence to demonstrate that you met the requirements of the annual program.

- B. When your college has a 2, 3, or 5 year CPD program that has annual minimum requirements, you must demonstrate either:

CPD cycles	Evidence required
Annual minimum requirements	You must demonstrate that you met the minimum annual requirements.
2, 3, or 5 year program that concludes in the year under audit	You must demonstrate that you met the all of the program requirements.

- C. When your college has a 2, 3, or 5 year CPD program with no annual minimum requirements, you must demonstrate the activities you have completed to date.

What are the CPD requirements?

The table below sets out the college CPD requirement and the evidence AHPRA requires you to submit.

If you are a:	Medical college	2014 CPD evidence requirements
Emergency Medicine Specialist	Australasian College for Emergency Medicine	Must demonstrate 50 hours AND 3 core skills by either performance, or teaching or supervision.
Dermatologist	Australasian College of Dermatologists	Must demonstrate 50 points from 1 January 2014 to 31 December 2014 with one mandatory Category 2 (Level 3) activity.
Sports Physician	Australasian College of Sports Physicians	Must demonstrate the annual minimum requirements of 50 points.
Anesthetist or Pain Medicine Specialist	Australian and New Zealand College of Anaesthetists	Must demonstrate the annual minimum requirements of 15 or 30 credits.

If you are a:	Medical college	2014 CPD evidence requirements
GP (General Practitioner)	Australian College of Rural and Remote Medicine OR Royal Australian College of General Practitioners	Annual PDP Statement only. OR Annual Credit Point Statement only.
Intensive Care Specialist	College of Intensive Care Medicine	Must demonstrate 2014 activities towards the December 2015 biennium completion.
Medical Administrator	Royal Australasian College of Medical Administrators	Must demonstrate the annual minimum requirements of 25 or 50 hrs.
Ophthalmologist	Royal Australasian College of Ophthalmologists	Must demonstrate 80 points completed from 1 Jan 2014 to 31 Dec 2014 including 30 points from Clinical Expertise Level 2 or 50 points if retired or part-time.
Physician or Paediatrician	Royal Australasian College of Physicians	Must demonstrate 100 credits.
Surgeon	Royal Australasian College of Surgeons	Must demonstrate requirements have been completed according to surgical practice type from 1 Jan 2014 to 31 Dec 2014.
Obstetrician or Gynaecologist	Royal Australian and New Zealand College of Obstetricians and Gynaecologists	Paper: Must demonstrate 150 points over a 3-year period. A minimum of 25 points obtained in the Practice Review and Clinical Risk Management (PR&CRM) category. Online: Must demonstrate 150 points over a 3-year period. A minimum of 25 points to have been obtained in Practice Audit and Reflection (PAR) activities
Psychiatrist	Royal Australian and New Zealand College of Psychiatrists	Must demonstrate that RANZCP annual requirements have been completed from 1 Jan 2014 to 31 Dec 2014.

If you are a:	Medical college	2014 CPD evidence requirements
Radiologist or Radiation Oncologist	Royal Australian and New Zealand College of Radiologists	<p>Must demonstrate either:</p> <ul style="list-style-type: none"> • Radiologist – minimum 30 points in any CPD category completed from 1 Jan 2014 to 31 Dec 2014 towards the 180 points required for the 2013-15 triennium. • Radiation Oncologist – minimum 25 points in Category 1 completed from 1 Jan 2014 to 31 Dec 2014 towards the 150 points required for the 2013-15 triennium.
Pathologist	Royal College of Pathologists of Australasia	<p>Must demonstrate 50 hours completed from 1 Jan 2014 to 31 Dec 2014 including:</p> <ul style="list-style-type: none"> • a minimum of 20 hours per Category A, B • a minimum of 10 hours per Category C and • 2 different activities per category

What documentation do I provide?

Each college CPD program clearly sets out the categories and documentary evidence you must submit to substantiate your claim. All evidence you provide must be in the format required by your relevant college.

Each college CPD program states:

- the maximum and minimum number of points/ credits/ or hours that must be achieved in the program and in each category
- the specific college requirements per category.

You must provide:

- a completed cover sheet that outlines the categories and the correct number of points/ credits/ or hours claimed **AND**
- copies of documentation to show activities claimed. Please don't send original documents to AHPRA.

The coversheet is accessible on the [Audit page](#) of the Medical Board of Australia website.

You will only need to provide evidence for the minimum number of points/ credits/ or hours required by the college CPD program. Auditors will not examine documentation in excess of the minimum requirements.