



Continuing Professional Development RANZCOG Guide to CPD

Purpose of Guide

The guide will help Fellows, Associate Members and Educational Affiliates to:

- Understand the RANZCOG CPD Program
- Provide guidance and support to maintain CPD requirements for the 2019-2021 Triennium

RANZCOG CPD Department
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About RANZCOG

RANZCOG is dedicated to the establishment of high standards of practice in obstetrics and gynaecology and women's health. The College trains and accredits doctors throughout Australia and New Zealand in the specialties of obstetrics and gynaecology so that they can provide the highest standards of healthcare. The College also supports research into women's health and acts as an advocate for women's healthcare by forging productive relationships with individuals, the community, and professional organisations, both locally and internationally.

Impact of Covid-19 on meeting CPD requirements

In response to the announcements by the [Medical Council New Zealand \(MCNZ\) on 25th March](#) 2020 and the [Medical Board Australia \(MBA\) on 30th March](#) 2020, the RANZCOG Board made a decision to grant Fellows and members of the College an exemption from their participation in the 2019-2022 RANZCOG CPD program effective 25th March 2020 until 28th February 2021. Fellows CPD requirements for the remainder of the Triennium (30th June 2022) have therefore been adjusted accordingly in the CPD online platform. Any CPD activities undertaken during this time can still be recorded in the CPD program.

A Message from the CPD Chair

November 2020

With the publication of this new guide and nearing the end of the COVID-19 exemption period, this is an excellent opportunity to reflect and re-engage with your CPD.

Since its release on 1 July 2019, the revised RANZCOG CPD Framework has undergone further changes to identify a greater breadth of activities, with a particular focus on the Outcome Measurement and Performance Review domains. Roles undertaken for the College have also been more broadly identified and acknowledged across the framework.

RANZCOG acknowledge that the health and wellbeing of Fellows is paramount. With the support of the RANZCOG Wellbeing Working Group, we are working towards *approving suitable* wellbeing activities for CPD. Further information regarding wellbeing and CPD is outlined in Appendix 4.

The CPD Committee and CPD team are here to create an accessible CPD program and support you in not only meeting your CPD requirements but getting the most out of your CPD journey. We appreciate your feedback and suggestions as well as any queries you may have. Please feel free to contact us at cpd@ranzcof.edu.au.

RANZCOG CPD Program

The RANZCOG CPD Program is designed to facilitate continuing training, lifelong learning and practice review by:

- providing a CPD framework that aligns with the [Medical Board of Australia's \(MBA\) Professional Performance Framework \(PPF\)](#) and the [Medical Council of New Zealand's \(MCNZ\) Recertification Requirements \(RR\)](#) that supports the strengthening of CPD programs.
- encouraging the use of a Professional Development Plan (PDP)* a mandatory requirement from 1st July 2023, and the Annual Conversation** a mandatory requirement from 1st July 2022, to support Fellow and members reflect and identify professional development opportunities.
- providing an accessible and easily navigated online portal for Fellows and members to plan, record and track their CPD activities.

RANZCOG considers the 2019-2022 Triennium to be a transitional period to help Fellows adjust to the new changes.

Changes to RANZCOG CPD from 1 July 2022

Australia: The CPD registration standard has been approved by Health Ministers and is effective from 1 January 2023.

[Find out more...](#)

New Zealand: Revised Recertification Requirements for MCNZ are effective from 1 July 2022.

[Find out more...](#)

Effective 1 July 2022, RANZCOG will be moving from a triennium to an annual CPD program, to accommodate the above regulatory changes, some of which have already been implemented within the current CPD program. Further information is available from the [CPD Program from 1 July 2021 web page](#).

The Professional Development Plan (PDP)*

Completion of a Professional Development Plan (PDP) will be an annual requirement from 1st July 2022 for Australian and New Zealand Fellows and members. The PDP is a planning tool to guide Fellows and members future CPD throughout their career and can be used to identify development needs both personally and professionally and can guide changes for improving own health and wellbeing. It is intended to be a working document that can up revisited and updated regularly to reflect on areas that still need to be addressed and those that have been achieved.

An example PDP template is available in [Appendix 1](#) and in the online CPD resources link. Fellows and members are encouraged to engage with the PDP, however other PDP tools may be used.

Mandatory requirements for completion of the PDP

Effective 1st July 2022, Fellows and members will be required to update their PDP and provide a reflection. Australian Fellows & members will be required to submit their PDP document on an annual basis as a completed CPD activity in their My CPD portal. In addition to submitting their [PDP document](#), New Zealand Fellows & members will be required to undertake an Annual Conversation** and provide evidence in the CPD portal this has taken place.

CPD Hours Claimable

Professional Development Plan: 3 hours in the Performance Review Domain.

Annual Conversation: 2 hours in the Performance Review Domain.

Mandatory requirements for the Annual Conversation

From 1st July 2022, New Zealand Fellows and members will be required to undertake a structured conversation, at least annually, with a peer, colleague or employer about their clinical practice. The intent of this activity is to provide time for the Fellow/member to reflect on their development needs, their goals for learning and professional activities and their intentions for the next year. It provides an opportunity to receive constructive feedback and share best practice. It may also give doctors the opportunity to explore their satisfaction in their current role, self-care and any health and wellbeing issues so they are able to adjust their practice accordingly, set performance targets for the future and consider longer term.

Further information is available on [The Professional Development Plan and Annual Conversation](#) webpage.

The CPD Framework

To help recognise the three core types of CPD as described in the MBA's [Professional Performance Framework](#), and in the [MCNZ Recertification requirements](#), the CPD Framework has been developed where activities are categorised under the three domains, Educational Activities, Outcomes Measurement and Performance Review as described in the following table with activity examples.

Domain	Descriptor	Activity Examples
Educational Activities	Includes participation in self-directed learning and/or involvement in College roles and/or educational events.	<ul style="list-style-type: none"> Committee Work Conferences / workshops / educational meetings Research Self-education Teaching/supervising/mentoring/examining Educational RANZCOG Programs Cultural competency programs RANZCOG site visits
Outcome Measurement	Includes measurement of outcomes of care, benchmarking of performance with peers and reflecting on patient outcomes	<ul style="list-style-type: none"> Audits/data review Resources – where contribution is based on review of data and measuring outcomes Publications - where contribution is based on review of data and measuring outcomes Reports – where contribution is based on review of data and measuring outcomes Quality programs – contribution is based on review of data and measuring outcomes Research Review of medical records RANZCOG site visits
Performance review	Includes reviewing and reflecting on actual work processes and can include feedback from peers, colleagues, and patients	<ul style="list-style-type: none"> Professional development plan (PDP) and Annual conversation Clinical meetings Self-evaluation and reflection for any activity Operating and performing a procedure with a peer (reflection) Peer review and feedback RANZCOG site visits feedback and reflection Satisfaction questionnaires

The CPD Framework will guide Fellows and members to identify appropriate activities, including College roles, that can be recorded for CPD. Templates have also been updated to help document and record evidence of some activities.

See [Appendix 2](#) or click [here](#) for the full CPD framework.

CPD Definitions Guide

A [CPD Framework Definitions](#) guide is available to support the CPD Framework that provides a detailed description of all activities.

Recording participation in a College role in My CPD

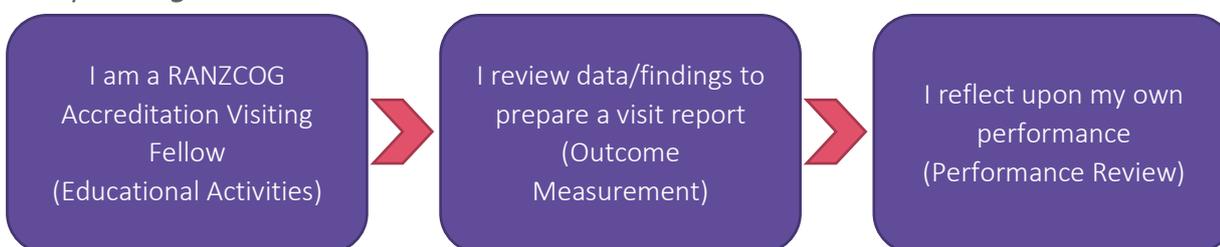
Where Fellows and members undertake a College role, College staff, where possible, will record the activity for you and lodge with the CPD department.

[Appendix 3](#) lists College roles and activities and what Domain they align to in the CPD Framework. The table will help you to identify where hours can be claimed across multiple domains for one activity.

Example College role 1



Example College role 2



Meeting your requirements when no longer active in Clinical Practice

When completing your Professional Development Plan (PDP) this is an ideal opportunity to review your current scope of practice and identify other opportunities if no longer in clinical practice. If you work in a non-clinical role and wish to maintain your medical registration, then full participation in CPD is required. However, the type of activities should be appropriate to your role.

When you cease clinical practice, to maintain relevant CPD activities you need to define your new scope of practice. For example, if you are semi-retired and only remain teaching etc. then your new scope of practice is considered to be teaching. This means you would need to complete Educational Activities related to how and what you teach, measure outcomes related to your practice as a teacher and review and reflect on your performance as a teacher.

Some examples relevant to Fellows in leadership roles with no clinical practice component are as follows:

Educational Activities

Leadership and/or management training e.g. training in operations management, communications, mentoring, financial management, human resources, medico-legal matters etc.

Participation in government or hospital committees/working groups/advisory groups.

Outcome Measurement

Measurement of outcomes based on responsibilities such as: resource utilization; complaints outcomes; equity outcomes; preparation of annual clinical reports on service you lead; measures of team/service culture; employee satisfaction surveys etc.

Performance Review

Peer review of your performance; Reflection on own performance (can use outcome measures to help inform this); Formal evaluation of any aspect of your personal performance; Performance review of others.

CPD for the Cervical Quality Improvement Program (C-QulP)

Colposcopists can now log CPD hours across all three domains within the CPD Framework.

Completion of one of the colposcopy activities listed under Educational Activities and a colposcopy Performance Review activity also fulfils the requirements for recertification with the C-QulP.

New Zealand Fellows should also remain aware of the requirements mandated by the [National Screening Unit \(NSU\)](#).

Australian Colposcopists please note: NCSR Colposcopy Quality Assurance Reports will not be available until 2022. Should you wish to claim under the Outcome Measurement domain in the meantime, you can submit a self-managed Colposcopy audit report.

Examples include:

Domain	Activity Examples
Educational Activities	<p>Attendance at a face to face or online colposcopy meeting, workshop, course, or conference.</p> <p>A list of some available activities are provided on the Cervical Quality Improvement Program (C-QulP) website.</p>
Outcome Measurement	<p>Complete a self-managed colposcopy audit or an audit based off externally provided official reports (e.g. NCSR/NSU reports).</p> <p>Please provide a copy of your audit report (either written yourself or sent from the NCSR/NSU)</p>
Performance review	<p>Self-evaluate and reflect on your performance as a colposcopist.</p> <p>Please complete the RANZCOG Self-evaluation and Reflection Worksheet as evidence of your reflection.</p>

Approval of activities for the RANZCOG CPD program

The CPD Committee has approved a [Guide to CPD Activity Approval](#) that describes Education Standards (The Standards) developed as a guide to assist Education Providers in developing activities for the RANZCOG CPD program. The Standards, based on principles of adult learning, describe four key elements for quality educational design, delivery, implementation and evaluation as follows.



The CPD 2019-2021 program will therefore see a greater focus on the quality of educational activities that are approved.

Developing educational activities on behalf of your practice or hospital.

Fellows and members involved in the development of an educational activity for their practice or hospital can apply to have the activities approved for CPD. Please refer to the [Guide for CPD Activity Approval](#) for further information.

CPD Program requirements for the 2019-2021 Triennium

What has changed?

The revised RANZCOG CPD Framework was launched 1 July 2019 and aligns with the Medical Board of Australia's (MBA) '[Professional Performance Framework](#)' (PPF), and the [Medical Council of New Zealand's recertification programme requirements](#).

The changes made to the RANZCOG CPD Program included:

<p>A fixed CPD triennium</p>	<p>All Fellows were moved to complete their CPD triennium on the same dates. The new standard triennium dates run from 1 July to 30 June, beginning 1 July 2019 – 30 June 2022.</p>
<p>New domains</p>	<p>All existing CPD activities were aligned to fit into the new domains as outlined by the MBA and MCNZ. The new domains are Educational Activities, Outcome Measurement and Performance Review.</p>
<p>Hours instead of points</p>	<p>Completion of CPD activities is now measured in hours rather than points.</p>
<p>New minimum requirements</p>	<p>The minimum requirement in each domain has changed from 25 points to 38 hours. The remaining 36 hours (to make up the total 150-hour requirement) can be in any domain(s).</p>
<p>No more PD/PAR points</p>	<p>Hours are no longer divided into categories of Professional Development (PD) / Performance Audit & Reflection (PAR). Each activity is just recorded as the number of hours taken, in the relevant domain.</p>

What are the requirements for Fellows?

Fellows practicing on either a part-time or full-time basis must accrue a minimum of **150 CPD hours** within the **3-year period**.

01/07/2019 Standard Triennium

Domains	Min Hours
Educational Activities (EA)	38
Outcome Measurement (OM)*	15
Performance Review (PR)*	15
Remaining hrs across OM/PR*	46
Remaining Hours across any Domain(s)	36
TOTAL	150

1/9/2021 with COVID exemption applied and updates for OM* & PR*

Domains	Min Hours
Educational Activities (EA)	26
Outcome Measurement (OM)*	10
Performance Review (PR)*	10
Remaining hrs across OM/PR*	32
Remaining Hours across any Domain(s)	26
TOTAL	104

Revised allocation of hours for Outcome Measurement (OM) and Performance Review (PR)

*It has been recognized by the MBA that achieving maximum hours under the OM domain is problematic for some doctors. Therefore, the MBA has introduced a revised allocation of hours for OM and PR that will require a minimum of 50% (25 hours) **across both** domains with a **minimum** of 5 hours within each.

*These revised minimum hours requirements under OM and PR have also been applied for the remainder of the current Triennium (2019-2021) to help Fellows, particularly part-time, semi-retired and rural Fellows. Updates are reflected in Overview of my CPD.

What are the requirements for Sub-specialists?

Within the 150 CPD hours required every 3 years (as described in the table above) subspecialists must ensure a minimum of 100 of those hours are specific to their specialist scope of practice.

CGO Specialists

For the remainder of the 2019-2021 triennium, all CGO Subspecialists are asked to aim to attend a target of at least 30 hours of Multidisciplinary Team Meetings (MDT meetings) by 30 June 2022.

Further subspecialist requirements from 1 July 2022 are detailed as follows:

<p>CGO Subspecialists only</p>	<p>Participation in Multidisciplinary Team Meetings (MDT meetings) is mandatory for all CGO subspecialists.</p>
<p>CREI & CU Subspecialists only</p>	<p>CREI & CU subspecialists are required to complete a subspecialty checklist every triennium.</p>
<p>All Subspecialists</p>	<p>Within the 150 hours required every 3 years, Subspecialists to ensure 100 of those hours are specific to their subspeciality scope of practice</p>

CPD requirements for overseas Fellows

If you are practicing overseas and participating in a [recognised international Continuing Professional Development \(CPD\) program](#), you may be eligible for a reduction in your RANZCOG subscription fee. [Please visit the CPD webpage for further information](#)

CPD Exemption Request

If you have been absent from medical practice for a period greater than 6 months due to Parental Leave, ill health or other exceptional circumstances, you may be eligible for an exemption to be applied to your current CPD period. [Please visit the CPD webpage for further information.](#)

Re-entry to practice

[The RANZCOG re-entry and retraining policy](#) assists Fellows who wish to return to active practice following a prolonged absence or who have identified themselves as requiring retraining, or have been identified by a Regional Health Board, Medical Board or Medical Council as requiring retraining.

Verification Check Selection and Requirements

At the end of each CPD triennium, 7% of Fellows are randomly selected for a Verification Check of the CPD they have claimed during their 3-year CPD period. Selected Fellows are required to provide verification documentation as evidence of their participation in their logged activities.

All Fellows who are more than one week overdue with their CPD requirements or have been granted an extension period will also be selected for a Verification Check.

It is only necessary to substantiate 150 of the total hours accrued, including at least 38 hours in each of the three domains. [Please refer to the CPD web page for further information.](#)

What are the CPD requirements for Associate Members Australia and New Zealand?

Associate Members practicing on either a part-time or full-time basis must accrue a minimum of **150 CPD hours within the 3-year period.**

01/07/2019 Standard Triennium

Domains	Min Hours
Educational Activities (EA)	38
Outcome Measurement (OM)*	15
Performance Review (PR)*	15
Remaining hrs across OM/PR*	46
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*These revised minimum hours requirements under OM and PR have also been applied for the remainder of the current Triennium (2019-2021) to help Fellows, particularly part-time, semi-retired and rural Fellows. Updates are reflected in Overview of My CPD.

What are the CPD requirements Educational Affiliates (SIMGs)?

Educational Affiliate membership of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) provides an opportunity for International Medical Graduate (IMG) or Area of Need (AoN) practitioners working in the speciality of obstetrics and gynaecology to enhance their knowledge and skills in the pursuit of excellence in women's health.

The regulations that govern this class of membership are contained in RANZCOG Regulation A1.5. Please refer to the [RANZCOG Regulations](#).

Educational Affiliates period of oversight

Educational Affiliates may undertake either a 6 or 12-month period of oversight. CPD requirements are therefore calculated as per tables below:

RANZCOG CPD Pro Rata for required CPD hours						
CPD Cycle Duration	Minimum CPD hours	Framework Domain				
		Educational Activities (EA)	Outcome Measurement (OM)	Performance Review (PR)	OM/PR	Any Domain
12	50	13	5	5	16	11
9	38	9	5	5	8	11
6	25	6	2.5	2.5	7	7
3	13	3	2.5	2.5	1	4

Wellbeing and CPD

RANZCOG is supporting member wellbeing and CPD. Please see [Appendix 4](#) for further information.

Recording CPD activities in the CPD Portal

Hours recorded on your behalf

Where a Fellow or member undertakes a College role, the hours for the activity can be recorded in your CPD Program on your behalf. Please consult with your College contact as to the arrangements for recording and submitting your hours.

Self-record an activity

Members are asked to use the **My CPD** portal to log educational activities and attach evidence of completion when doing so.

Evidence can be presented in the form of a completion certificate/signed letter of confirmation or by using a [CPD-RANZCOG Template located within CPD Resources when you log in to view your CPD progress.](#)

Accessing My.RANZCOG

1. Go to the RANZCOG Website (<https://ranzcoг.edu.au/>) and select the yellow [LOG IN](#) button located to the top right of the page.
2. Enter Username (your RANZCOG five-digit ID)
3. Follow the prompts to log in.
4. Once logged on, select the training/CPD link to the left of the page to view your Overview of my CPD.

Log an activity

Screen shots in [Appendix 5](#) demonstrate how to log an activity.

Appendix

Appendix 1 – Sample PDP Plan

>> [Download word document version](#)

Refer to CPD webpage for further information regarding the PDP

| CPD Professional Development Plan (PDP)

Name:				College ID:			
Yearly – start date:			End date:				
Learning Needs (including self-assessment of practice and previous CPD)							
Goals				Activities			
1.							
2.							
3.							
4.							
5.							
Reflection / Self-evaluation							

Appendix 2 – CPD Framework

>> [Download PDF Version](#)

RANZCOG CPD Framework - 2019-2021



The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists
Excellence in Women's Health

Domain 1: Educational Activities

Includes participation in self-directed learning and/or involvement in College roles and/or educational events.

Committee Work
External medical committees
Organising committee e.g. conference
RANZCOG committees / working party / project groups
Regional, government or national policy advisory bodies

Conferences / Workshops / Educational Meetings
Conference / workshop / educational meeting attendance
Reviewer of scientific meeting abstracts
Formal presentation at conferences / workshops / educational meetings
Convening / chairing educational meetings

Research
Developing surveys
Clinical research projects
Author of grant application
Research / clinical projects related to further formal education e.g. Masters / PhD

Self - education
Online learning/audio/video
Professional Reading / Journal Clubs

Teaching / Supervision / Mentoring / Examining
Examiner for non-RANZCOG exams e.g. university, hospital, DDU
Teaching e.g. registrars, medical students, in-hospital
Supervision
Mentoring (e.g. trainee, SIMG, or other O&G mentee)
RANZCOG Exam question - author
RANZCOG Examiner
RANZCOG Assessor / Interviewer
RANZCOG Training supervision
Research supervisor

RANZCOG Programs
PROMPT program
PROMPT - RANZCOG Train the Trainer (T3) course
PROMPT - In hospital course
C-QulP program - certification/recertification (Colposcopy online learning program (COLP) or Colposcopy course/scientific meeting)
FSEP program
FSEP Full-day workshop
FSEP Refresher program
Online FSEP (OFSEP)
Nuchal Translucency Online Learning Program (NTOLP)

Cultural Competency Programs
RANZCOG course 1 re: Intercultural Competency
RANZCOG course 2 re: Aboriginal and Torres Strait Islander Women's Health and Cultural Competency
RANZCOG course 3 re: Application of Hui Process / Meihana Model to Clinical Practice
External cultural competency course

RANZCOG Site Visits
RANZCOG Practice Visits - Visiting Fellow
RANZCOG Accreditation Visit

Other Educational Activity

Domain 2: Outcome Measurement

Includes measurement of outcomes of care, benchmarking of performance with peers and reflecting on patient outcomes.

Audits / Data Review
Clinical audit
Compare processes or health outcomes with best practice
Analysis of patient outcomes (Mortality & Morbidity Meeting)
Surgical audit
Pre/post operation/procedure audit
UGSA Pelvic floor data audit

Resources: where contribution is based on review of data/measurement of outcomes
Develop or review educational resources (e.g. RANZCOG, university, hospitals)
Guideline / Protocols / Statement (e.g. RANZCOG, hospital, regional)

Publications: where contribution is based on review of data/measurement of outcomes
Author or reviewer - Chapter, book,
Author or reviewer - Scientific journal / medical publication
Author or reviewing - Paper in scientific peer reviewed journal/Scientific meeting abstracts

Reports: where contribution is based on review of data/measurement of outcomes
Assessing incident reports
Leading, analysing, writing reports on healthcare outcomes
Co-reporting ultrasound examinations

Quality Programs: where contribution is based on review of data/measurement of outcomes
Australian National Cancer Screening Register (NCSR) / New Zealand National Screening Unit (NSU) Audit report
Nuchal translucency (NT) program annual audit and software renewal
Fetal Surveillance Education Project pre/post audit
Quality improvement activities (e.g. quality improvement committees etc.)

Research
Research project/activity that is analysing and reflecting on outcomes

Review of Medical Records
Medico-legal work (report, expert witness)
Clinical case review
Root cause analysis

RANZCOG Site Visits
RANZCOG Accreditation visit report
RANZCOG Accreditation progress report review
RANZCOG Practice Visits - Visiting Fellow final written report

Other Outcome Measurement Activity

Domain 3: Performance Review

Includes reviewing and reflecting on actual work process and can include feedback from peers, colleagues and patients.

Professional Development Plan (PDP) and Annual Conversation
Annual Conversation
Creating and maintaining a Professional Development Plan (PDP)

Clinical Meetings
Case review meetings
Mortality & Morbidity meetings
Pathology Audit / Clinicopathological meetings
Multidisciplinary team meetings *
Presenting at grand rounds
* Mandatory activity for CGO subspecialists

Self-evaluation and reflection for any activity - (Insert Template name)

Operating / Performing procedure with a peer
Operating / Performing procedure with a peer
Pre/post operation/procedure review and reflection

Peer Review/feedback
Peer review/feedback of own performance
Undertake 360 degree MSF as participant
Workplace performance appraisal
Mentoring (review of own performance)
Joint review of cases
Peer support groups / Network group
Teaching (Review of feedback from medical students/Registrars)
RANZCOG Training supervision (Review of feedback from trainees)
RANZCOG Examiner (Review of feedback from peers, candidates)
RANZCOG Assessor / interviewer
Articles for journals - peer review/feedback
Surgical feedback from a peer

RANZCOG Site Visits Feedback and Reflection
RANZCOG Practice Visits - Visited Fellow performance feedback and reflection
RANZCOG Practice Visits - Visiting Fellow performance feedback and reflection
RANZCOG Site Accreditation - Visiting Fellow performance feedback and reflection

Satisfaction Questionnaires
Practice visit patient satisfaction questionnaire (PSQ)
Self-adapted satisfaction questionnaire (SASQ)

Other Performance Review Activity

Appendix 3 - College roles/activities aligned to CPD Framework

RANZCOG Role	Activity Description	Domain		
		Educational Activities (EA)	Outcome Measurement (OM)	Performance Review (PR)
RANZCOG Examiner	Examining RANZCOG exams(may include preparation time), review own performance/collect feedback from peers (optional)	X		X
RANZCOG Exam Question Author	Attend question writing workshop, case review discussions, receive feedback from peers, write exam questions, reflect on own performance (optional)	X		X
RANZCOG Committee Member and or Chair	Committee attendance, time spent on meeting preparation, review own performance/collect feedback from peers (optional)	X		X
RANZCOG Advisory Group Member	Meeting attendance, time spent on work on related items, review own performance/collect feedback from peers (optional)	X		X
Accreditation Visit – Visiting Fellow	Review pre-visit material, attend panel meeting prior to visit, lead interviews, present preliminary findings, prepare/review report.	X	X	X
Practice Visits – Visiting Fellow	Attend training activity, prepare for practice visit, conduct practice visit, prepare report, attend sub-committee meetings, review own performance/collect feedback from peers (optional)	X	X	X
Practice Visits – Visited Fellow	Complete practice questionnaire, PSQ audit, self-assessment survey, receive a practice visit, participate in a debrief/evaluation session		X	X

Appendix 4 – Wellbeing and CPD

A healthy medical workforce is integral to patient safety, quality of care and the sustainability of the profession. While being a specialist O&G can be hugely rewarding, it can also be stressful and challenging at times. All Fellows share a responsibility to promote and support the wellbeing of our members.

Embedding wellbeing practices into our CPD Framework is an important part of valuing the wellbeing of our members. While we understand staying up-to-date with technical skills and medical advancements is important, we also believe personal development and education on your health and wellbeing is integral to supplement a fulfilling career.

RANZCOG is supporting member wellbeing by –

- **Promotion and communication** – dedicated wellbeing social media accounts, a Wellbeing Position Statement and having wellbeing activities as core at RANZCOG events.
- **Knowledge and education** – offering free wellbeing webinars to members and Trainees, incorporating wellbeing activities and content into the CPD framework, sharing resources online and tailoring wellbeing workshops for members and trainees.
- **Collaboration with members and trainees** – the Wellbeing Working Group was established in 2020 to facilitate a range of wellbeing initiatives that educate and support our members and trainees. The group will identify local wellbeing advocates across Australia and New Zealand. Sub-groups within the group will tackle specific challenges.
- **Recognition of members, trainees and employers** – recognising those who take an active role in supporting their own and others’ wellbeing through an annual awards program.

A Wellbeing Position Statement will soon be available on the RANZCOG website, providing further information on the College’s commitment towards wellbeing.

- *The Wellbeing Working Group*

CPD and Wellbeing

When planning CPD activities, consider activities that would support you to manage your health and wellbeing.

There are many activities available in this space that can be completed as part of your CPD. For example, if you attend an appropriate **educational** course that supports your health and wellbeing, you can claim the hours under the “Other Education Activity” within the Educational Activities domain.

List of possible health and wellbeing topics:

- Mindfulness
- Prevention of and early intervention for mental illness
- Emotional intelligence
- Mental Health First Aid
- Confidence building e.g. understanding Imposter Syndrome
- Stress management
- Managing traumatic events / adverse outcomes
- Communication and feedback styles
- Nutrition
- Leadership e.g. leading through change

Once you have completed your activity, you may use the RANZCOG Self-Evaluation and Reflection Worksheet to reflect on what you learned and how you may apply those learnings to your professional life and practice.

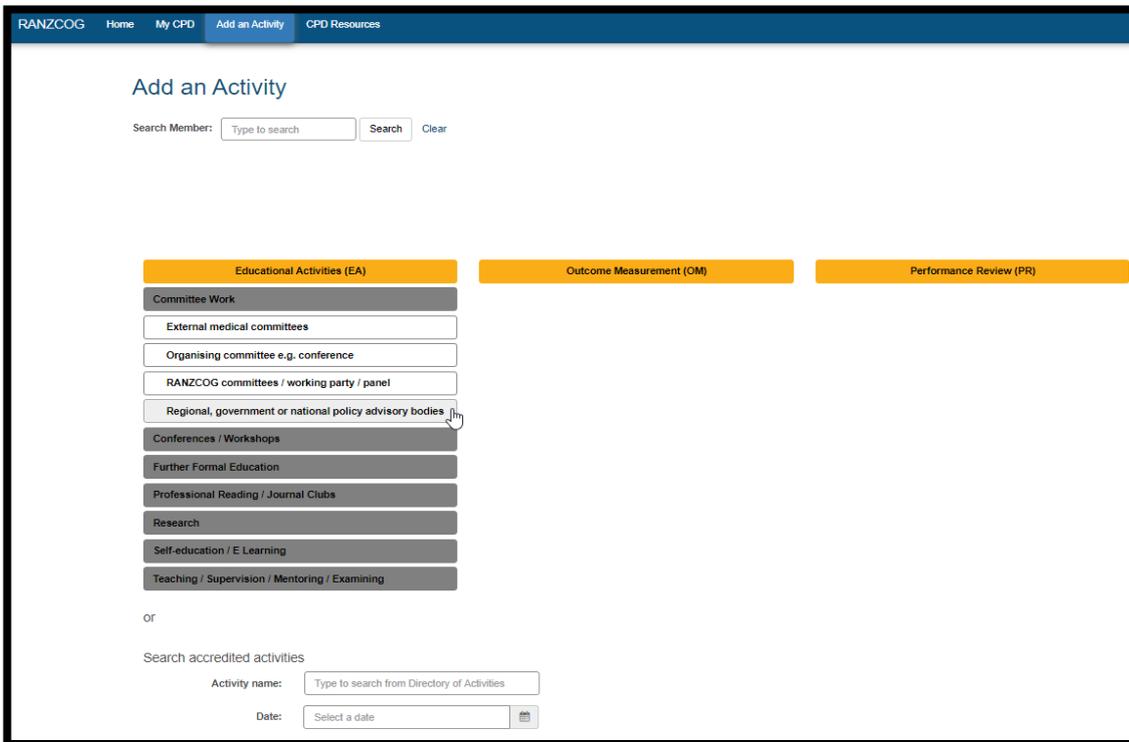
Wellbeing Support and Resources

Our Wellbeing Coordinator is available to respond to your queries or concerns about your wellbeing, and can be contacted at: wellbeing@ranzcog.edu.au.

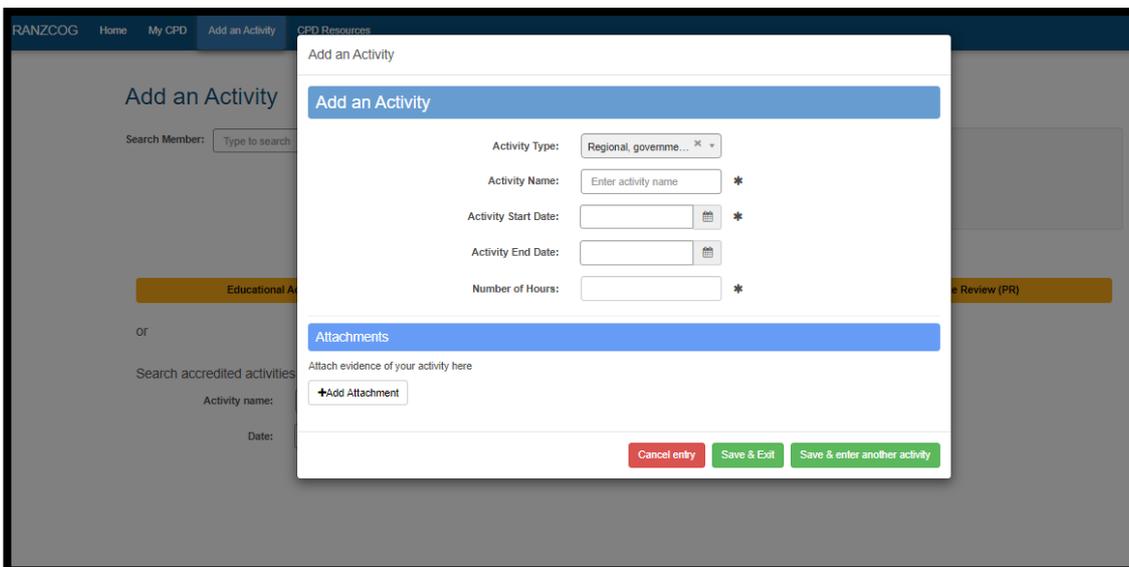
For further wellbeing support resources, please visit [Member Support and Wellbeing](#) webpage.

Appendix 5 – How to log CPD activities in the CPD Portal

1. Select, “Add an Activity” in the top blue bar
2. Select the domain you wish to expand
3. Select the activity type you wish to enter



4. When the pop-up box appears, enter the information in the field boxes and attach evidence of completion.
5. Select one of the save buttons available.



6. Alternatively, you can search to see if the activity has obtained CPD activity approval by using the, “Search accredited activities”, option.
7. By typing in the first few letters of the activity, options will appear. When selecting one of these, the pop-up box as shown in previous screen shot will appear, pre-filled. With this option, you can attach your evidence of completion and select the save button.

RANZCOG Home My CPD **Add an Activity** CPD Resources

Add an Activity

Search Member:

or

Search accredited activities

Activity name:

Date:	1st Trimester Ultrasound - 02.06.2020
	1st Trimester Ultrasound - 03.03.2020
	1st Trimester Ultrasound - 13.11.2020
	1st Trimester Ultrasound - 15.12.2020
	1st Trimester Ultrasound - 24.04.2020

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	September / 2020	Initial publication
v2	December / 2020	Minor changes
V3	August/2021	Added regulatory body changes
V4	November /2021	Update colours and branding, added information relating to revised hours for OM/PR, accessing CPD via integrate.



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