

# Associate Members and Educational Affiliates CPD Requirements Policy and Procedures

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## Purpose and Scope

The purpose of this policy is to outline the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) policy and procedures for members who fail to comply with their Continuing Professional Development program.

This policy applies to Associate members in Australia and New Zealand and Educational Affiliates who are medical practitioners, who were not trained in Australia or New Zealand and who have been assessed as either partially or substantially comparable to a RANZCOG trained specialist or subspecialist, who will be referred to as 'members' for the purpose of this Policy.

## 1. Policy

### 1.1. Continuing Professional Development Committee

The Continuing Professional Development (CPD) Committee will support the RANZCOG Board by reviewing and making recommendations regarding the progress of members who fail to complete the requirements of the College's CPD Program.

## 2. Procedure

### 2.1. Procedures Relating to College CPD Requirements

#### 2.1.1 *Requirements*

Members' are required to maintain the same standard of CPD as aligned RANZCOG Members CPD program. Information regarding CPD requirements are found on RANZCOG's website.

### 2.2. End of CPD period

Prior to the end of the CPD cycle and in consultation with the CPD Committee, RANZCOG staff will endeavour to assist the member in understanding and meeting the RANZCOG CPD requirements.

#### 2.2.1 *Extension of time*

On request, members in active practice may be granted additional time for a period of up to one (1) month to upload evidence and complete requirements of their current CPD period. Notwithstanding anything to the contrary in any other policy, all applications for extensions of

time should be submitted no later than six (6) weeks before the end of the CPD cycle. Requirements and dates of the subsequent CPD period will not change. Once all requirements have been met, the member will move to their next CPD cycle.

The Chair of the CPD Committee may grant additional time to members who make such a request.

### 2.2.2 *Failure to meet CPD requirements*

Members who, after the expiry date of their current CPD period, including those who have been granted additional time pursuant to 2.1.1 above, have failed to accumulate the requisite number of CPD hours, or any other CPD requirement, shall be automatically referred to the CPD Committee for consideration.

Prior to a referral of a member to the Committee, a member of the CPD Committee or another member from the relevant State and Territory Committee or Te Kāhui Oranga ō Nuku may be asked to approach any member(s) who have not met their CPD requirement to clarify or assist with their situation.

### 2.2.3 *Notification process*

The CPD Committee shall endeavour to ensure that the procedures for the prior notification of progress towards the completion or otherwise of the CPD program as set out in the program requirements, are strictly followed.

At least 21 days prior to the meeting date of the CPD Committee the member concerned will be notified via email of:

- The time and date of the meeting;
- The member can present their case to the CPD Committee either in writing or in person;
- The details of the procedure followed by the CPD Committee
- The potential outcomes of their case; and
- The right of the member to have a support person, colleague or mentor present at the meeting in an observer capacity. The concerned person is not entitled to be accompanied by a legal representative (or any other person who shall act as an advocate) without the Committee's consent.

### 2.2.4 *Review Proceedings*

Members wishing to make a submission must do so in writing (via email) addressed to the Chair of the CPD Committee no later than fourteen (14) days prior to a Committee meeting.

The member may join the CPD Committee (in person or by teleconference as appropriate) at the appropriate time on the agenda, accompanied by a personal advocate, colleague or mentor.

### 2.2.5 *Outcome of referral*

Having reviewed the standing of a member, the CPD Committee make one of the following recommendations to the Board:

- additional time to the CPD period of a member of up to, but not exceeding four 4 months from the current CPD Period original due date is granted.
- the member, having failed to satisfy the requirements of the program in accordance with A1.6.4 of the RANZCOG Regulation does not have their membership renewed.

The College Chief Executive Officer will notify the member in writing of the decision, and reasons for the decision, within three (3) weeks of the meeting of the CPD Committee. Such notification will include information on the applicant’s right of appeal according to the College Appeals Processes.

### 3 Reconsideration, Review and Appeal of College decisions

As with all College decisions, applicants have the right to seek reconsideration, review and/or appeal of a decision pursuant to the RANZCOG Reconsideration, Review and Appeals of Decisions Policy as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal. These policies may be accessed via the College website at Reconsideration, Review and Appeal of Decisions.

### 4 Related RANZCOG documents

- RANZCOG Regulation
- Exceptional Circumstances and Special Consideration Policy and Procedure
- RANZCOG Privacy Policy
- Fellowship Review Policy and Procedure

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v1	March 2023	Created from regulation extract

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