

CPD Affiliates Requirements Policy and Procedures

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 CPD Affiliates to meet their CPD requirements.

The RANZCOG CPD program is available for registered doctors in Australia with Australian Health Practitioner Regulation Agency (AHPRA) and provisionally vocationally registered and vocationally registered doctors in New Zealand with Medical Council of New Zealand (MCNZ) and who are not Fellows of the College.

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 CPD Affiliates who fail to complete the requirements of RANZCOG's CPD Program.

1.2. Benefits

CPD Participants will enjoy the following benefits of:

- Support for individual learning needs;
- Access to an online CPD portal to record the progress of CPD requirements.
- A CPD Framework to help support meeting annual CPD requirements.
- Access to eLearning.
- Access to RANZCOG publications and weekly newsletter.
- Guidance and support to meet requirements for:
 - culturally safe practice,
 - addressing health inequities,
 - professionalism, and
 - ethical practice.
- Access to a CPD team for support and guidance.

1.3. Excluded from this Policy:

This policy does not cover the requirements and obligations for Fellows of RANZCOG and other applicable membership classes participating in the RANZCOG CPD Program.

2. Procedure

2.1. Procedures Relating to College CPD Requirements

2.1.1. Criteria

To be eligible for the program, a person must be a registered doctor with AHPRA in Australia or a provisionally vocationally registered and/or vocationally registered doctor with the MCNZ.

2.1.2. Applying

Applicants must complete the CPD program application form and pay the application fee. Following approval of an application by the CPD team, the applicant will be required to pay the annual CPD program fee. The first annual CPD program fee will be pro-rata from the application approval date.

On confirmation of the payment and other application requirements, the CPD Affiliate will be granted access to the CPD portal.

2.1.2.1. Entry and Ongoing CPD Access

A CPD application fee is payable at the time of application, and the annual CPD Program fee is payable following approval of the CPD application. Refer to [RANZCOG Fees page](#) on the CPD website.

All fees must be paid before access to the CPD online portal is granted, and the annual CPD program fee must be paid for the continued access the online CPD portal.

2.1.2.1.1. Change of mind - application

If an applicant does not wish to proceed with their CPD application following payment, they must inform the CPD team within fourteen (14) days of submitting their application to receive a full refund. A refund will not be payable after fourteen (14) days of submitting the application.

2.1.2.1.2. Cancellation fees for CPD Program:

A CPD Affiliate may cancel their enrolment to the CPD program. Refunds are provided as per the table below:

Where cancellation occurs within:	
1-26 weeks of the CPD cycle:	50% refund
27-39 weeks of the CPD cycle:	25% refund
40-52 weeks of the CPD cycle:	0% refund

2.1.3. Requirements

CPD Affiliates are required to undertake meaningful professional development and meet the requirements of the RANZCOG CPD program as per the requirements of the Medical Board Australia (MBA) and MCNZ.

CPD Participants are to complete the following requirements:

- develop an annual professional development plan (PDP);
- complete a minimum of 50 hours per year of CPD activities that are relevant to their scope of practice and professional development needs;
- allocate a minimum of 50 hours per year between a variety of activities, each with a minimum meet requirements for program-level requirements and any relevant specialist-specific requirements.

- self-evaluate the PDP at the end of the year to prepare for the PDP for the next year;
- undertake an annual conversation (CPD Affiliates New Zealand only) based on the PDP;
- retain CPD activity records for audit for three years after the end of each one-year cycle.

2.1.4. *End of CPD period*

Prior to the end of a CPD Affiliate's CPD period and in consultation with the CPD Committee, RANZCOG staff will endeavour to assist the CPD Affiliate in understanding and meeting the RANZCOG CPD requirements.

2.1.5. *Extension of time*

On request, a CPD Affiliate may be granted additional time for a period of up to one (1) month to upload evidence and complete the requirements of their current CPD period. Requirements and dates of the subsequent CPD period will not change. Once all requirements have been met, the CPD Affiliate will move to their next standard CPD period. CPD activities can only be recorded if they are completed within the CPD Cycle the extension applies.

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.

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

2.1.6. *Failure to meet CPD requirements*

After the expiry date of their current CPD period, including those who have been granted additional time pursuant to 2.1.5 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 to the Committee, a member of the CPD Team may be asked to approach the CPD Affiliate who has not met their CPD requirement to clarify or assist with their situation.

2.1.7. *Outcome of referral*

Having reviewed the standing of a CPD Affiliate, the CPD Committee may either:

- grant additional time to the CPD period (in addition to any already granted), as long as the aggregate additional time to a CPD period given to any Non-member does not exceed four (4) months; Or
- having failed to satisfy the requirements of the program by the deadline specified, the CPD Affiliate will be notified that they will be reported to the appropriate regulatory body, MBA or MCNZ for non-compliance by 30th June of the applicable year.

RANZCOG will notify the CPD Affiliate in writing of the decision, and reasons for the decision, within three (3) weeks of the meeting of the CPD Committee.

2.1.8. *CPD Exemption request*

Where a CPD Affiliate has taken a period of leave from employment for more than three months, they may be eligible for a CPD exemption where their annual CPD requirements are prorated accordingly. Requests for a CPD exemption must be supported by appropriate documentation and submitted to the Chair of the CPD Committee. A CPD exemption can be requested at any time during the current CPD cycle

Reasons a CPD Affiliate may need to request a CPD exemption:

- Parental leave (must provide a medical certificate)
- Ongoing health related issues (must provide a Medical certificate and/or letter from employer)
- Extended leaves from their employment, including sabbaticals or long service leave (must provide a Letter from employer)

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
- RANZCOG Privacy Policy
- Reconsideration, Review and Appeals Procedures
- Exceptional Circumstances and Special Consideration Policy and Procedure

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	March 2023	new policy
v2	July 2023	Terminology change and inclusion of application and cancellation information

Policy Version:	Version 2
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