

# Associate Members Pacific 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 Associate Members Pacific who fail to comply with their Continuing Professional Development programs.

## 1. Policy

### 1.1. The Global Health Committee

Associate Members Pacific are required to fulfil the College's CPD Program requirements for Pacific O&G Specialists to maintain Associate Membership of the College.

The Global Health Committee will support the RANZCOG Board by making recommendations regarding Associate Members Pacific who fail to complete the College's CPD Program requirements for Pacific O&G Specialists.

## 2. Procedure

### 2.1. Procedures Relating to College CPD Requirements – Associate Members Pacific

#### 2.1.1 Requirements

Associate Members Pacific 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 Associate Members Pacific CPD period, RANZCOG will endeavour to assist the Associate Member Pacific in understanding and meeting the College's CPD requirements. If an Associate Member Pacific is unable to meet the CPD program timeframes, they may be eligible to apply for an extension of time.

#### 2.1.2 Extension of time

On request Associate Members Pacific may be granted an extension of time for a period of up to two (2) months to complete their current CPD period. 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 Associate Member Pacific will move to their next standard CPD period.

If an Associate Member Pacific does not meet their outstanding requirements after the expiry date of their current CPD period, including those who have been granted an extension, they will be referred to the Global Health Committee Chair for consideration.

Requests for an extension of time are approved by the Chair of the Global Health Committee. The Chair will also appoint a mentor to the Associate Member Pacific.

### *2.1.3 Mentors*

Each mentor will be a member of the Global Health Committee, or an Associate Member Pacific admitted under A1.6.1.3 of the RANZCOG Regulation who is a resident and working in the same Pacific Island, Country/Territory and who is up to date with their CPD requirements. Each mentor will approach their appointed Associate Member Pacific to clarify or assist with their situation.

### *2.1.2 Failure to meet CPD requirements*

Associate Members Pacific who failed to accumulate the requisite number of CPD hours will automatically be referred to the Global Health Committee Chair for consideration.

Associate Members concerned will be sent written notice by email of consideration of their case at least 21 days before the next Committee meeting.

### *2.1.3 Outcome of referral*

Having reviewed the standing of an Associate Member Pacific, the Global Health Committee Chair will formally notify the Associate Member Pacific of their outcome.

The Chair may grant additional time to the CPD period as long as the total of additional time to a CPD period given to the Associate Member Pacific does not exceed three (3) months and will appoint a mentor to the Associate Member Pacific granted additional time to fulfill the requirements.

Associate Members Pacific who, after the expiry date of the additional time granted, including those granted additional time, and have failed to accumulate the requisite number of CPD hours, will be automatically referred to the Global Health Committee. Associate Members will be formally notified by email of the date of the committee meeting that their case will be reviewed.

### *2.1.4 Review Proceedings*

As far as possible, all proceedings of the Global Health Committee leading to a decision will remain confidential, with the outcome of the proceedings communicated through recommendation to the Board.

The Global Health Committee will review the membership of any Associate Member Pacific who has not met the College's CPD requirements. The review will consider any exceptional circumstances affecting an Associate Member Pacific's ability to fulfil requirements. The Global Health Committee will make a recommendation to the Board that the Associate Member Pacific, in accordance with A1.6.4.2 of the RANZCOG Regulation, have their membership removed.

The College Chief Executive Officer will notify the Associate Member Pacific in writing of the decision. The outcome will be accompanied by the reasons for the decision. The Associate Member Pacific will receive the outcome within three (3) weeks of the meeting of the RANZCOG Board at which the recommendation is considered.

## 2.3 Procedures Relating to Reinstatement as an Associate Member Pacific

Medical practitioners whose membership as an Associate Member Pacific was removed may apply to the Global Health Committee for reinstatement as an Associate Member Pacific following completion of any outstanding CPD requirements.

The Global Health Committee Coordinator will acknowledge receipt of the application and advise the practitioner of the date of the Global Health Committee meeting at which the application will be considered, and request payment of the administration fee.

Applications and supporting documents for reinstatement should be made in writing and addressed to the Global Health Committee Chair no later than fourteen (14) days prior to the Committee meeting.

The Global Health Committee will make a recommendation to the Board regarding the reinstatement of the applicant as an Associate Member Pacific, including the date on which the participation in the CPD Program commences.

### 2.3.1 Fees

An administration fee will be charged for processing applications for reinstatement. The applicant is required to pay a fee prior to the Committee reviewing their application.

## 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's Privacy Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	March 2023	Created from regulation extract

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