

Continuing Professional Development Policy 2023

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1. INTRODUCTION

The purpose of this policy is to outline the standards, requirements and instructions for participation in continuing professional development for Fellows and continual professional development customers of the College.

2. PURPOSE AND SCOPE

The Australasian College of Dermatologists (ACD) Continuing Professional Development Program (CPD) has been developed to fulfil the requirements outlined in the revised CPD registration standard, required by the Australian Medical Council (AMC) and the Medical Board of Australia (MBA). This program includes activities and instruction on the requirements for continuing medical education, peer review and measuring outcomes to demonstrate ongoing learning and promote patient safety.

ACD has developed a web based CPD Portal. The portal is a self-reporting tool in which CPD participants are encouraged to self-monitor and record CPD activities relevant to their scope of practice.

All medical practitioners must undertake mandatory annual professional development to maintain their medical registration with the Australian Health Practitioner Regulation Agency (Aphra). The MBA has also mandated that medical practitioners will need to nominate an accredited CPD Home at the time of registration. ACD is an accredited CPD Home for specialist dermatologists as well as other medical practitioners practicing in the disciplines represented by ACD.

3. DEFINITIONS

AHPRA	Australian Health Practitioner Regulation Agency
MBA	Medical Board of Australia
CPD	Continuing professional development
Fellow	Maintains the same meaning as in the College Constitution
Practice	Any role remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice is not limited providing direct clinical care, it also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession.
CPD Home	As defined by the MBA: "An organisation that is accredited by the Australian Medical Council to provide a CPD program(s) for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose, or an organisation with a primary purpose other than education."
CPD Customer	Medical practitioners who are not members of ACD and have nominated ACD as their CPD Home. CPD Customers have access to ACD's CPD Portal and content and are required to comply with the full ACD CPD Program. As non-members, CPD Customers do not have voting or any other member rights as described in the Constitution.

4. PROGRAM REQUIREMENTS

The CPD Program is on an annual cycle and requires a minimum of 50 hours to be accumulated per year. Activity and Category requirements of the program are as follows:

- Complete one Professional Development Plan (PDP) per year

- Obtain a minimum of 12.5 hours in Category 1 over the year
- Obtain a minimum of 25 hours Category 2 and Category 3 over the year, with a minimum of 5 hours in each category
- Obtain the remaining 12.5 hours over any of the three categories.

A wide range of activities are eligible for CPD. These are grouped into three categories:



Category 1

Educational Activities: Maintenance of Contemporary Clinical Knowledge & Skills/Research Learning & Teaching

This category addresses the maintenance of knowledge and skills for obtaining information to make clinical decisions and treatment management plans, along with conducting procedures in a safe and ethical framework.

It also addresses a commitment to research and/or learning, and/or teaching and provides a range of opportunities for practising dermatologists to demonstrate their ongoing education.

Compulsory component: A minimum of 12.5 Category 1 hours must be completed during the 2023 program.



Category 2

Performance Review: Reviewing and reflecting on performance and work processes

Activities that require feedback and reflection on your work. Feedback can come from a variety of sources, including peers, colleagues, patients and even yourself.

These situations will provide you with information regarding your performance, either validating what you are already doing, or highlighting areas in which you may improve.

Compulsory component: A minimum of five Category 2 hours and a Professional Development Plan must be completed during the 2023 program.



Category 3

Measuring Outcomes: Measurement of outcomes of care, auditing and reflection

Measuring outcomes involves measurement of health outcomes, such as an audit of your practice or management against standards or guidelines, such as incident reporting or reviews.

Compulsory component: A minimum of five Category 3 hours must be completed during the 2023 program.

The remaining 12.5 hours can be completed across any of the categories. This means half of your annual CPD requirement can be undertaken in Category 1: Education Activities if you feel this is most beneficial to you and your practice.

The Medical Board of Australia's Registrations Standard: Continuing Professional Development can be found [here](#).

5. MANDATORY PARTICIPATION

ACD requires all Fellows and CPD customers nominating ACD as their CPD Home to participate in the ACD CPD program. All College Fellows and CPD customers must achieve the minimum required CPD hours and mandatory requirements over a CPD cycle, as set by the College in the CPD Handbook.

Each of the categories must be covered by participation in those activities listed in the Handbook. Activities must be shown to have a reflective component and/or a measurable learning outcome for the participant.

The specific requirements, which participants in the program must satisfy to demonstrate compliance with the College CPD program, are set out in the CPD handbook. Fellows must record/document activities, indicating their alignment with the CPD categories and submit claims for recognition to College via the web based CPD portal.

Retired Fellows who retain medical registration in the public interest for intermittent practice, prescribing and referral are required to maintain full points over the CPD annual cycle. Each category must be fulfilled according to the CPD handbook. Retired Fellows who are no longer maintaining their medical registration may choose to undertake CPD activities if they wish, however there are no compliance requirements.

6. DUAL FELLOWSHIP REQUIREMENTS

Fellows of College who hold Fellowship of other AMC-accredited specialist medical colleges are still required by College to complete the ACD CPD program in its entirety. CPD activities undertaken as part of another specialist college's CPD Program may be transferred to the ACD CPD program provided that the:

- activities are within their scope of practice in particular those activities listed in Category 1
- activities fall within the descriptors associated with the various ACD Categories
- Fellow can provide documentation with supporting evidence.

Fellows who meet these requirements will be deemed compliant with the College's CPD program and will:

- satisfy MBA requirements for continuing registration.
- have their names listed in the Public Section of the College website (Find a Dermatologist) as having met the requirements of the College's Continuing Professional Development Program for the preceding/current cycle.
- receive a Certificate of Compliance from College.

7. EXEMPTIONS AND VARIATIONS FROM CPD PARTICIPATION

ACD is required to report non-participation and recency of practice to the Australian Health Practitioner Registration Agency as applicable unless the member is non-practising or exempt and previously approved by College.

An exemption or variation from participation in CPD due to continuous absence from practice of at least 6 months and up to and including 12 months will be considered by the CPD Committee, on submission of the request in writing to cpd@dermcoll.edu.au or by completion of the online application form "Apply for Exemption" which is available on the CPD website. Documentation such as a statutory declaration may be required.

There may be additional regulatory requirements if you are returning to practice after an absence of 12 months or more (refer to next section).

Exemptions or variations are granted for a minimum of 6 months up to a maximum of one year for those who meet the following criteria:

- Bereavement of immediate family member
- Extended family/personal leave

- Health reasons
- Extended absence from professional duties
- Parental leave
- Cultural leave
- Other special circumstances

Exemptions or variations are granted on a case-by-case basis and if approved may lead to the minimum CPD requirements being adjusted for the applicable calendar year.

An applicant may lodge a reconsideration of the CPD Committee decision via the lodgement of relevant documentation as per the College Reconsideration, Review and Appeals Policy.

Fellows experiencing difficulties meeting the requirements of the CPD program may contact the College for assistance by email cpd@dermcoll.edu.au, or 02 8741 4123.

8. REGENCY AND RETURN TO PRACTICE

Absence from practice for this purpose is defined as a continuous break during which no or minimal practice in the relevant scope of practice is undertaken. The Medical Board of Australia has specific requirements regarding recency of practice (see below).

An allowable absence from practice may occur across two calendar years, and CPD hours can be accrued on return to active practice provided the absence does not exceed 12 months duration.

Examples include parental leave, bereavement, cultural leave and sick leave.

College has aligned its expectations with the MBA Recency of Practice Standard which further specifies the following requirements to be met prior to return to work:

Circumstance	Requirements to return to practice
Absence for less than 12 months	No specific requirements to be met before recommencing practice.
Medical practitioners with at least two years of experience who are absent from practice for up to three years	Complete the equivalent of one year's pro rata CPD activities relevant to their scope of practice prior to recommencement.
Medical practitioners with at least two years' experience who are absent from practice for more than three years	Submit to the CPD Committee and the MBA, prior to returning to work, a prospective program of activities to demonstrate that their knowledge and skills are maintained at a satisfactory level. This may include working under supervision or completing specific education.
For medical practitioners with less than two years experience in their field of practice prior to a leave of absence of more than 12 months	The practitioner must work under supervision in a position approved by the CPD Committee and the Board of Directors. This plan must also be approved by the MBA.

The Board of Directors, and on advice from the Professional Standards Committee, will assess any application to return to practice for any Fellow who has been out of practice for more than three years; or for a Fellow who has been out of practice for more than 12 months and has less than two years post-Fellowship experience.

ACD Fellows Applying to Return to Practice

Fellows will need to provide to College's CPD team:

- A letter detailing period of absence from practice, plans to resume practice and as much information as possible.
- If Fellows have been absent from practice for more than three years, a signed "Good Character" declaration will also need to be submitted.

The member will be required to pay applicable membership fees to College.

College's Assessment and Delivery of Outcomes

Outcomes of the assessment process may include but are not limited to:

- Resumption of practice with no additional requirements.
- Resumption of practice with a mentor for a defined period.
- Assessment by interview including discussion of clinical scenarios.
- Requirement to complete additional assessment tasks such as ProDA or Derm-CEXs.
- Complete a period of supervised practice.

The application will be reviewed by the CPD Committee for consideration and approval by the Professional Standards Committee. If the Fellow is deemed able to resume practice a Re-entry to Practice Plan (see below) will be instituted. A letter outlining the process and outcomes will be issued to the Fellow from the Chair of the Professional Standards Committee.

Re-entry to Practice Plan

The details of the Re-entry to Practice Plan will vary from Fellow to Fellow depending on several factors including, but not limited to, length of absence, reasons for the absence, requirements as determined by the Fellow, Mentor and Supervisor. As part of the Re-entry to Practice Plan two people need to be assigned to the Fellow returning to practice.

Mentor

A Fellow of College who practices near to the Fellow who is returning to practice will need to be assigned as a Mentor to help support and encourage the Fellow as they return to practice. The Mentor will:

- Be in place for at least 12 months
- Have completed, or be willing to complete, the College Mentoring program
- Meet regularly with the Fellow to review progress.

Supervisor

A Fellow of the College who would be willing to supervise the Re-entry to Practice Plan Fellow. The Supervisor would be:

- In place for the duration of the Re-entry to Practice Plan
- Similar to a Supervisor of Training for Training Positions.

To begin to devise a Plan for Re-entry to Practice, the following questions need to be considered:

1. How long does the Fellow want to practice?
2. What is the Fellow capable of practicing?

Depending on the reason for the absence the Fellow may not be able to perform all aspects as they once did. It is important therefore to be sensitive to the needs and abilities of the Fellow. A target level of scope and capability needs to be agreed upon by both the Fellow and the College. Then a plan needs to be devised to help the Fellow reach that target.

Re-entry to Practice Plan Outline

Goals and expected outcomes	These should be devised and agreed up by the Fellow, Mentor and Supervisor
Timeline	A clear timeline that has knowledge and skill milestones needs to be constructed. The timing of the milestones is to be discussed with the Fellow returning to practice so that they are clear, precise and manageable.
CPD participation	If minimum CPD has been maintained during the absence from practice, then it will not be necessary to complete any CPD requirements prior to recommencement of practice. However, continuation of CPD activities will be required. If minimum CPD has not been maintained during the absence from practice, then a minimum of one year's pro rata of CPD activities relevant to the intended scope of practice must be completed prior to recommencement
Assessment of knowledge and clinical skills	The assessment of knowledge and clinical skills can be done as a continuing assessment under the purview of the Supervisor. A training logbook should be maintained. In certain cases, it may be necessary for the Fellow to undertake assessment tasks from the Training Program e.g., ProDA's, Derm-CEXs.
Final assessment	A SITA form will be completed and submitted to the CPD Committee and/or Professional Standards Committee for evaluation of the Fellow's progress and competency to return to practice unsupervised. If the Fellow is considered not yet able to practice the Re-entry Plan will continue.

CPD Customers Applying to Return to Practice

CPD Customers applying for return to practice will need to provide to College's CPD team:

- A letter detailing period of absence from practice, plans to resume practice and any other supporting relevant information
- If CPD Customers have been absent for from practice for more than three years, a signed "Good Character" declaration will also need to be submitted
- Guidance will be provided around the prospective Return to Practice for CPD Customers.

The Medical Board of Australia's Registration Standard: Recency of Practice, can be found [here](#).

9. RECORDING AND SUBMITTING CPD ACTIVITIES

Annual submissions are required to be entered by the 31 January of the following year. Submissions prior to the end of the year are highly encouraged.

College requests all Fellows use the web based CPD Portal for entries and management of CPD hours. Certificates of Participation will be available to download online once the CPD year has been finalised.

10. DOCUMENTATION

Fellows are required to maintain adequate records for all CPD submissions for at five years, in case of audit by College or the MBA.

Minimum documentation may include:

- Date
- Time spent on activity

- Brief description of the activity including topic and managing authority

Additional documentation:

- Program, outline or synopsis
- Attendance sheets
- Certificate of attendance
- Completion of activity or assessment
- List of articles reviewed
- List of articles or books read
- Confirmation of arrangements for site visits
- Registration acknowledgement

Documentation should not include:

- Any confidential material or sensitive information
- Client or patient identification
- Meeting minutes
- Complete publications (provide brief synopsis or description only)

Documentation is not required by College via the CPD Portal, however if audited Fellows will need to provide the appropriate documentation and substantiation.

11. AUDIT

ACD Audit

At the end of every cycle up to 10% of Fellows are chosen for audit of their compliance with the College's program and in line with the requirements of AHPRA. All Fellows will be informed that the audit will be occurring.

The audit is in place to ensure Fellows of College:

- undertake meaningful professional development
- meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) Registration Standard: Continuing Professional Development (the Standard)
- easily demonstrate that they have done so should they be audited by the MBA.

Undertaking an audit also enables College to identify and support Fellows who may need additional support various aspects of CPD participation including:

- preparing their written continuing professional development (CPD) plan
- identifying compliant CPD activities
- progressing, recording, verifying and keeping track of these activities against the Standard
- identify any exceptional circumstances or special considerations.

Fellows are chosen at random using an electronic system. The selected Fellows are notified they are being audited and are required to supply documentation for the minimum points supporting their claims for the cycle. Fellows will have six weeks to comply with the audit requirements. A letter of compliance will be issued to those who have met the requirements.

Where compliance is not met, Fellows will have an additional two weeks in which to supply the documentation. Fellows who do not meet the requirements after the additional time will be notified of the areas that need rectification and that they will automatically be included in the audit the following cycle.

Fellows who have been selected for audit and meet compliance will not be selected for auditing for the following cycle.

MBA Audit

In addition, the Medical Board of Australia may conduct compliance audits for up to five years retrospectively. If you are audited by the MBA, please contact cpd@dermcoll.edu.au for assistance with your submission. College is here to support Fellows through this process and should be contacted immediately by the Fellow when they receive notification.

12. SUPPORTING PRACTITIONERS AT RISK

College will provide guidance and learning resources for practitioners on CPD activities that support and develop practice, in line with the CPD program. Fellows and CPD customers identified as at risk of not meeting the requirements of the CPD program, will be provided support in order to assist them in meeting the requirements. College will:

- Provide a CPD tracking system available on the CPD dashboard, clearly displaying continuous tracking
- General periodic communications reminding Fellows and CPD customers of the requirements and time remaining within the CPD cycle
- Email Fellows and CPD Customers with a 6-month reminder and outstanding requirements
- Contact Fellows and CPD Customers two months prior to the end of the CPD cycle who are non-compliant, advising action required and offering support.

13. UNSATISFACTORY CPD PERFORMANCE

The following process applies for those Fellows who are deemed to be non-compliant at the completion of a CPD cycle:

- On 31 January of the year following the completed CPD cycle, Fellows who have not fulfilled their CPD requirements are notified in writing via email by College of their deficit and are informed of the College and AHPRA regulations and encouraged to make up the deficiency by 31 March that year
- On 30 April Fellows who have still not fulfilled their CPD requirements are notified by email of their deficit and are informed of the College and AHPRA regulations. College will offer these non-compliant Fellows the opportunity to be appointed a peer mentor to assist/supervise them in completing the CPD requirements prior to 31 May.
- Fellows who remain non-compliant after 31 May will be:
 - a) Reported to the relevant faculty and College Board
 - b) Have a note recorded on their College record noting non-compliance
 - c) Removed from the “find a dermatologist” section on the website which represents Fellows who have successfully completed their CPD.
 - d) Reports on compliance are provided to the MBA within six months of each years end to meet the reporting requirements of the Board.

14. CHOOSING CPD ACTIVITIES

For guidance on how to complete and enter CPD activities, please refer to the CPD Handbook. Templates and examples can be found on the CPD Portal. Each category of the CPD program is described in the CPD Handbook, and includes a number of examples that are not exhaustive or strictly defined. Participants are encouraged to use discretion and professional experience when entering activities.

Participation in the Australian Indigenous Doctors (AIDA) Cultural Training is mandatory for all ACD Supervisors. It is recommended that this training is included for all Fellows continuing education. Participation in cultural training and safety is a high priority for medical practitioners of all specialties.

15. QUERIES AND FEEDBACK

If you have any queries regarding you CPD, please email cpd@dermcoll.edu.au. ACD encourages any feedback or recommendations on improving our CPD program.

16. REFERENCES AND RELEVANT POLICIES

[Medical Board of Australia registration standard: Continuing Professional Development](#)

[Medical Board of Australia registration standard: Recency of Practice](#)

[Medical Board of Australia: Building a Professional Performance Framework](#)

[Medical Board of Australia: Criteria for AMC Accreditation of CPD Homes](#)

[ACD Continuing Professional Development Handbook 2023](#)

[ACD's Constitution](#)

[Reconsideration, Review and Appeals Procedure](#)

[Reconsideration, Review and Appeal Policy](#)

[Privacy Policy](#)

[Complaints Policy](#)

[Sponsorship Policy](#)

[Practitioner Remediation Policy](#)

[Practitioner Remediation Procedure](#)

[Procedural Fairness Policy](#)