Third Party Provider Policy 2023

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1.   Introduction

The Australasian College of Dermatologists (ACD) Continuing Professional Development (CPD) Program has been developed to support and maintain the professional knowledge and skills of Fellows and CPD Customers.

The Medical Board of Australia (MBA) defines CPD as:

The means by which health practitioners maintain, improve, and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

ACD acknowledges the importance of CPD providers and the provision of high quality CPD activities and education. ACD recognises the significance of lifelong learning and supports educational efforts throughout a medical practitioners' career.

2.   Purpose

The purpose of this policy is to outline the criteria and processes for accreditation of CPD activities by providers other than the ACD, and in line with the CPD Policy. This policy outlines the requirements of the College in undertaking accreditation and applies to all individuals and organisations interested in applying for education and course accreditation for CPD purposes.

Educational activities, courses and programs accredited by the College will support Fellows and CPD customers to obtain, maintain and develop professional skills. All Fellows and CPD customers engaged in medical or medico legal services are required to participate in a CPD Program and nominate a CPD Home as per AHPRA registration requirements.

Educational activities, courses and programs will be accredited via a formal review, in which it must be demonstrated that the course or activity meets College quality assurance requirements.

3.   ACD CPD 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.

4.   Characteristics of CPD Types

Explanations and examples of the three categories, Educational Activities (knowledge and skills), Reviewing Performance and Measuring Outcomes are below:

EDUCATIONAL ACTIVITIES	Activities that develop general skills and knowledge related to your scope of practice. This category includes traditional learning opportunities such as ASMs, lectures, formal and informal study, workshops and courses.
REVIEWING PERFORMANCE	Reviewing Performance refers to activities that involve critical reviewing practices, skills and behaviours – either your own practices, peers, teams or the broader professional environment, to identify strengths, weaknesses and areas of improvement.
MEASURING OUTCOMES	A quality improvement process that includes review of everyday work and resultant patient/health outcomes. Activities in this category are

undertaken with the aim of reviewing and improving practice in dermatology, within an individual, workplace, or wider context.

5.   MBA CPD Program Level Requirements

The MBA has also set the following CPD program-level requirements:

Culturally Safe Practice

[Accreditation Standards and Procedures (amc.org.au)](amc.org.au)

The National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020 – 2025 provides the following definition: "Cultural Safety is determined by Aboriginal and Torres Strait Islander individuals, families and communities. Culturally safe practice is the ongoing critical reflection of health practitioner knowledge, skills, attitudes, practicing behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism".

Consistent with the Strategy 2020 – 2025, it is expected that CPD activities allow critical reflection to improve clinical practice in relation to:
- *Aboriginal and Torres Strait Islander approaches to health*
- *The continuing impact of colonisation, racism and bias on health outcomes on Aboriginal and Torres Strait Islander peoples*
- *Rights-based approaches to improving health outcomes of and access to health services*

Health Inequities

[Accreditation Standards and Procedures (amc.org.au)](amc.org.au)

Different access and outcomes for different groups of people may present differently depending on the specialty and location of a practitioner's practice. Good medical practice recognises the role of the practitioner as a champion in the system and also the specialty responsibilities in securing equitable health experiences and outcomes for Aboriginal and Torres Strait Islander patients.

6.   CPD Activity Standards

The College has engineered a CPD criteria, available on the website, that outlines the areas of CPD required for Fellows. Third party providers may use the framework to determine with which Category and sub-category their intended activity would align.

Courses, educational activities, and programs accredited by the College should be:
- Designed for Fellows and other medical professionals at varying stages of their careers and professional development
- Developed by organisations or individuals independently, in collaboration with, or initiated by the College.

Courses, educational activities, and programs accredited by the College must satisfy the requirements of the CPD Committee, which includes the following:
- Definition of the intended participants
- Proof of educational value for Fellows and CPD customers
- Clear aims and learning objectives
- Incorporate principles of adult learning
- Offer opportunities for interactivity, self-directed learning, self-assessment, and feedback regarding performance
- Present opportunity for evaluation strategies
- Issue completion certificate or statement
- Comply with relevant legislation and codes of practice.

Changes which occur post accreditation must be submitted to the CPD Committee for approval.

Educational activities, courses and programs accredited by the College refer to their College CPD accreditation status and category type in their course and promotional materials.

7.   Provider Eligibility Criteria

To become an ACD CPD Provider, certain requirements must be met, including:

- Your organisation should have an education background or employ suitably qualified education staff.
- Your organisation should have demonstrated experience of at least 12 months in delivering education to Fellows and CPD customers in Australia.
- The education and activities offered may provide information but should not promote specific goods, services, medical devices, or pharmaceutical products.
- You must have a website that clearly advertises the education provided to Fellows and CPD customers.
- You should be aware that ACD reserves the right to reject your application based on the information provided.

8.   Committee Approval Process

CPD providers must deliver appropriate educational content for Fellows and CPD customers that maintains a high standard and is relevant to scope of practice.   To become an accredited CPD third party provider, the CPD Committee assesses applications against CPD Activity Standards and Provider Eligibility Criteria.

The CPD third party providers application form is available in electronic format on the ACD website (www.dermcoll.edu.au) under CPD, or can be requested directly from Membership and Professional Services staff, by emailing cpd@dermcoll.edu.au.

Completed applications should be submitted to the College via email to cpd@dermcoll.edu.au. Membership and Professional Services staff will review the completed application to ensure all details are current, and the event is relevant to the ACD curriculum, scope of practice, or other educational requirements. The application will then be reviewed by the CPD Committee, who will approve or deny the application and provide feedback. Applications will be reviewed, and a decision made within 4 weeks from the date of application.

9.   Non Approval for CPD Provider

If the activity seeking CPD approval fails to meet the CPD Activity Standards or Provider Eligibility Criteria, the CPD Committee will provide feedback, outlining changes required if feasible. The CPD Committee will allow the opportunity to resubmit the application within 4 weeks, addressing any changes required. If the application fails to meet the requirements for a second time, application will not be approved.

Applicants can refer to ACD's Reconsideration, Review and Appeals Policy for further information on the appeals process.

10.   Provider Logos

The ACD CPD Provider and approved activity logos demonstrate accreditation of quality education that meets the ACD CPD Standards. Following approval, a provider can advertise approved activities and represent its organisation as a CPD Provider using the logos where appropriate. College Logos will be provided upon accreditation. The College logo is a registered trademark. Accreditation does not give permission to use the College logo. College maintains the right to withdraw accreditation and use of the logos at any time.

Providers can edit the following logos to indicate the number of hours an activity will take to complete. The logos also display the different CPD activity types.

11.   Using ACD CPD Logos

Providers are granted permission to advertise using the ACD CPD logos and wording in accordance with the following terms and conditions:

- Providers must not use the ACD CPD Provider logo without having a current CPD approved activity
- Providers must not use the ACD CPD logos to advertise activities that have not been approved by the ACD CPD program
- Providers must not use the ACD CPD logos on any other post-activity documents issued by the provider
- Providers can include the ACD CPD logos on a certificate of attendance or completion statement following the successful conclusion of a CPD activity.

12.   References and Relevant Policies

Medical Board of Australia registration standard: Continuing Professional Development

Medical Board of Australia: Building a Professional Performance Framework

Medical Board of Australia: Criteria for AMC Accreditation of CPD Homes

ACD CPD Policy

Third Party Provider Application

ACD Reconsideration, Review and Appeals Policy and Procedure