



Fellows CPD Audit Policy

Policy Domain:	Education
Policy Area:	CPD
Policy Author:	CPD Committee
Contact:	Director, Education Services
Version:	1.00
Approval Details:	Professional Standards Committee
Effective Date:	January 2018
Review Date:	December 2019
Related Policies/Regulations	Mandatory Participation Policy

PURPOSE

The purpose of this policy is to outline how College audits Fellows for their Continuing Professional Development as required by AHPRA.

SCOPE

The policy covers selection of Fellows for audit and a brief overview of the process.

DEFINITIONS / KEY WORDS / ABBREVIATIONS

AHPRA refers to the Australian Health Practitioner Regulation Agency

CPD refers to the College's Continuing Professional Development program

THE POLICY

The College defines the length of a CPD program. At the end of every cycle 10% of Fellows are chosen for audit of their compliance with the College's program and in line with the requirements of AHPRA. AHPRA will also randomly audit Fellows.

All Fellows are informed that the audit will be occurring. 10% 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 be 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.

REFERENCES / REGULATIONS

Medical Board of Australia: Continuing professional development registration standard