



Unsatisfactory CPD Performance by a Fellow

Policy Domain:	Education
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Policy Author:	CPD committee
Contact:	Director Education Services
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Related Policies/Regulations	Mandatory Participation Policy

PURPOSE

The purpose of this policy is to outline the steps to be followed by the ACD when the ACD has determined that a Fellow is unsatisfactory in fulfilling their CPD requirements.

SCOPE

The policy covers Unsatisfactory Performance in CPD, and the procedures and remediation/retraining to be followed.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

ACD – Australasian College of Dermatologists

AHPRA - Australian Health Practitioner Regulation Agency

MBA – Medical Board of Australia

CPD – Continuing Professional Development as provided by ACD

Fellow – any person who has completed the ACD Dermatology, or been recognised through the IMG process as being comparable, and has been conferred with Fellowship.

THE POLICY

College determines the length of the CPD program. Fellows are then required to complete the minimum/maximum points per year for CPD as identified in the CPD handbook and upload these to the CPD portal to ensure they comply with the overall program requirements as identified in the CPD handbook.

College will take steps to support Fellows in complying with the CPD program requirements. A key step in this process is the early identification of Fellows who may be at risk of failing to satisfy requirements, so that remediation and support can be offered.

To this end, measures to be taken include:

- Continuous monitoring of progress in attaining minimum yearly and/or triennium credit point accumulation.
- Early intervention to ascertain reasons and provide support if possible for those at risk of not meeting compliance.
- Six monthly notification of progress or failure to meet requirements (pro-rata).

At the end of a CPD cycle, College reviews all Fellows to ensure that they meet the CPD requirements. College also undertakes an annual audit of 10% of Fellows by the ACD occurs.

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

- At 31 January of the year following the completed CPD cycle, Fellows who have not fulfilled their CPD requirements are notified in writing by College of their deficit and are informed of the College and AHPRA regulations[^] and encouraged to make up the deficiency by 30 April that year.
- At 30 April Fellows who have still not fulfilled their CPD requirements are notified by registered mail 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 of the CPD requirements prior to 31 July.

- Fellows who remain non-compliant after 31 July will be
 - o reported to the relevant Faculty
 - o have a note recorded on their College record noting non-compliance
 - o removed from the 'find a dermatologist' section on the web site which represents Fellows who have successfully completed their CPD
 - o reported to the Board where determination of any further action will be considered (e.g. Loss of Fellowship, reporting to AHPRA).

^A failure to comply with this CPD standard is a breach of the legal requirements for registration and may constitute behaviour for which health, conduct or performance action may be taken under the National Law s. 128(2). REFERENCES/REGULATIONS

REFERENCES/REGULATIONS

National medical board regulations and policies

Attachment 1: First letter

Dear Dr

The 20XX CPD period finished on December 31 20XX. The College reviews the CPD of all Fellows to ensure that they meet the College requirements and as such APHRA CPD requirements.

In relation to your own CPD, College can report that you have not met the CPD requirements form this period.

You currently have XXXX points. You are required to have XXXX points.

Please ensure that you complete your CPD by 30 April. Should you wish to discuss your CPD, please contact the College on XXXXXXXX.

You are also reminded to review the CPD policies on the website.

Regards

President

Attachment 2: Second letter

Dear Dr

This is a second letter in relation to your CPD for the 20XX period. The College notes that you are still non-compliant with your CPD and have not met the College requirements and as such you also have not met APHRA CPD requirements.

You currently have XXXX points. You are required to have XXXX points.

If you require a peer mentor to assist you in completing your CPD please contact the College.

You have until 31 July to meet the College's CPD requirements. Please see the 'Unsatisfactory CPD Performance by a Fellow' for information on the consequences of failing to meet CPD requirements.

Should you wish to discuss your CPD, please contact the College on XXXXXXXX.

Regards

President