

---

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM  
FOR NON-RACMA MEMBERS:  
GOVERNANCE AND COMPLIANCE POLICY**

**1. PURPOSE**

Professional medical practice is founded on the goal of providing the best possible healthcare for patients and the community. Medicine is constantly evolving and to maintain their expertise, doctors must continue to develop professionally throughout their careers.

The Medical Board of Australia (MBA) recognises the vital importance of continuing professional development (CPD). From 1 January 2024, as a pre-requisite for registration, all doctors will be required by the MBA to nominate a CPD “home” and complete its CPD program annually. The home must be accredited by the Australian Medical Council and must provide a program and resources appropriate to the doctor’s professional scope of practice.

The Royal Australasian College of Medical Administrators (the College), Australia’s pre-eminent provider of medical leadership and management education and training, has an accredited CPD program designed specifically for doctors in indirect clinical roles. Doctors who are not college members are welcome to nominate the college as their CPD home and participate in the program

**2. OBJECTIVES**

This policy describes the governance of the RACMA CPD program for non-college members who nominate the college as their CPD home. It includes the requirements for compliance, the CPD audit process and the out-come for participants who are non-compliant.

Further information, a detailed description of the program and other resources can be found on the College website and in the CPD for Non-members Handbook.

**3. INTENDED AUDIENCE**

This Policy applies to doctors who are non-RACMA members who nominate the college as their CPD home and participate in the CPD program.

**4. KEYWORDS**

Continuing Professional Development Program, Participation, Compliance, Audit, Non-members, CPD Home

---

Document Type:	Policy - Academic	Approval Date:	October 2022
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.0	Page:	1/5

---

## 5. GOVERNANCE

The Continuing Education Program Committee (CEPC) is a sub-committee of the Education and Training Committee which is a Standing Committee of and reports to the College Board.

The CEPC is responsible for the policy and procedures that guide the development, implementation and the evaluation of the College CPD program. The CEPC supervises audits of participants to monitor compliance with the CPD program and advises on assistance and remediation for those who are non-compliant. The CEPC Chair is appointed by the College Board and its membership, function, duties and responsibilities are described in its Terms of Reference.

Participants in the CPD program may appeal against any decision of the CEPC through the processes outlined in the College Reconsideration, Review and Appeal Policy.

## 6. APPLICATION FOR ADMISSION

Doctors may apply for admission to the program through the form available on the College website. Applicants must be medical practitioners registered by APHRA and with a professional scope of practice which includes competencies of medical administration or other indirect clinical roles.

The application will be reviewed by the Chair of the CEPC and if approved the applicant will be issued with a letter confirming that they have been accepted into the program and they will be given access to the program resources.

Applicants may be refused admission to the program, at the discretion of the Chair of the CEPC, if their professional scope of practice cannot be supported by the program.

## 7. FEES

Fees for the program are set by the RACMA Board and will be reviewed on an annual basis.

## 8. COMPLIANCE

### 8.1 PROGRAM REQUIREMENTS

All participants must achieve a minimum of 50 hours of approved CPD activity per year. Activities must be within a framework of cultural safety, health equity and ethical and professional practice and be relevant to the doctor's professional scope of practice.

---

Document Type:	Policy - Academic	Approval Date:	October 2022
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.0	Page:	2/5

---

## 8.2 CPD ACTIVITIES

CPD activities must include:

1. A mandatory Professional Development Plan
2. A mandatory annual structured conversation with a peer, colleague or employer.
3. A mixture of activities in the following 3 categories specified in the MBA CPD standards:
  - Category 1: Reviewing Performance
  - Category 2: Measuring Outcomes
  - Category 3: Educational Activities

This will include:

- a. A minimum of a combined 25 hours in CPD categories 1 and 2:
  - Reviewing performance
  - Measuring outcomes

Participants will decide the best mix for activities in Categories 1 and 2, to best suit their development needs, with a minimum of 5 hours in each category

- b. A minimum of 12.5 hours in CPD Category 3: Educational activities.
- c. For the remaining 12.5 hours and any hours in addition to the minimums presented above, participants choose across the three types of CPD to best suit their development needs.

## 9. EXEMPTION FROM COMPLIANCE

Participants who have, or who anticipate that they will have, difficulty meeting the CPD requirements may apply for an exemption from compliance for a maximum of one year. Applications are to be submitted in writing to the Director of Members' Services and Engagement at the College ([cpd@racma.edu.au](mailto:cpd@racma.edu.au)) or by completion of the online application form 'Apply for Exemption' which is available on the RACMA website.

An exemption from participation in the CPD program may be granted to a participant who meets one or more of the following criteria:

- Bereavement following the death of an immediate family member
- Extended family/personal leave
- Parental leave
- Health reasons
- Extended absence from professional duties
- Other special circumstances

An application for exemption will be considered and determined by the CEPC. Exemptions are considered on a case-by-case basis and may be approved for a maximum period of one

---

Document Type:	Policy - Academic	Approval Date:	October 2022
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.0	Page:	3/5

---

year. The CEPC may approve a pro-rata exemption and set a reduced minimum requirement for an applicant whose criterion for exemption resolves or is for less than one year.

An applicant may lodge an appeal against the decision of the CEPC through the processes outlined in the College Reconsideration, Review and Appeal policy.

## **10. RECORDING ACTIVITIES IN MYRACMA**

All CPD activities are to be recorded on the MyRACMA app. Participants will be given access to the app and have the responsibility to maintain their own CPD record. Each recorded activity must be supported by either an outline of the activity and a reflective learning statement or supporting documentary evidence.

Data stored within MyRACMA may be used by the College to generate operational reports and to undertake program analysis. The College may produce ad hoc summary and detailed reports to inform the Board, Board sub-committees (and their working parties) and delegated College Officers on CPD participation and compliance. Participation and compliance reports are routinely generated and made available to the College Board and its sub-committees.

The Chair of the CEPC and the jurisdictional CPD Co-ordinators have access to the MyRACMA records of the participants in their jurisdiction to provide advice and guidance to members and address certification and compliance issues.

The creation and use of these reports comply with the college privacy policy.

## **11. CERTIFICATION**

Participants who complete the CPD program are issued with a Certificate of Compliance with CPD each year. Non-compliant participants will be identified through the audit process and will not be eligible for a Certificate of Compliance.

## **12. NON-COMPLIANCE**

Any participants who are deemed as non-compliant will be provided with the opportunity to remedy the situation. The MBA and the College Board will be notified of any participant who is non-compliant and does not respond to offers of remediation.

## **13. AUDITS**

The college is required by the Australian Medical Council to undertake regular audits of the CPD program participants

---

Document Type:	Policy - Academic	Approval Date:	October 2022
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.0	Page:	4/5

---

The College, through the CEPC, annually undertakes two internal audits. External audits of individual Fellows may also be undertaken by the MBA.

#### **14. ANNUAL CERTIFICATION AUDIT**

The closing date for participants to log CPD activities for the preceding calendar year is 31 March of the following year. After this date, the jurisdictional CPD Coordinator reviews the participants' records of logged activities and electronically signs off the records of those who have met the program requirements. Participants who have not met the deadline are encouraged by the coordinators to log their activities and achieve compliance. The coordinators provide support and guidance where necessary.

The Chair of the CEPC gives the final approval before annual certificates are made available to participants.

Participants who have not logged sufficient activities to meet the CPD requirement and who have not achieved a CPD compliance certificate are contacted by the College Director of Membership Services and Engagement, in August of each year, to be advised that the College Board and MBA will be notified of their non-compliance.

#### **15. ANNUAL COMPLIANCE AUDIT**

An audit of at least 10% of participants' CPD records, including a review of their evidence of participation, is undertaken by the Chair of the CEPC each year.

The Chair discusses with participants any discrepancies found in their records, and remediation, through support and counselling, is offered.

#### **16. REGULATORY AUTHORITY AUDITS**

In addition to audits undertaken by the college, The Australian Health Practitioner Regulation Authority, on behalf of the MBA may audit the CPD records of registered doctors at any time. All doctors are responsible for keeping evidence of their CPD activities for a period of three years in case of audit.

#### **17. ASSOCIATED DOCUMENTS**

RACMA Constitution

RACMA CPD Handbook – Non Members

Medical Board of Australia – Registration Standard: Continuing Professional Development

---

Document Type:	Policy - Academic	Approval Date:	October 2022
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.0	Page:	5/5

---