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## **CPD 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 doctors must continue to develop professionally throughout their careers to maintain their expertise.

The Royal Australasian College of Medical Administrators (the College) strives to provide its members with the environment and resources that enable them to continue to develop as doctors. It considers that participation in a Continuing Professional Development (CPD) program is essential for medical administrators to sustain their skills. Completion of the College CPD Program is an annual mandatory requirement for Fellows and Associate Fellows to maintain their membership of the College (RACMA Constitution (2023), Section 7.1.)

The College is accredited by the Australian Medical Council as a provider of CPD for specialist medical administrators in Australia and Aotearoa-New Zealand. The structure of the College program aligns with the standards for CPD specified by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ). By completing the College program, Fellows meet the requirements of these regulatory bodies for registration and recertification as specialist medical administrators.

### **2. OBJECTIVES**

This policy describes the governance of the College CPD program, the requirements for CPD compliance, the CPD audit process and the outcome for members who are non-compliant with their CPD requirements.

### **3. INTENDED AUDIENCE**

This Policy applies to all RACMA Fellows and Associate Fellows.

### **4. KEYWORDS**

Continuing Professional Development Program, Participation, Compliance, Audit.

### **5. GOVERNANCE**

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

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Document Type:	Policy - Academic	Approval Date:	20/12/2023
Approved by:	Board	Review Cycle:	3 years
Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.2	Page:	1/7

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

College members may appeal against any decision of the CPDPC through the processes outlined in the College Reconsideration, Review and Appeal Policy.

## **6. COMPLIANCE**

### **6.1 Australian and Aotearoa-New Zealand Fellows**

All Fellows 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 medical administration competencies.

### **6.2 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 and MCNZ CPD standards:
  - Category 1: Reviewing and Reflecting on Practice (NZ) / Reviewing Performance (AUS)
  - Category 2: Measuring and Improving Outcomes (NZ) / Measuring Outcomes (AUS)
  - Category 3: Educational Activities (AUS & NZ)

This will include:

- a. A minimum of a combined 25 hours in CPD categories 1 and 2:
  - Reviewing performance (Australia) / reviewing and reflecting on practice (New Zealand)
  - Measuring outcomes (Australia) / measuring and improving outcomes (New Zealand)

Members 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.

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Version Control:	v1.2	Page:	2/7

---

- 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, Members choose across the three types of CPD to best suit their development needs.

### **6.3 Hong Kong Fellows**

College Fellows registered and practicing in Hong Kong undertake CPD certification with the Hong Kong College of Community Medicine (HKCCM). Fellows are awarded a RACMA certificate of CPD compliance on completion of the HKCCM program.

For Hong Kong Fellows who are not registered or recertified by the MBA or MCNZ, the regulatory requirements for registration are not applicable.

### **6.4 Associate Fellows**

Associate Fellows must achieve a minimum of 20 hours of approved CPD activity per annum including the submission of a professional development plan which has a maximum credit of 5 hours. There are no mandated minimal hours for the categories of CPD activities.

Associate Fellows with general but not specialist registration, whose practice is predominantly in medical administration, may choose the College as their CPD “home” or provider but are required to complete the same CPD requirements as Fellows.

### **6.5 Non-Practicing Members**

#### **Australia**

All members who are registered as practicing with the MBA (in any specialty or general registration) are required to undertake the college CPD program on an annual basis. This includes members who undertake locum or limited practice in any specialty.

Members who have non-practicing registration are not required to undertake the annual CPD program.

#### **New Zealand**

Members who are registered by the MCNZ with a current practicing certificate, in any vocational group, are required to undertake CPD on an annual basis. Annual CPD compliance is not required for members who do not have a practicing certificate.

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Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.2	Page:	3/7

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## 7. CPD UNDERTAKEN THROUGH OTHER COLLEGES

Fellows with more than one specialty or scope of practice are required by the MBA and MCNZ to complete a CPD program for every specialty in which they are registered.

Fellows and Associate Fellows are required to complete RACMA's CPD program and the completion of another specialist medical college's CPD Program does not exempt members from participation in the College program.

However, CPD activities undertaken with another college's program may also be accepted by the College program if they relate to leadership, management or other College competencies or the scope of practice of medical administrators. Activities which do not relate to these competencies cannot be counted as College CPD activity.

## 8. EXEMPTION FROM COMPLIANCE

Fellows and Associate Fellows who have, or who anticipate that they will have, difficulty meeting College CPD requirements may apply for an exemption from participation 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.

Reasons for exemption may include:

- Parental leave
- Bereavement of immediate family member
- Personal illness/health reasons
- Extended family/personal leave
- Extended absence from professional duties
- Other special circumstances

In planned absences, the application should be received by the College not less than four (4) weeks prior to the date of commencement for the exemption sought. Unplanned or retrospective applications for exemption may be considered on a case-by-case basis if preapproval of the exemption was not feasible. RACMA may request further information or documentation from the applicant prior to making a determination.

An application for exemption will be considered and determined by the CPDPC. The CPDPC may approve a pro-rata exemption and set a reduced minimum requirement for an applicant whose criterion for exemption resolves or is less than one year.

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Version Control:	v1.2	Page:	4/7

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## 9. RECORDING ACTIVITIES IN THE ONLINE CPD PORTAL

All CPD activities are to be recorded in the member's online portal for CPD. Members have the responsibility to maintain their records. 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 the portal 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 CPDPC and the jurisdictional CPD Co-ordinators in Australia, Hong Kong and New Zealand have access to the portal records of the members 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.

## 10. ANNUAL CERTIFICATION

The closing date for Members to log CPD activities for the preceding calendar year is 31 March of the following year. After this date, the jurisdictional CPD Coordinator reviews each Member's record of logged activities and electronically signs off the records of Members who have met the program requirements. Fellows and Associate Fellows 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 CPDPC gives the final approval before annual certificates are made available to members.

### 10.1 Audits

The RACMA Constitution, (Section 7.1) and the Australian Medical Council require that an audit to determine Member's compliance with the mandatory CPD program is undertaken each year.

An audit of the CPD records of at least 10% of Members' CPD records, is undertaken by the jurisdictional CPD Co-ordinators and includes a review of their reflective statements and evidence of participation.

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Endorsed by:	Education & Training Committee	Custodian	
Version Control:	v1.2	Page:	5/7

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## 10.2 Remediation

The co-ordinators offer Members, who are non-compliant or who have been audited and have discrepancies in their records, remediation, through support and counselling.

## 10.3 Regulatory Authority Audits

In addition to audits undertaken by the college, The Australian Health Practitioner Regulation Authority, on behalf of the MBA may audit Member's CPD at any time. Audits are also undertaken by the MCNZ. All Members are responsible for keeping evidence of their CPD activities for a period of three years in case of an external audit.

## 10.4 Certification

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

## 10.5 Non-Compliance

Non-compliance with the CPD requirements is a breach of the College Constitution. Any members who are deemed as non-compliant will be provided with the opportunity to remedy the situation. Members who do not respond to offers of remediation, and who have not logged sufficient activities to meet the CPD requirements are contacted by the College Director of Member Services and Engagement, in August of each year. They will be advised that the College Board and the MCNZ and MBA will be notified of their non-compliance. The Board may determine to remove membership (RACMA Constitution (2023) Section 7.1).

## 10.6 Reconsideration, Review and Appeal

An applicant may lodge a request to have a decision reconsidered, reviewed and appealed through the processes outlined in the College Reconsideration, Review and Appeal policy.

## 11. COLLEGE SUPPORT

RACMA is committed to providing its members structured support that is consistent, transparent and robust. RACMA acknowledges the importance of the wellbeing of its members and their right to a learning environment of professionalism, collegiality and respect. The College recognises the difficulties members may experience in meeting their CPD requirements and will offer support to members, as required. Requests for such support should be made in writing to [cpd@racma.edu.au](mailto:cpd@racma.edu.au). Members have ongoing access to EAP services through the College.

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Version Control:	v1.2	Page:	6/7

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## 12. ASSOCIATED DOCUMENTS

RACMA Constitution 2023

RACMA CPD Handbook

Conflict of Interest Policy

Privacy of Personal Information Policy

Reconsideration, Review and Appeal Policy

[Medical Council of New Zealand – Recertification and Continuing Professional Development](#)

[Medical Board of Australia – Registration Standard: Continuing Professional Development](#)

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Version Control:	v1.2	Page:	7/7

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