

(Updated January 2024)



Australian and New Zealand Society  
of Occupational Medicine Inc. (ANZSOM)

# How does ANZSOM CPD contribute to my professional CPD requirements?

ANZSOM is committed to supporting the professional development of all its members. This will include supporting the new [Medical Board Continuing Professional Development \(CPD\) requirements](#) for all medical practitioners. While ANZSOM will not be a CPD Home, we will continue to provide high quality educational opportunities to meet the new requirements.

Professional development opportunities are provided through:

- [The Annual Scientific Meeting](#) – ANZSOM's main annual conference renowned for its technical program and practice-oriented approach. The conference provides a mix of learning opportunities including workshops and industry site visits.
- [Branch educational meetings and webinars](#) – These meetings/webinars are conducted in each state, offering regular opportunities for education and networking.
- [Journal Club](#) – Mediated discussion groups aimed at critically appraising a journal article(s) while exploring the latest evidence in workplace health.
- [Online learning presentations](#) – Learn anytime and anywhere with ANZSOM's robust online library of recorded presentations from past Annual Scientific Meetings, Branch meetings and webinars.

Completion of ANZSOM CPD activities can be recorded in members' Profile on the [ANZSOM website](#) (refer screenshot below).

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### CPD activity record

This is for your own record of CPD activities completed through ANZSOM, including the ASM, Branch educational meetings, webinars and online learning modules. For more information about how ANZSOM CPD contributes to your professional CPD requirements, [click here](#).

**Please note** that while ANZSOM is not a CPD Home, we will continue to provide high quality educational opportunities to meet CPD requirements.

*Please enter the details of the CPD activity (meeting/webinar/module presentation title), date attended/completed, and the duration/time.*

1. CPD activity details	Date	Duration/time
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
2. CPD activity details	Date	Duration/time
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
3. CPD activity details	Date	Duration/time
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
4. CPD activity details	Date	Duration/time
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
5. CPD activity details	Date	Duration/time
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>

While ANZSOM's continuing professional development activities are not usually formally accredited with the Royal Australian College of Nursing, Royal Australian College of General Practitioners or Royal Australasian College of Physicians (AFOEM), all attract CPD points.

**Participation in ANZSOM Committees (ASM organising committee, CPD Committee, Nurse Strategy Group, etc) may also count towards CPD points. Refer to the individual professional body for more information.**

## Summary by professional body:

### **Nurses:**

AHPRA requires that all nurses participate in at least 20 hours of continuing professional development per year to maintain their registration. One hour of active learning equals one hour of CPD. CPD must be directly relevant to the nurse's practice and the individual must keep written documentation that demonstrates evidence of completion. Nursing CPD activities do not need to be accredited by the Royal Australian College of Nursing to count towards the 20 hours, therefore participation in ANZSOM CPD may account for as many of the 20 required hours as an individual wishes.

[\*For more details click here\*](#)

### **Medical practitioners:**

In line with the new Medical Board CPD requirements, all medical practitioners must complete a professional development plan and undertake at least 50 hours of professional development, based on the breakdown shown overleaf.

There are some additional requirements for medical practitioners, depending on which professional body you belong to. For example, general practitioners (RACGP) must also complete a Cardiopulmonary Resuscitation (CPR) course during each triennium. RACP/AFOEM Physicians are also required to undertake an annual conversation.

[\*For more details click here\*](#)

# CPD for Nurses:

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## Nursing and Midwifery Board of Australia

The NMBA Registration Standard: Continuing Professional Development sets out the Nursing and Midwifery Board of Australia's (NMBA) minimum requirements for continuing professional development (CPD) for enrolled nurses, registered nurses and midwives.

The Standards explain that:

- Nurses and midwives are expected to participate in at least 20 hours of CPD per year.
- One hour of active learning will equal one hour of CPD. It is the nurse or midwife's responsibility to calculate how many hours of active learning have taken place.
- The CPD must be relevant to the nurse or midwife's context of practice.
- Nurses and midwives must keep written documentation of CPD that demonstrates evidence of completion of a minimum of 20 hours of CPD per year.
- Participation in mandatory skills acquisition may be counted as CPD.

Copies of the registration standards, including those for CPD, are available for download from <http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx>.

For further queries re your CPD please contact the AHPRA directly: Phone 1300 419 495, email via the [web enquiry form](#) on the website.

## ANZSOM Competency Standards for Occupational Health Nurses

ANZSOM is committed to supporting OHNs in their chosen career path and to maintaining the practice, knowledge, and competence of occupational health nurses. ANZSOM has therefore established the *ANZSOM Occupational Health Nurse Competency Standards*, a framework in which competency, recognition and continuing education are combined to help build a vibrant profession that contributes to our Vision for a society where the highest value is placed on good work, safe workplaces, and healthy workers.

There are seven domains listed in the ANZSOM Occupational Health Nurse Competency Standards. These domains should be used to guide OHNs in selecting CPD activities that are relevant to their practice. The domains include:

- Legislation, standards, codes of practice and guidelines
- Principles of occupational health nursing
- Collaboration
- Prevention of work-related illness and injury
- Managing work-related injury and illness
- Promoting worker health and wellbeing
- Quality and continuous improvement

ANZSOM provides specific CPD to nurses through our Nurse Focus Webinars and relevant content at our Annual Scientific Meetings.

# CPD for Medical Practitioners:

## Medical Board of Australia requirements

The Medical Board of Australia works in partnership with AHPRA on setting the registration and professional standards for all medical practitioners in Australia. The new Medical Board of Australia [Registration Standard: Continuing Professional Development](#) provides a consistent CPD framework that all medical practitioners must meet.

As of the 1 January 2023, all medical practitioners are required to develop an annual professional development plan and to undertake at least 50 hours of professional development based on the following breakdown:

- 25 hours active CPD - reviewing performance and measuring outcomes (doctors decide the best mix for these activities to suit their practice, with five hours minimum of each type)
- 12.5 hours traditional learning or educational activities – reading, lectures, conferences
- 12.5 hours – doctors choose across the three types of CPD.

In addition to the CPD requirements above, there are some additional requirements for General Practitioners (RACGP) and Physicians (RACP/AFOEM). These are detailed on page 6.

Attendance at ANZSOM Annual Scientific Meetings, webinars, Branch meetings, Journal Club, as well as online learning will generally fall under category 1 (knowledge and skills). Participation in ANZSOM Committees (ASM organising committee, CPD Committee), and presenting at ANZSOM educational meetings also falls under the Educational Activities category. Examples of other CPD activities are listed overleaf, based on the RACP 2024 Framework. A further listing of examples has been compiled by the [RACGP](#).

## CPD Homes

Medical practitioners will need to establish themselves with a 'CPD Home' to report their CPD. They must do this by January 2024. Both the [RACP](#) and [RACGP](#) are accredited as CPD Homes. Others are listed on the [Medical Board website](#). While ANZSOM will not be a CPD Home, we will continue to provide high quality educational opportunities to meet the new requirements. In 2024, ANZSOM will also continue to report attendance of AFOEM Fellows at ANZSOM events to the RACP to facilitate record keeping for Fellows who consent to this process.

## Summary of CPD requirements for medical practitioners

CPD Categories	Developing knowledge & skills	Reviewing performance	Measuring outcomes
Allocation for the minimum of 50 hours*	Max <sup>m</sup> 50% i.e. up to 25 hours	← →	Min <sup>m</sup> 50% i.e. at least 25 hours and min <sup>m</sup> of 5 hours in each category
	Min <sup>m</sup> 25% i.e. 12.5 hours	← →	Max <sup>m</sup> 75% i.e. up to 37.5 hours

\*Allocate to any activity if over 50 hours

## Examples of CPD activities for medical practitioners (based on RACP 2024 MyCPD Framework, see also [RACGP listing](#))

Category 1 - Developing knowledge and skills	
<ul style="list-style-type: none"> <li>• Lectures / seminars / workshops</li> <li>• Conferences / Courses</li> <li>• Reading / info searches e.g. Medline</li> <li>• Grand rounds / journal clubs</li> <li>• Hospital and other medical meetings</li> <li>• Online Learning / audio / videos</li> <li>• Committee / working group / council involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Self-assessment programs</li> <li>• Providing mentoring and executive coaching</li> <li>• Presentations (including preparation time)</li> <li>• Teaching</li> <li>• Mentoring of trainees, medical students, PhD students</li> <li>• Undertaking College educational roles</li> <li>• Other educational activities</li> </ul>
Category 2 - Reviewing performance	
<ul style="list-style-type: none"> <li>• Creating / maintaining a professional development plan</li> <li>• Creating / maintaining a self-care plan</li> <li>• Annual performance appraisal of my practice by a peer/manager</li> <li>• Annual conversation with a colleague focused on review of practice</li> <li>• Regular Practice Review</li> <li>• Supervision of trainees, medical students, PhD students</li> <li>• Examining of trainees, medical students</li> <li>• Assessment/marking of an advanced training research project</li> <li>• Multi-source feedback using validated tools and processes</li> <li>• Patient feedback / experience studies</li> <li>• Participation in the RACP Supervisor Professional Development Program (SPDP)</li> <li>• Receiving mentoring or coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Peer review of: <ul style="list-style-type: none"> <li>○ Clinical and/or professional practice</li> <li>○ Records / correspondence / reports</li> <li>○ Supervision</li> <li>○ Educational activities</li> <li>○ Journal articles submitted for publication</li> <li>○ Professional and speciality specific competencies and activities including: leadership; partnership building; stakeholder management; policy development; writing grants and publications</li> <li>○ Communication including reports, letters, information leaflets and website material</li> <li>○ Cases Critical incidents</li> <li>○ Safety and quality reviews</li> <li>○ Outbreak management</li> <li>○ Workplace incidents</li> <li>○ Laboratory safety</li> </ul> </li> <li>• Other activities that involve reviewing performance</li> </ul>
Category 3 - Measuring outcomes	
<ul style="list-style-type: none"> <li>• Practice audits</li> <li>• Audit for: <ul style="list-style-type: none"> <li>○ Adherence to standards / guidelines / procedures</li> <li>○ Practice against relevant EVOLVE recommendations</li> <li>○ Medicolegal reports Cultural safety / health equity</li> <li>○ Records Recommendations uptake</li> <li>○ Worker assessment reports Workplace assessment reports</li> <li>○ Supervision Standards of confidentiality</li> <li>○ Site remediation</li> <li>○ Effectiveness of stakeholder consultation; education sessions delivered; communicable disease notifications advised on; completed investigations, e.g. outbreak, environmental risk, workplace risk</li> <li>○ Compliance with key legislation</li> <li>○ Funding success</li> </ul> </li> <li>• Formal research involving analysis of health outcomes data</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing publications of research involving analysis of health outcomes data</li> <li>• Supervision of an Advanced Training Research Project</li> <li>• Incident reporting / monitoring e.g. mortality and morbidity reviews</li> <li>• Comparison of individual / team data with local, institutional, regional data sets</li> <li>• Institution audits e.g. hospital accreditation, immunisation program outcomes</li> <li>• Clinicopathological correlation meetings</li> <li>• Contribution to evaluation / development of an endorsed policy in the workplace (where the contribution is based in review of data / measurement of outcomes)</li> <li>• Development of new legislation (where the development is based in a review of health data outcomes)</li> <li>• Other activities that involve measuring outcomes</li> </ul>

## Royal Australian College of General Practitioners (RACGP)

The RACGP is a CPD Home. CPD hours are recorded on the MyCPD dashboard. CPD requirements for General Practitioners are outlined in the CPD Program: 2023–25 triennium handbook for general practitioners, which is published every 3 years by the RACGP – refer <https://www.racgp.org.au/education/professional-development/cpd/2023-triennium>.

In line with the new Medical Board CPD requirements, all General Practitioners must complete a professional development plan and undertake at least 50 hours of professional development, as described previously. General Practitioners are also required to complete a Cardiopulmonary Resuscitation (CPR) course during each triennium.

The RACGP have mapped out various activities you might do in your practice, and how these may be applied to the three CPD categories. It is available to download from <https://www.racgp.org.au/FSDEDEV/media/documents/CPD/CPD-in-your-Practice.pdf>

**For further queries re your CPD please contact the RACGP directly:**

<b>Victoria</b>	<b>NSW and ACT</b>	<b>SA and NT</b>
Ph: (03) 8699 0483	Ph: (02) 9886 4700	Ph: (08) 8267 8310
Fax: (03) 8699 0560	Fax: (02) 9886 4790	Fax: (08) 8267 8319
Email: <a href="mailto:vic.cpd@racgp.org.au">vic.cpd@racgp.org.au</a>	Email: <a href="mailto:nswact.cpd@racgp.org.au">nswact.cpd@racgp.org.au</a>	Email: <a href="mailto:sant.cpd@racgp.org.au">sant.cpd@racgp.org.au</a>
<b>Tasmania</b>	<b>Queensland</b>	<b>Western Australia</b>
Ph: (03) 6212 5888	Ph: (07) 3456 8944	Ph: (08) 9489 9555
Fax: (03) 6232 2344	Fax: (07) 3391 7009	Fax: (08) 9489 9544
Email: <a href="mailto:tas.cpd@racgp.org.au">tas.cpd@racgp.org.au</a>	Email: <a href="mailto:gld.cpd@racgp.org.au">gld.cpd@racgp.org.au</a>	Email: <a href="mailto:wa.cpd@racgp.org.au">wa.cpd@racgp.org.au</a>

## Royal Australasian College of Physicians (RACP)/ AFOEM

The RACP is a CPD Home. CPD requirements for Physicians are outlined in the 2024 MyCPD Framework and are reviewed by the College's CPD Committee each year.

The MyCPD program is based on an annual cycle - 1 January to 31 December. The due date for submission of annual returns is 31 March of the following year.

In line with the new Medical Board CPD requirements, all Physicians must complete a professional development plan and undertake at least 50 hours of professional development, as described previously. Physicians are also required to undertake an annual conversation (refer description overleaf). In addition, the RACP strongly encourages a focus on cultural safety and issues of health equity across the categories.

Resources to assist in meeting the RACP requirements including information and templates on the mandatory and strongly encouraged activities can be found in the [MyCPD Interactive Handbook](#) (RACP login required).

- [2024 MyCPD Framework](#)
- [MyCPD in 2024. What you need to know \(video\)](#)
- [2024 examples of acceptable CPD evidence](#)
- [ANZSOM / RACP Professional Development Plan](#)

### Annual conversation

An annual conversation is a structured discussion with a peer, colleague, or employer. The intent is to allow time for Physicians to reflect on their development needs and intentions for the year, and discuss them with a peer, colleague or employer. This is an opportunity to receive constructive feedback and explore job satisfaction, self-care and any health and wellbeing issues so Physicians can adjust their practice accordingly.

Many Physicians will have a formal performance appraisal as part of their employment and this activity can be claimed as their annual conversation requirement if it meets the description above. If Physicians do not have a formal performance appraisal process, RACP have developed a template for Physicians to use or modify and this can be found in the [MyCPD Interactive Handbook](#) (RACP login required).

Time spent on an annual conversation should be claimed under Category 2 – Reviewing Performance.

### Recording of AFOEM Fellows CPD participation

In 2024, ANZSOM will continue to report attendance of AFOEM Fellows at ANZSOM events to the RACP to facilitate record keeping for Fellows who consent to this process. For ANZSOM webinars and face-to-face events, Fellows will be given the opportunity at registration to provide their RACP Membership Identification Number (MIN). At the conclusion of the event, Fellows' names and MINs are sent to RACP for their participation to be recorded on their MyCPD record. For the ANZSOM Annual Scientific Meeting, the RACP provide QR codes for each session, which delegates scan to enable recording of their attendance.

**FROM RAMAZZINI TO ROBOTS: THE FUTURE OF WORK, HEALTH AND HUMANITY**

Keynote presentation - Professor Paul Kelly

Are you an RACP Fellow?

If so, simply scan the QR code to add this session to your MyCPD record!

RACP Specialists. Together | myCPD

ANZSOM The Australian and New Zealand Society of Occupational Health and Safety

**For further queries re your CPD please contact the RACP directly:**

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Fax:	(02) 9252 3310	Fax:	+64 4 472 6718
Email:	<a href="mailto:MyCPD@racp.edu.au">MyCPD@racp.edu.au</a>	Email:	<a href="mailto:MyCPD@racp.org.nz">MyCPD@racp.org.nz</a>