

(Updated April 2021)



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 its members. 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](#) – This was first offered during the 2020 virtual ASM and will continue to be offered throughout 2021.
- [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).

The screenshot shows the ANZSOM website's 'CPD activity record' page. The header includes the ANZSOM logo and navigation links: HOME, ABOUT US, MEMBERSHIP (highlighted), STATE BRANCHES, PROFESSIONAL DEVELOPMENT, ANNUAL SCIENTIFIC MEETING, ASM2020 ACCESS, JOBS, FIND MEMBER, and LOG OUT. The main content area is titled 'CPD activity record' and contains the following text: '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 enter the details of the CPD activity (meeting/webinar/module presentation title), date attended/completed, and the duration/time.' Below this text is a form with six rows, each for a CPD activity. Each row has three input fields: '1. CPD activity details', 'Date' (with a dropdown menu showing 'dd/mm/yyyy'), and 'Duration/time'.

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.

This document provides a guide as to how various non-accredited activities can be claimed depending on the requirements of your accrediting body. There may be a cap on the number of non-accredited points that you can claim per annum/triennium.

**Participation in ANZSOM Committees (ASM organising committee, CPD Committee) 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](#)

### RACGP doctors:

A minimum of 130 points are required for the triennium and must include two CPD Accredited Activities (previously Category 1) and completion of a basic life support activity. ANZSOM online learning and other activities (meetings/conferences, Journal Club) are likely to fall under the category of CPD Activities. These are recorded as 2 points per hour with a maximum 30 points per activity. Previously these points were capped at 20 points per triennium. The number of activities is now unlimited.

[For more details click here](#)

### RACP/AFOEM Physicians:

Fellows must undertake a range of learning activities and must record at least 100 recognised MyCPD credits each calendar year. ANZSOM online learning and other activities (meetings/conferences, Journal Club, committees) are likely to fall under Category 1 and are capped at 60 credits per year. Individuals must document their participation, keeping evidence of attendance (e.g. notice of meetings, copy of roster, diary entries) and signed statement of involvement by an appropriate person.

[For more details click here](#)



#### Nurses (Nursing & Midwifery Board)

20 hours per year

- ✓ ANZSOM ASM
- ✓ Branch meetings
- ✓ Webinars
- ✓ Journal Club
- ✓ Online learning



#### General Practitioners (RACGP)

130 points per triennium

CPD Activities: 2 points per hour, max 30 points per activity

- ✓ ANZSOM ASM
- ✓ Branch meetings
- ✓ Webinars
- ✓ Journal Club
- ✓ Online learning



#### Occupational physicians (RACP/AFOEM)

100 MyCPD credits per year

Maximum 60 credits per category (i.e. Cat 1-3) per year

- ✓ ANZSOM ASM
- ✓ Branch meetings
- ✓ Webinars, Journal Club
- ✓ Online learning
- ✓ Committees

# CPD for Nurses:

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## Nursing and Midwifery Board of Australia

The standards of the AHPRA are noted on their website. The CPD Standard is currently under review with a preliminary consultation to a small, targeted stakeholder group before public consultation. Currently, the first requirement states that nurses on the nurses' register will participate in at least 20 hours of continuing nursing professional development per year.

One hour of active learning will equal one hour of CPD. Please note that CPD must be directly relevant to the nurse's context of practice and that nurses must keep written documentation of this CPD that demonstrates evidence of completion.

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

# CPD for Doctors:

## Medical Board of Australia

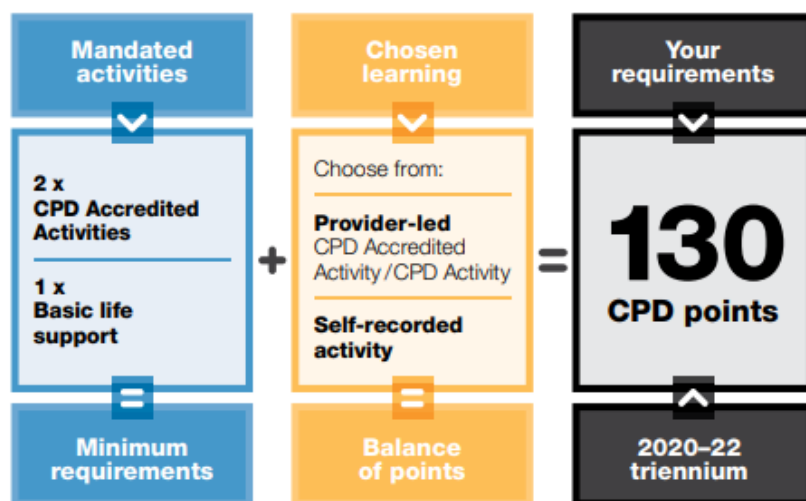
Requirements for CPD are varied and dependent on the college that a doctor is a member or fellow of. Note that medical specialists and general practitioners who are not college members or fellows but are on the specialist register must still meet the standards for CPD set by the relevant specialist medical college. Copies of the registration standards, including those for CPD, are available for download from <http://www.medicalboard.gov.au/Registration-Standards.aspx>.

The Medical Board of Australia has made allowances for COVID-19 in relation to CPD requirements in 2020. For more information visit <https://www.ahpra.gov.au/News/COVID-19/COVID-19-queries.aspx#CPD>.

## Royal Australian College of General Practitioners (RACGP)

CPD requirements for General Practitioners are outlined in the CPD Program: 2020–22 triennium handbook for general practitioners, which is published every 3 years by the RACGP.

A minimum of 130 CPD Program points is required for the triennium and must include at least two CPD Accredited Activities (previously Category 1) and completion of a basic life support activity. The remaining points may be accrued through CPD Accredited Activity (previously Category 1) and CPD Activity (previously Category 2).



Attendance at ANZSOM Annual Scientific Meetings, Branch events, Journal Club, as well as online learning will generally fall under the category of CPD Activities. These are recorded as 2 points per hour with a maximum 30 points per activity. Previously these points were capped at 20 points per triennium. The number of activities is now unlimited.

CPD Activity points are recorded on the myCPD dashboard.

CPD Program 2020–22 triennium handbook is available to download from <https://www.racgp.org.au/education/professional-development/qi-cpd/handbook-for-general-practitioners/planning-and-managing-your-cpd-for-the-2020-22-tri>.

| MBA CPD types  |                                 |                       |                    |
|--|---------------------------------|-----------------------|--------------------|
| CPD Accredited Activity  | Developing knowledge and skills | Reviewing performance | Measuring outcomes |
| <ul style="list-style-type: none"> <li>Course/workshop/seminar</li> <li>e-Learning modules</li> <li>gplearning modules</li> <li>Peer group learning</li> </ul> | ✓                               |                       |                    |
| <ul style="list-style-type: none"> <li>Cultural safety training</li> </ul>   |                                 |                       |                    |
| <ul style="list-style-type: none"> <li>Audit (practice/clinical)</li> </ul>  |                                 |                       | ✓                  |
| <ul style="list-style-type: none"> <li>Multi-source feedback</li> <li>Supervised clinical attachment</li> </ul>  |                                 | ✓                     |                    |
| <ul style="list-style-type: none"> <li>Plan, do, study, act (PDSA)</li> <li>Quality improvement project</li> </ul>   |                                 |                       | ✓                  |

| MBA CPD types   |                                 |                       |                    |
|---|---------------------------------|-----------------------|--------------------|
| Self-directed CPD Accredited Activity   | Developing knowledge and skills | Reviewing performance | Measuring outcomes |
| Higher education  | ✓                               |                       |                    |
| <ul style="list-style-type: none"> <li>40 points per semester/module = 1 CPD Accredited Activity</li> </ul>   |                                 |                       |                    |
| Role as an educator/supervisor/examiner   | ✓                               | ✓                     |                    |
| Evidence-based medical journal club (EBMJC)   | ✓                               | ✓                     |                    |
| Published journal article   | ✓                               |                       |                    |
| Peer group learning   | ✓                               |                       |                    |
| Random case analysis  |                                 | ✓                     |                    |
| GP research/PhD   |                                 |                       | ✓                  |
| <ul style="list-style-type: none"> <li>40 points per <b>component</b> = 1 CPD Accredited Activity</li> <li>GPs completing their research or PhD in 2020 will be allocated 150 points</li> </ul> |                                 |                       |                    |
| Plan, do, study, act (PDSA)   |                                 |                       | ✓                  |
| Supervised clinical attachment  |                                 | ✓                     |                    |
| Audit (individual or small group)   |                                 |                       | ✓                  |

| MBA CPD types                             |                                 |                       |                    |
|---|---------------------------------|-----------------------|--------------------|
| CPD Activity                              | Developing knowledge and skills | Reviewing performance | Measuring outcomes |
| Cultural awareness training               | ✓                               |                       |                    |
| Basic life support (5 CPD points)*        | ✓                               | • ✓                   |                    |
| Seminar/workshop/meeting                  | ✓                               |                       |                    |
| Practice Experience Program (PEP) modules | ✓                               |                       |                    |
| Medical conference (eg GP20)              | ✓                               |                       |                    |
| Health and wellbeing                      | ✓                               | ✓                     |                    |
| Coaching/mentoring                        | ✓                               | ✓                     |                    |
| Practice accreditation                    |                                 | ✓                     | ✓                  |
| gplearning modules                        | ✓                               |                       |                    |

\*Must be considered as reviewing performance if required to demonstrate competence

Source: RACGP CPD Program: 2020–22 triennium handbook for general practitioners. Downloaded from <https://www.racgp.org.au/education/professional-development/qi-cpd/handbook-for-general-practitioners/planning-and-managing-your-cpd-for-the-2020-22-tri>

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

CPD requirements for Fellows of the RACP are outlined in the 2021 MyCPD Framework and are reviewed by the College's CPD Committee each year.

The MyCPD program has been designed to assist those wanting to meet their annual registration requirements for active practice. 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.

Fellows undertake a range of learning activities from three categories:

- **Category 1** – Educational activities, including conferences, courses, and online learning;
- **Category 2** – Reviewing performance, including creating/maintaining a professional development plan, peer review of performance, mentoring; and
- **Category 3** – Measuring outcomes, including practice audits/clinical audits, audit of medico legal reports, etc.

The annual minimum continuing professional development requirement is 100 credits, with each category capped at 60 points each – see below/overleaf.

The ANZSOM Annual Scientific Meeting Branch meetings, Journal Club, as well as online learning activities fall under Category 1 (Educational activities). Participation in ANZSOM Committees (ASM organising committee, CPD Committee), supervision of trainees (including during a DOPS site visit), and presenting at ANZSOM educational meetings would also fall under Category 1.

Individuals must document their participation, keeping evidence of attendance (e.g. notice of meetings, copy of roster, diary entries) and signed statement of involvement by an appropriate person.

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

| Australia |  | New Zealand |  |
|-----------|--|-------------|--|
| Phone:    | (02) 8247 6201   | Phone:      | +64 4 460 8122   |
| 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> |

Source: 2021 MyCPD Framework. Royal Australasian College of Physicians. Downloaded from <https://www.racp.edu.au/docs/default-source/fellows/cpd/2021-mycpd-framework.pdf>

| CATEGORY 1   | EDUCATIONAL ACTIVITIES   | 1 CREDIT PER HOUR<br>Maximum 60 credits per year |
|--|--|--|
| Educational activities have traditionally been the major component of CPD and include activities such as lectures, presentations, conference attendance and reading that contribute to a doctor's maintenance, updating and broadening of their medical knowledge. | <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>▪ Lectures (including the <a href="#">College Learning Series</a>) / seminars / workshops Conferences (including the RACP Congress)</li> <li>▪ Courses</li> <li>▪ Reading (including the RACP <a href="#">Curated Collections</a>, and other <a href="#">speciality specific resources</a>) / research* / info searches e.g. Medline</li> <li>▪ Grand rounds / journal clubs</li> <li>▪ Hospital and other medical meetings</li> <li>▪ Online Learning (including the RACP <a href="#">Online Learning Courses</a> and the <a href="#">Online Professionalism Program</a>) / audio (including <a href="#">Pomegranate Health</a>) / video</li> <li>▪ Committee / working group / council involvement</li> <li>▪ Self-assessment programs e.g. MKSAP</li> <li>▪ Presentations (including preparation time)*</li> <li>▪ PhD studies / formal postgraduate studies*</li> <li>▪ Publications (including preparation time)*</li> <li>▪ Teaching / supervision*</li> <li>▪ Examining / writing examination questions*</li> <li>▪ Other educational activities</li> </ul> |  |

\* Each activity marked with an asterisk could involve peer review components and / or components that measure outcomes and that component of the activity could be claimable in Categories 2 or 3. See page 3 for when you can claim these Category 2 or 3 activities.



Reviewing performance includes measures that focus on doctors' actual work processes with feedback. The role of peers, co-workers and patients together with their feedback is critical in this process. Please note that for New Zealand Fellows these activities meet the MCNZ's requirement for peer review.

### Examples

For more specific examples see the RACP 'Clinical Audit and Peer Review Ideas' document and the 'Non-Clinical Audit and Peer Review Ideas' document

- [Creating / maintaining a professional development plan](#)
- Creating / maintaining a [self-care plan](#)
- Performance appraisal
- Annual conversation
- [Peer review](#) / feedback of:
  - Performance e.g. [Regular Practice Review\\*\\*](#)
  - [Records / correspondence / reports](#)
    - Articles for journals
    - [Supervision](#) (also see [Supervisor Self Reflection and Skills Review Tool](#))
    - Educational activities
    - Professional and speciality specific competencies and activities including:
      - leadership
      - partnership building
      - stakeholder management
      - policy development
      - writing grants and publications
    - Communication including [reports, letters, information leaflets and website material](#)
    - Cases
    - Critical incidents
    - Safety and quality reviews
    - Outbreak management
    - Workplace incidents
    - Laboratory safety
  - [Multi-source feedback](#) from peers, colleagues, co-workers, patients, other health practitioners. [Customised multisource feedback for AFOEM and AFPHM](#)
  - [Patient feedback / experience studies](#)
  - Participation in the RACP [Supervisor Professional Development Program \(SPDP\)](#)
  - Mentoring (that involves review of performance)\*\*
  - Other activities that involve reviewing performance

Measuring outcomes for most doctors includes investigating the outcomes of doctors' everyday work by analysing and reflecting on data about health outcomes.

### Examples

For more specific examples, see the RACP 'Clinical Audit and Peer Review Ideas' document and the 'Non-Clinical Audit and Peer Review Ideas' document

- Practice audits / clinical audits
- Audit of:
  - Adherence to standards / guidelines / procedures
  - [Medicolegal reports](#)
  - [Cultural competency / cultural safety / health equity](#)
  - Bullying / harassment
  - [Records](#)
  - Practice (against appropriate curriculum standards)
  - [Recommendations uptake](#)
  - [Worker assessment reports](#)
  - [Workplace assessment reports](#)
  - [Supervision](#)
  - Standards of confidentiality
  - Site remediation
  - Effectiveness of stakeholder consultation; education sessions delivered; communicable disease notifications advised on; completed investigations, e.g. outbreak, environmental risk, workplace risk
  - Compliance with key legislation
  - Funding success
- Incident reporting / monitoring e.g. mortality and morbidity reviews
- Comparison of individual / team data with local, institutional, regional data sets
- Institution audits e.g. hospital accreditation, immunisation program outcomes
- Review of individual / team and comparative data from de-identified large datasets e.g.
- Medicare, PBS
- Clinicopathological correlation meetings
- Research and grant related activity that involves analysing and reflecting on health outcomes data
- Contribution to evaluation / development of an endorsed policy in the workplace (where the contribution is based on review of data / measurement of outcomes)
- Development of new legislation (where the development is based on a review of health data outcomes)
- Other activities that involve measuring outcomes

For links to templates that can be modified to suit your purpose, and for steps to take to complete an audit, see the Clinical Audit Curated Collection available on the RACP's Online Learning Resources platform.