

(Updated December 2022)



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).

The screenshot shows the ANZSOM website's CPD activity record form. The navigation bar includes links for HOME, ABOUT US, FIND AN EXPERT, PROJECTS AND PROGRAMS, MEMBERSHIP (highlighted), STATE BRANCHES, PROFESSIONAL DEVELOPMENT, ANNUAL SCIENTIFIC MEETING, CAREERS, and LOG OUT. The main heading is "CPD activity record". Below this, there is a paragraph explaining that this is for recording CPD activities completed through ANZSOM, including the Annual Scientific Meeting (ASM), Branch educational meetings, webinars, and online learning modules. A "Please note" states that ANZSOM is not a CPD Home but provides high-quality educational opportunities. A instruction asks users to enter details of the CPD activity (meeting/webinar/module presentation title), date attended/completed, and duration/time. The form consists of five rows, each with a text input for "CPD activity details", a date input (format dd/mm/yyyy) with a calendar icon, and a text input for "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.

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:

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 our nurse's stream 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.

Medical practitioners will also need to establish themselves with a 'CPD Home' to report their CPD. For ANZSOM members, this is likely to be RACP or RACGP. While ANZSOM will not be a CPD Home, we will continue to provide high quality educational opportunities to meet the new requirements.

Note that medical practitioners who are not RACGP or RACP members must still meet the standards for CPD set by the Medical Board of Australia, and must find another accredited CPD Home by January 2024.

Attendance at ANZSOM Annual Scientific Meetings, webinars, Branch meetings, Journal Club, as well as online learning will generally fall under the category of Educational Activities (knowledge and skills). Participation in ANZSOM Committees (ASM organising committee, CPD Committee), supervision of registrars, and presenting at ANZSOM educational meetings also falls under the Educational Activities category. Examples of other CPD activities are listed overleaf.

Summary of CPD requirements for medical practitioners

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

**Allocate to any activity if over 50 hours*

Examples of CPD activities for medical practitioners

Developing knowledge and skills	
Individual and group learning activities	Learning associated with other professional activity
<ul style="list-style-type: none"> • Reading, viewing, listening to educational material • Active learning modules • Study towards formal qualifications • Supervised practice attachments • Receiving coaching and mentoring • Participating in lectures, forums, panels • Participating in small group education, courses and workshops 	<ul style="list-style-type: none"> • Preparing, publishing formal educational materials • Teaching including lecturing, small group sessions, courses, workshops • Convening / chairing educational meetings • Supervising and mentoring • Examining, assessing and evaluating • Participating in research, presenting / publishing / editing research papers / posters • Reviewing ethics or grant proposals • Preparing patient education materials • Participating in committees for education or research • Undertaking society educational roles • Participating in clinical guideline development
Reviewing performance	
Individual and group-focused activities	Not directly-focused on participant's practice
<ul style="list-style-type: none"> • Development of a professional development plan • Self-evaluation and reflection • Direct observation of practice • Review of work product • Multi-source feedback • Patient experience survey • Workplace performance appraisal • Medical services survey/review • Multi-disciplinary team meetings • Peer review groups 	<ul style="list-style-type: none"> • Participating in clinical governance/QA committees • Accrediting / auditing practices, hospitals, training sites • Medico-legal work (report, expert witness)
Measuring outcomes	
Individual and group-focused activities	Not directly-focused on participant's practice
<ul style="list-style-type: none"> • Audit focused on participant's own practice • Root cause analysis • Incident report • Quality improvement project • Audit (practice, national or international) • M&M meetings, case conferences • Multi-disciplinary team meetings 	<ul style="list-style-type: none"> • Assessing incident reports • Leading, analysing, writing reports on healthcare outcomes

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.

A CPD Activity Mapping shows how various activities, including RACGP CPD services, may be applied to the three CPD categories. It is available to download from https://www.racgp.org.au/getmedia/29d71c2d-df0e-40d4-9b78-3d6372021d8f/CPD-Activity-Mapping_2.pdf.aspx

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

Victoria	NSW and ACT	SA and NT
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: vic.cpd@racgp.org.au	Email: nswact.cpd@racgp.org.au	Email: sant.cpd@racgp.org.au
Tasmania	Queensland	Western Australia
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: tas.cpd@racgp.org.au	Email: gld.cpd@racgp.org.au	Email: wa.cpd@racgp.org.au

Royal Australasian College of Physicians (RACP)/ AFOEM

The RACP is a CPD Home. CPD requirements for Physicians are outlined in the 2023 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).

- [2023 MyCPD Framework](#)
- [2023 MyCPD Framework explained](#)
- [2023 examples of acceptable CPD evidence](#)
- [MyCPD evidence for change](#)

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.

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:	MyCPD@racp.edu.au	Email:	MyCPD@racp.org.nz