

(Updated July 2020)



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** – These meetings are conducted in each state, offering regular opportunities for education and networking
- **Online learning presentations** – Learn anytime and anywhere with ANZSOM's robust online library of synched audio and PPT presentations from past Annual Scientific Meetings and Branch meetings.

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 this 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 Category 1 options and completion of a basic CPR course. ANZSOM online learning and other activities (meetings/conferences) are likely to fall under the category of self-directed Category 2 activities. Self-directed Category 2 activities are capped at 20 points per triennium, which is equivalent to 10 hours of activity. GPs must self-record their attendance and notify the RACGP QI&CPD Program when they have accrued the maximum number of CPD points allowed.

[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) 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

- ✓ ANZSOMASM
- ✓ Branch meetings
- ✓ Webinars
- ✓ Online learning



General Practitioners (RACGP)

130 points per triennium

- ✓ CPR (at ASM) – 5 points
- ✓ Self-directed learning – Max 20 points (10 hours)
 - ANZSOMASM
 - Branch meetings
 - Webinars
 - Online learning



Occupational physicians (RACP/AFOEM)

100 MyCPD credits per year

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

- ✓ ANZSOMASM
- ✓ Branch meetings
- ✓ Webinars
- ✓ Online learning
- ✓ Committees
- ✓ Peer review opportunities

CPD for Nurses:

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>.

Royal Australian College of General Practitioners (RACGP)

CPD requirements for General Practitioners are outlined in the QI&CPD Program: 2017–19 triennium handbook for general practitioners, which is published every 3 years by the RACGP.

The RACGP QI&CPD Program recognises that CPD activities are more likely to result in improved personal and patient outcomes if the learning:

- is self-directed
- is driven by the learner's identified needs
- is integrated into an individual's learning program
- encourages active participation
- considers the GP's prior knowledge, skills, behaviours and attitudes
- involves reflection and evaluation of what has been learnt

A minimum of 130 points are required for the triennium and must include at least two Category 1 activities (including 1 mandatory 'Planning learning and need (PLAN) activity which is completed online via the RAGP)) and completion of a basic CPR course.

Attendance at ANZSOM Annual Scientific Meetings and Branch events, as well as online learning will generally fall under the category of self-directed Category 2 activities. These are capped at 20 points per triennium, which is equivalent to 10 hours of activity. Further points may be gained for QI reflection associated with these activities in terms of how the learning will be applied to improve practice. These are capped at three reflection activities per triennium (15 points).

GPs self-record their attendance and notify the RACGP QI&CPD Program when they have accrued the maximum number of CPD points allowed.

QI&CPD Program 2017-19 triennium handbook is available to download from www.racgp.org.au/download/Documents/QICPD/QICPD-Handbook-2017-19-triennium.pdf.

Category 1 activities	Category 2 activities
QI activities (40 points) <ul style="list-style-type: none"> • Planning learning and need (PLAN)* • Clinical audit • Plan, do, study, act (PDSA) cycles • Small group learning (SGL) • Evidence-based medical journal club (EBMJC) • Supervised clinical attachment (SCA) • General practice research <p>*Mandatory activity that can only be completed online as a self-directed activity</p>	CPR (five points)
	Other Category 2 activities (two points per hour, capped at 30 points) <ul style="list-style-type: none"> • Cultural awareness training • Accredited activity provider activities
Other Category 1 activities (40 points) <ul style="list-style-type: none"> • GP self-directed active learning modules (ALMs) • Educator ALM • Accredited activity provider ALM • Peer-review journal article 	Self-directed Category 2 activities <ul style="list-style-type: none"> • Two points per hour, capped at 20 points per triennium
Higher education <ul style="list-style-type: none"> • Graduate certificate courses (60 points) • Graduate diploma courses (90 points) • Master's degree (120 points) • PhD (150 points) <p>These courses need to be relevant to general practice, and the organisation and course must be accredited by the Tertiary Education Quality Standards Agency (TEQSA) or equivalent</p>	QI reflection (five Category 2 points) <ul style="list-style-type: none"> • Five points per reflection, capped at 15 points per triennium
RACGP Fellowship (150 points) <ul style="list-style-type: none"> • Fellowship of the RACGP (FRACGP) • Fellowship of Advanced Rural General Practice (FARGP) 	

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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 4791	Fax: (08) 8267 8319
Email: vic.qicpd@racgp.org.au	Email: nswact.qicpd@racgp.org.au	Email: sant.qicpd@racgp.org.au
Tasmania	Queensland	Western Australia
Ph: (03) 6234 2200	Ph: (07) 3456 8944	Ph: (08) 9489 9555
Fax: (03) 6232 2344	Fax: (07) 3391 7009	Fax: (08) 9489 9544
Email: tas.qicpd@racgp.org.au	Email: qld.qicpd@racgp.org.au	Email: wa.qicpd@racgp.org.au

Royal Australasian College of Physicians (RACP)/ AFOEM

CPD requirements for Fellows of the RACP are outlined in the 2019 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 overleaf.

The ANZSOM Annual Scientific Meeting and Branch meetings, as well as online learning activities fall under Category 1 (Educational activities). Participation in ANZSOM Committees (ASM organising committee, CPD Committee) would also fall under Category 1 as would making presentations at ANZSOM educational meetings.

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

The annual minimum CPD requirement is **100 credits**, each category is capped at **60 credits**.

CATEGORY 1	EDUCATIONAL ACTIVITIES		1 credit per hour
<p>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>	<p>EXAMPLES</p> <ul style="list-style-type: none"> ▪ Lectures / seminars / workshops ▪ conferences ▪ Courses ▪ Reading/research/info searches e.g. Medline ▪ Publications (including preparation time) ▪ Teaching/supervision ▪ Examining/writing examination questions ▪ Grand rounds / journal clubs 	<ul style="list-style-type: none"> ▪ Hospital and other medical meetings ▪ Online learning/audio/video ▪ Committee/working group/council involvement ▪ Presentations (including preparation time) ▪ PhD studies/formal postgraduate studies ▪ Self-assessment programs e.g. MKSAP ▪ Other educational activities. 	
CATEGORY 2	REVIEWING PERFORMANCE		3 credits per hour
<p>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.</p>	<p>EXAMPLES</p> <ul style="list-style-type: none"> ▪ Creating/maintaining a professional development plan ▪ Peer review of performance e.g. Regular Practice Review ▪ Performance appraisal ▪ Peer review of medical records ▪ Peer discussions of cases, critical incidents, safety and quality reviews ▪ Multi-source feedback from peers, medical colleagues, co-workers, patients, other health practitioners 	<ul style="list-style-type: none"> ▪ Patient feedback studies ▪ Peer review of journal articles ▪ Peer review of educational activities ▪ Participation in the RACP Supervisor Professional Development Program (SPDP) ▪ Mentoring (that involves review of performance) ▪ Other activities that review performance. 	
CATEGORY 3	MEASURING OUTCOMES		3 credits per hour
<p>Measuring outcomes for most doctors includes investigating the outcomes of doctors' everyday work by analysing and reflecting on data about their patients' health outcomes.</p>	<p>EXAMPLES</p> <ul style="list-style-type: none"> ▪ Practice audits/clinical audits ▪ Review of medical records ▪ incident reporting/monitoring e.g. mortality and morbidity reviews ▪ Review of clinical indicators and guidelines / standards adherence ▪ Comparison of individual/team data with local, institutional, regional data sets ▪ Institution audits e.g. hospital accreditation 	<ul style="list-style-type: none"> ▪ Review of individual/team and comparative data from de-identified large datasets e.g. Medicare, PBS ▪ Audit of medicolegal reports ▪ Reflection on professional outcomes ▪ Clinicopathological correlation meetings ▪ Other activities that measure outcomes. 	

Source: 2019 MyCPD Framework. Royal Australasian College of Physicians. Downloaded from <https://www.racp.edu.au/docs/default-source/default-document-library/ood-2019-mycpd-framework.pdf>