



**College of Intensive Care Medicine**  
of Australia and New Zealand  
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## **POLICY FOR COMPLIANCE WITH THE CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM**

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### **1. INTRODUCTION**

It is mandatory for Fellows of the College who are in active practice to engage in a Continuing Professional Development (CPD) program. Compliance with a CPD program is a requirement for specialist registration with the Medical Board of Australia and for vocational registration with the Medical Council of New Zealand.

### **2. AIMS**

The College CPD program aims to:

- 2.1. Facilitate the participation of Fellows in effective CPD that addresses their scope of practice
- 2.2. Demonstrate the accountability of Fellows to patients and society by monitoring participation
- 2.3. Satisfy the relevant requirements of regulatory bodies in Australia and New Zealand by demonstrating compliance.

### **3. COMPLIANCE WITH CPD**

- 3.1. The biennial requirements of each CPD cycle are detailed on the College website under the "Continuing Professional Development (CPD) program".
- 3.2. The College CPD program is the only program recognised by the College for the purposes of providing an annual statement of participation, or the cycle-end certificate of CPD compliance.
- 3.3. Dual Fellows may demonstrate compliance by completing the CPD program (and providing a statement of participation from) either:
  - The College (CICM) and/or
  - The College of their primary specialty / vocational scope (approved by the Australian Medical Council or Medical Council of New Zealand) and/or
  - An approved program of the relevant College of their country/jurisdiction of practice.
- 3.4. Randomly selected CPD participants are expected to produce evidence of compliance with their chosen CPD program if selected for review at the end of a CPD cycle.
- 3.5. An annual CPD statement of participation will be available to participants, provided that the participant demonstrates CPD program activity by the entry to the CPD diary of at least of 15 CPD activity units for that year.
- 3.6. When a Fellow is absent from practice due to incapacity, or other leave of absence, or has retired, special considerations may apply. In these circumstances, the CPD officer must be

informed as soon as possible, and supporting documentation must be provided by the Fellow.

- 3.7. All Fellows will be informed that the College may release details of their CPD compliance if asked by the relevant regulatory authority.

#### **4. NON-COMPLIANCE WITH CPD, ASSISTANCE AND COUNSELLING**

- 4.1. Assistance and counselling will be provided by the College CPD team. Participants who have, or anticipate having difficulty with CPD compliance are encouraged to discuss their situation with the College CPD Officer. The CPD team may assist the participant in the following ways:

4.1.1. Review the aims and process of CPD with the participant to improve the participants understanding of CPD. This may be achieved by correspondence, or if deemed necessary, by facilitating an interview with the CPD officer or designate.

4.1.2. Assist the participant to identify CPD activities that will lead to CPD compliance.

4.1.3. In appropriate circumstances, provide for a period of suspension of CPD requirements, and advice on planning a personalised re-entry process at the end of the suspension period.

- 4.2. Non-compliance with CPD is defined as:

4.2.1. Failure of a participant to submit evidence of CPD activities via the online CPD diary. Participants who do not submit CPD activities by the 31st March following the completion of their current CPD cycle are non-compliant.

4.2.2. An inadequate submission by a participant. This occurs when a participant submits activities in the CPD diary, but the submitted activities fall short of the total minimum requirement for CPD points, or fall short of minimum requirements in one or more designated activity groups.

4.2.3. Failure to provide the CPD Officer with sufficient documentation to support the claims to the minimum number of activities required for compliance, within 6 weeks of the date of the letter of notification of audit.

#### **5. CONSEQUENCES OF NON-COMPLIANCE, AND REMEDIATION**

- 5.1. When an individual Fellow is found to be non-compliant, the following actions will be taken:

5.1.1. The Fellow will be notified of his/her failure to demonstrate compliance by email and letter delivered to the addresses provided to the College by the Fellow. The College will seek an explanation for the failure, and the Fellow will be invited to submit CPD activities for the deficient reporting period. The correspondence will include a summary of the requirements of the College, and of the Medical Board of Australia or Medical Council of New Zealand with regard to CPD compliance.

5.1.2. The Fellow will be offered assistance to comply with College CPD requirements. This may include interventions (as outlined in 4.1 above) advice on identifying valid CPD activities that may have been undertaken, procurement of relevant supporting material, and documentation. A three month grace period will be given to complete outstanding documentation. An administrative fee for late submission may be charged.

- 5.1.3. A Fellow who responds to requests for clarification and receives advice, but is unable to comply with CPD activity requirements, will not receive a CPD certificate for that cycle.
- 5.1.4. A Fellow who has failed to achieve CPD compliance for one or more cycles will be eligible to receive an annual certificate of CPD participation only when they have fulfilled the standard requirements for the new CPD cycle *and* completed the shortfall of CPD activity from the previously incomplete cycle. The Fellow will be automatically audited at the completion of the new CPD cycle.
- 5.1.5. Should the Fellow not respond to initial correspondence, a second, final, notice of non-compliance will be delivered to the Fellow by the same means.
- 5.1.6. A non-compliant Fellow, or one who fails to respond satisfactorily to correspondence, will not receive a CPD certificate for that CPD cycle.
- 5.1.7. The CPD Committee may recommend to the Board of CICM the suspension of a Fellow who has failed to comply with CPD requirements, unless it is satisfied that there are relevant and exceptional circumstances and that the shortfall can be remedied within an acceptable time.

## 6. COMMUNICATION OF CPD COMPLIANCE TO THIRD PARTIES

Upon request from the Medical Board of Australia or another authorised third party, the College will report on a participant's compliance status. The New Zealand Medical Council (NZMC) dictates that the College must report on all Fellows residing in New Zealand who are not compliant with the CPD program. Reporting to the NZMC will occur at the end of January following the completion of a cycle.

## 7. APPEALS PROCESS

Participants who are dissatisfied with the outcome of a decision in relation to this policy may appeal to the CPD officer, who will refer the decision to the Fellowship Affairs Committee for re-consideration. Should the dispute not be resolved, the Fellow may choose to use the formal College Appeal Process (Regulation 14).

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*This policy document has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case.*

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<sup>1</sup> Urlings-Strop Louise, Stijnen Theo, Themmen Axel PN, Splinter Ted AW. Selection of medical students: a controlled experiment. *Medical Education* 2009;43;175-183.

<sup>2</sup> Roberts Christopher and Togno John M. Selection into specialist training programs: an approach from general practice.