

QA & CPD Program For the Triennium 1 January 2017 to 31 December 2019

What is the ACP QA and CPD program?

Aim

ACP is committed to ensuring that fellows of the Australasian College of Phlebology maintain high standards and high levels of professional development through the Continuing Professional Development Program.

The aim of the program is to assist Australasian Phlebologists in a range of ongoing educational activities, which maintain clinical standards once Fellowship of the ACP has been attained; so that they maintain and improve the quality of care they give to patients and promote the highest possible standards of care to the community.

Objectives

- To assist Australasian Phlebologists in effective and efficient CPD activities
- To demonstrate to the governing bodies the accountability of phlebologists to the community by documentation of participation in CPD activities.
- To ensure the high professional standards of fellows of the Australasian college of phlebology and Australasian phlebology generally by ensuring they meet CPD levels that are acknowledged world standards.
- The program is compulsory for all Fellows providing care in phlebology and its associated interventional procedures
- The program is diverse, practical, flexible and equitable and contains many areas allowing personal choice of continuing educational areas to satisfy different learning styles and clinical practice in Phlebology

Outline

Fellows are required to gain **160 points** in accredited activities (**Three Groups**) over a three-year period.

Accredited activities include

Group 1 **Medical Education**

Activities that are designed to help phlebologists enhance the knowledge, skills, attitudes and judgements necessary to provide high-class phlebological care to their patients and the community

Group 2 **Teaching, Research, Presentation and Publications**

Teaching including formal lectures and examining on subjects related to phlebology at under-graduate, post- graduate and community levels

Formal presentation of a Fellow's own work or research to meetings, workshops or seminars. Any authorship of original articles, reviews, editorials and case reports are acceptable whether subject to peer review or not

Providing questions complete with answer points for the College examinations.

Group 3 Quality assurance and Practice assessment

Quality assurance (QA) includes significant participation in defined projects within hospitals or clinics or self-audit of one's own practice.

Area	Activity	Points	Maximum points per activity	Points per triennium
Medical Education (Group1)	Meetings and Conferences	2/hour	50/meeting	120
	Workshops and Seminars	2/hour	50/workshop	
	Learning Projects	2/hour	50/project	
	Practice-related CME	0.5/hour	50/ triennium	
Teaching, Research, Presentation and Publications (Group 2)	Teaching	1/hour	N/A	20
	Presentation	5/presentation	N/A	
	Publication	10/publication	N/A	
	Examination questions (ACP)	2.5/question	20/annum	
Quality assurance and Practice assessment (Group3)	Collaborative outcome projects		10 /per project	20
	Patient satisfaction studies			
	Evaluation projects			
	Clinical Incident reporting			

Definitions of Areas and Activities

Group 1 Medical Education

The Medical Education component of the CPD program includes four categories of activity, which contribute to the maintenance of continuing competence in clinical practice. It is recognised that there are differences in the practices of Fellows of the College and consequently the range and balance of educational activities most relevant to the individual Fellow may vary considerably.

Fellows must accumulate a minimum of 120 points during a triennium.

1. Accredited Meetings

CPD program meetings and conferences under the control of the Australasian College of Phlebology are automatically accredited for the Medical Education component. This includes:

- Annual Scientific Meetings of the ACP
- ANZ Society of Phlebology
- Royal Australasian College of Surgeons

- World Phlebology Congress

In addition, meetings accredited by other Australasian professional colleges may be recognised as accredited meetings. International meetings and conferences recognised by the above bodies will also be recognised for accreditation under this category.

Attendance at accredited meetings gains 2 points per hour to a maximum of 50 credit points for any single meeting.

2. Workshops and Seminars

For workshops and seminars to qualify for this category of activity rather than the meeting activity described above, a number of educational criteria must be met:

The focus must be on interactive meetings in small groups:

- The activity must have a significant patient care focus
- A Needs assessment must have been undertaken before the activity
- Objectives of the educational activity must be clearly defined
- The activity must have a minimum time frame of one hour
- Session time must be available for discussion or questions
- Educational activities must demonstrate high clinical and ethical standards
- The participants at the end of the activity must complete a written evaluation.

Participation in such workshops and seminars entitles Fellows to 2 credit points per hour to a maximum of 50 credit points for a single activity.

CPD points will **not be** allocated for informal discussion such as occurs at coffee/tea or meal breaks, or for viewing of poster exhibits or trade displays. Meetings, such as Annual Scientific Meetings, will have a combination of activities under the categories of meetings, workshops and seminars. Fellows should calculate the points to be claimed on the basis of their actual participation in each activity.

3. Accredited Learning Projects

These projects allow Fellows the opportunity to pursue an area of interest in a structured and systematic manner. The key features of these projects are that they are learner initiated and planned, have clearly specified educational objectives and are formally evaluated. Projects should be planned to meet these criteria and should indicate the intended time of completion.

This category also includes projects, which may involve the participation of other Fellows or educational organisations.

Acceptable projects would include:

1. Clinical attachments to hospital units for "refresher" programs, which are planned and implemented to meet the above criteria.
2. Personal projects initiated as a result of a Fellow completing a self-assessment activity and wishing to pursue an area of interest or weakness in depth would be an acceptable learning project.
3. Post-graduate courses provided by colleges and universities also qualify.

Fellows gain 2 points per hour for activities in this category up to a maximum of 50 credits per project.

4. Practice related CME activities

Activities in which phlebologists are involved during their **day-to-day practice** which contribute to their maintenance of professional standards:

- Attendance at grand rounds,
- Journal reading, undertaking literature searches,
- Local clinical meetings,
- Teaching rounds,
- Journal clubs,
- Editorial review work for the Australasian journal of Phlebology,
- Writing clinical guidelines and other service development activities.

These activities will be recognised at 0.5 points per hour up to a maximum of 50 per triennium

Group 2

Teaching, Research, Presentation and Publications

A minimum of **20 points will be required for a triennium.**

This CME program includes four categories of activity

1. Teaching and Research

- All teaching activities on subjects related to phlebology gain points
- Teaching of undergraduate or postgraduate students in medicine, nursing or other allied health disciplines and direct clinical supervision of undergraduate and postgraduate students, registrars and other doctors in training.
- Teaching of tutorial groups, including the Part I & II exam tutorials and on a one to one basis are eligible.
- It also includes developing educational resources and public education activities involving patient or community groups but does not include individual patient education as part of a Fellow's usual clinical practice.
- Providing Part 1 and or II exam question and answers
- Participation in Part 1 and/or II exam preparation meetings, acting as an examiner for Part 1 and/or II exam and marking Part I exam questions, are other examples in this category. Question and answer sets will attract points regardless of whether they are used in exams although the Chief Censor may reject question and answer sets that are not of a suitable standard

This Activity gains one point per hour

2. Presentation

This category includes formal presentations of a Fellow's own work related to Phlebology to meetings, workshops or seminars. Please note Lectures are included in the category of Teaching.

Fellows can gain **five points** for each presentation.

A poster presentation is eligible for five points under this category if the Fellow is available to answer questions at an appointed time. Please note that this activity is not time related. Five points are awarded for this category regardless of preparation and presentation time.

3. Publication

All publications of original articles, reviews, editorials and case reports are acceptable whether subject to peer review or not and regardless of the number of authors.

5 credit points will be awarded for each publication.

Publications Accepted in the Australasian College of Phlebology journal will be **awarded 10 points**

Publication on the ACP website of a articles accepted by the Web master will receive **7.5 credit points**

Group 3

Quality Assurance

The Quality Assurance (QA) component of the program from the medical perspective can be considered as a form of research with resultant action plan.

A problem or area of clinical significance or weakness is chosen, data is sought and analysed, and an intervention designed to improve the situation.

The area is again analysed to determine whether some real improvement has taken place

Options in this category would include:

1. Collaborative outcome projects: participation in group evaluative studies i.e. Consensus statements, Clinical Trials involving phlebology and sclerotherapy
2. Clinical research. Fellow may design and conduct research projects where phlebologists provide information about aspects of their clinical practice
3. Evaluation projects of procedures, technology and therapies: review of documentation and ability to access data
4. Clinical Incident reporting (an unintentional event that could have or did harm the patient)

Each fellow must **complete 2** of the above with **2 points per hour to reach 20 points over three years.**