



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

CPD Compliance Policy

Policy Domain:	ACP Management
Policy Area:	Continuing Professional Development
Policy Author:	CPD Committee
Contact:	Executive Manager
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SCOPE

This policy defines the compliance requirements for practicing Fellows and Members of The Australasian College of Phlebology (ACP), in accordance with the Continuing Professional Development Programs.

DEFINITIONS

In this Continuing Professional Development Compliance Policy:

ACP means The Australasian College of Phlebology

College means The Australasian College of Phlebology

Compliance means ensuring that a Fellow or Member has met the minimum requirements of the CPD program as specified by the MBA.

Fellow means a member who has been admitted to Fellowship of the College in accordance with the constitution and whose Membership of the College has not terminated for any reason.

Member means a member of the College.

Participant means a Fellow or Member taking part in the ACP CPD Program.

CPD Portal means the College's CPD platform which Fellows and Members use to record their CPD activities

PURPOSE

To set out the minimum requirements for eligible Fellows and Members (CPD Participants) for successful participation in the ACP CPD program as well as being compliant with relevant legislation and other requirements. This Policy also specifies the actions that the College may pursue against a CPD Participant who fails to meet the minimum requirements of the CPD program.

COMPLIANCE

1. Compliance with the standard for CPD as set by ACP and specified in the CPD Handbook.
2. Eligibility to participate in the CPD program is dependent on being an active financial Fellow or Member and all required subscriptions have been paid.
3. Special consideration may be applied for when a Fellow or Member is absent from practice for up to 12 months due to medical, parental or carers leave. Further information can be found in the CPD Handbook.

4. CPD participants not residing or practicing in Australia, New Zealand or Singapore can apply for exemption from participation in the ACP CPD program by providing evidence of compliance in another relevant CPD program and will be considered on a case-by-case basis.
5. CPD Participants residing overseas but registered to practice in Australia with the MBA or New Zealand with the MCNZ are required to complete the ACP CPD program. IMGs classified as CPD participants will be practicing in Australia and must meet the requirements of the ACP CPD program.
6. Fellows who retire from practice are not required to comply with CPD requirements and are, therefore, automatically removed from the College's CPD program. Written notification/request to remain in the program can be submitted to the college. Retired Fellows who are not in practice but wish to return to practice should be aware of external regulatory requirements.

PARTICIPATION STANDARDS

1. The ACP CPD program is the only program recognised by ACP for the purposes of providing either the annual statement of participation, or the certificate confirming completion of the CPD requirements for the CPD cycle.
2. Evidence of CPD activities must be accessible in case of audit either by the College or the Regulatory Body. ACP provides the CPD Online Portal for this purpose. The CPD Online Portal enables easy storage, monitoring and retrieval of CPD activities.
3. An annual CPD Statement of Participation will be available via the ACP CPD Online Portal.
4. An annual CPD Certificate will be available for those participants that have met all the requirements of the ACP CPD program. The CPD program requirements are clearly outlined in the CPD Handbook located on the CPD information page and in the CPD Online Portal.

EXEMPTIONS

CPD AUDITS

1. ACP conducts CPD audits each year on a randomly selected 10% of Fellows and Members participating in the college CPD program.
2. All participants in the ACP CPD program are expected to produce evidence of completion of the CPD activities claimed for the year in which they are selected for audit. Accepted types of evidence are listed in the CPD Handbook and on the CPD Portal.
3. Evidence documents will be assessed against the standard guidelines and templates provided in the CPD Handbook and/or CPD Portal.
4. Educational activities by other organisations will be assessed to ensure that the content of an activity is relevant to the learning needs of phlebologists and CPD.
5. A Fellow or member will be deemed compliant if they meet the minimum CPD requirements as specified in the CPD handbook.
6. If an audited Fellow or member does not have appropriate evidence for a claimed activity, the hours for this activity will not be counted towards the audit.
7. If an audited Fellow or member has input into the CPD Portal more than the minimum requirement of 50 hours and has the appropriate evidence for the hours claimed they will be audited for the minimum of 50 hours only.
8. If a Fellow or Member fails to record CPD activities for the minimum requirements as specified in the relevant CPD handbook, they will be considered non-compliant.
9. Requests for exemptions from audit will be considered under the following guidelines:
 - Extenuating circumstances such as, serious illness, in which case the Fellow, Educational Affiliate or CPD Participant will be audited in the following year.
10. Requests for extensions during the audit process:

- Extensions for submission of CPD evidence will be granted for reasonable circumstances (considered by the College) for a period up to 1 month.
- If a Fellow or Member cannot provide their evidence by the 1-month extension, the matter may be referred to the Chair of the CPD Committee.
- Requests for extensions beyond a period of 1 month may be referred to the Chair of the CPD Committee.

NON-COMPLIANCE

1. ACP applies the same standards and principles as those of the MBA and the MCNZ in respect of submission of CPD documentation.
2. Should a Fellow or Member fail to demonstrate compliance with the ACP CPD requirements or fails to respond to the College to requests for information, the following actions will be taken:
 - An initial notification will be sent to the participant informing him/her of his/her failure to demonstrate compliance and seek a response within 30 days. This correspondence will include the expectations of the College and of MBA with regard to CPD.
 - Participants will be offered guidance on how to comply with the CPD program requirements.
 - Any Participant who does not comply or respond to the initial correspondence within 30 days, will be presented to the next meeting of CPD Committee who will issue a final notification of non-compliance with a 14-day response period. More than one mode of communication will be employed (letter, email and/or telephone).
 - Participants who are non-compliant or non-responsive after the actions above have been taken, will be presented to the ACP Board for termination of Fellowship or membership.

Audit Process Steps	Timeframe
College staff commence audit process	15 February or next business day
Participants chosen for audit are notified and given 30 days to action this request	1 March or next business day
Participants chosen for audit who do not comply or respond within 30 days referred to respective PPC	31 March or next business day
Final notification of non-compliance with a 14-day response period issued	7 April or next business day
Participants who are still non-compliant and non-responsive presented to the ACP board	21 April or next business day

RECONSIDERATIONS, REVIEWS AND APPEALS

Fellows, Education Affiliates and CPD participants who have been subject to a decision which they consider unsatisfactory, are able to request a Reconsideration, Review or Appeal of a decision based on the College's Reconsideration, Review and Appeal of Decisions Policy available on the ACP website at: <https://www.ranzcr.com/search/reconsideration-review-and-appeal-of-decisions-policy>

CONTACT DETAILS

For further information please contact the CPD team:

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