



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

CPD Unsatisfactory Performance Policy

Policy Domain:	Management
Policy Area:	Continuing Professional Development (CPD)
Policy Author:	ACP
Contact:	Executive Manager
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Related Policies/Regulations	MBA Notification Process; ACP Mandatory Participation

PURPOSE

The purpose of this policy is to outline the steps to be followed by the ACP when the ACP has determined that a Fellow is unsatisfactory in fulfilling their Continuing Professional Development (CPD) requirements.

SCOPE

The policy covers Unsatisfactory Performance in CPD, and the procedures and remediation/retraining to be followed.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

ACP – Australasian College of Phlebology

AHPRA - Australian Health Practitioner Regulation Agency

MBA – Medical Board of Australia

CPD – Continuing Professional Development as provided by ACP

Fellow – all ACP Fellows except International, Honorary and Emeritus Fellows

Participants – Fellows or members participating in the College CPD program.

THE POLICY

The College determines the length of the CPD program. participants are then required to complete the minimum/maximum points per year for CPD as identified in the CPD handbook and upload these to the CPD portal to ensure they comply with the overall program requirements as identified in the CPD handbook.

The College will take steps to support participants in complying with the CPD program requirements. A key step in this process is the early identification of participants who may be at risk of failing to satisfy requirements, so that remediation and support can be offered.

To this end, measures to be taken include:

- Continuous monitoring of progress in attaining minimum yearly and/or triennium credit point accumulation.
- Early intervention to ascertain reasons and provide support if possible for those at risk of not meeting compliance.
- Quarterly notification of progress or failure to meet requirements.

At the end of a CPD cycle, the College reviews all Fellows to ensure that they meet the CPD requirements. College also undertakes an annual audit of 10% of Fellows.

The following process applies for those participants who are deemed to be non-compliant at the completion of a CPD cycle:

- At 31 January of the year following the completed CPD cycle, participants who have not fulfilled their CPD requirements are notified in writing by the College of their deficit and are informed of the College and AHPRA regulations[^] and encouraged to make up the deficiency by 30 April that year.
- At 30 April participants who have still not fulfilled their CPD requirements are notified by registered mail of their deficit and are informed of the College and AHPRA[^] regulations. The College will offer these non-compliant participants the opportunity to be appointed a peer mentor to assist/supervise them in completing of the CPD requirements prior to 31 July.
- Participants who remain non-compliant after 31 July will be:
 - o reported to the relevant Faculty
 - o have a note recorded on their College record noting non-compliance
 - o reported to the Board where determination of any further action will be considered (e.g. Loss of Fellowship, reporting to AHPRA).

[^] *A failure to comply with this CPD standard is a breach of the requirements for registration and may constitute behaviour for which health, conduct or performance action may be taken under the National Laws.*

REFERENCES/REGULATIONS

National medical board regulations and policies