



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

CPD Activity Review Policy

Policy Domain:	ACP Management
Policy Area:	ACP staff, Fellows, instructors, trainees, candidates
Policy Author:	ACP
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Related Policies/Regulations	CPD Compliance Policy

PURPOSE

The purpose of this policy is to outline the process to identify providers of CPD activities other than the ACP are in line with the CPD framework and meet the needs of College CPD participants in meeting their requirements.

SCOPE

This policy covers the process for assessing the suitability of CPD activities provided by external groups when recorded by CPD participants.

OVERVIEW

Educational activities provided by other organisations will be assessed by the CPD Committee to ensure that the content of an activity is relevant to the learning needs of phlebologists and the CPD requirements. All activities will need to meet the required educational standards and criteria, and to verify that the teaching methods, learning outcomes, and evaluation tools are educationally sound.

Participants need to ensure the following criteria:

- the activities are phlebological in nature; or
- the activities are geared toward professional development
- the activities fall within the descriptors associated with the various categories
- activities that fall within the descriptors of education are of a phlebological nature

PROCESS

1. Participant to provide evidence that the activity meets the above criteria.
2. The application will initially be reviewed by personnel within the CPD administration team to determine completeness and to what degree the criteria are met. The Activity Review Checklist (below) is the template which all activity will be assessed for suitability.
3. After initial assessment by the CPD administration team, activities will be tabled for consideration by the CPD committee with one of the following recommendations:

- approved as the activity meets the criteria
 - request for review
 - denied as the activity does not meet the criteria
4. If approved the process is finalised. The participant is notified that the activity has been approved.
 5. Where evidence is incomplete or does not meet the criteria, the participant will be requested to provide further evidence with recommendations for amendment.
 6. The activity is then recorded in the register of CPD approved activities for future reference when approving activities.

Educational Activities conducted by the ACP, are automatically endorsed for CPD hours and no review is required.

ACTIVITY REVIEW CHECKLIST

The following checklist is to be used to assess the suitability of an activity.

CRITERIA	MET	NOT MET
General		
Activity is phlebological in nature, or Activity is geared toward professional development		
Activity falls within the descriptors associated with the various categories		
Activity if falls within the descriptors of education is of a phlebological nature		
Educational Standards		
Teaching methods		
Learning outcomes		
Needs assessment		
Evaluation tools		
Completion Certificate, Statement or Letter		
Provider		
Expert/s in the field		
Activity has met all criteria	APPROVED	
Further information or documentation is required	REVIEW	
Does not meet the criteria	DENIED	