



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

CPD Committee Regulation

Policy Domain:	ACP Management
Policy Area:	Continuing Professional Development
Policy Author:	CPD Committee
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Related Documents	Declaration of Interests Form

ROLE

Responsible directly to the Education Committee and Board of the ACP, the role of the CPD Committee is to promote participation in Continuing Professional Development (CPD) activities and to design, promote and administer the ACP CPD program to maintain high standards of phlebology practice and meet the requirements of MBA.

RESPONSIBILITIES

The CPD Committee shall be responsible for:

1. Developing and recommending policy and implement action in relation to continuing medical education within the ACP including an appropriate formal Continuing Professional Development (CPD) program for fellows and members of the ACP.
2. Developing and recommending, policy and strategic direction and development in relation to continuing medical education and professional development within the ACP.
3. Promoting and monitoring the participation of ACP Fellows and Members in CPD activities.
4. Providing support for individual CPD participation and continuing professional development initiatives for phlebologists practicing in rural and remote locations.
5. Defining principles for valid CPD activities, including the development of appropriate funding resource strategies and policy.
6. Establishing appropriate CPD administration procedures for the Committee to use in monitoring CPD activities.
7. Ensuring the CPD program meets registration requirements of medical registration authorities.
8. Guiding access to remediation for members with identified needs.
9. Encouraging the availability of a comprehensive range of quality continuing professional development activities for ACP Fellows and Members and provide advice to the Board in relation to the development and provision of such programs.
10. Undertaking all other activities necessary for its purposes in oversight of the physical, financial and human resources required to support the ACP's CPD program as may be properly required of the Committee from time-to-time.
11. Continually reviewing and improving the CPD program where possible.
12. Identifying and managing risks associated with the Committee in accordance with the ACP's Governance policy

REPORTING RELATIONSHIPS

1. The Committee shall report on its activities to each meeting of the College Executive Board.
2. The Committee will work closely with the Executive Board and Board of Education to ensure its responsibilities are met.
3. The Committee shall be represented on the Board of Education by the Chair of the CPD Committee.

COMPOSITION/MEMBERSHIP

Membership of the Committee will comprise:

- Chair – is elected from the Fellowship by the Board The term of office for the Chair position shall be open until such time that the Chair vacates the position.
- Committee Members – are elected from the Fellowship by the Board or appointed by the CPD Committee. The term of a committee member shall be open until such time that they vacate the position.

COMMITTEE KEY RESPONSIBILITIES

The key responsibilities for members of the Committee include:

- Attend meetings and teleconferences of the committee as and when required
- Provide advice on the development of CPD policies and programs, including remediation and refresher programs
- Provide advice on the alignment of individual member's CPD activities with the CPD program as required
- Provide advice and approval of exemption/deferment of CPD obligations and variations to CPD programs
- Promote the CPD program
- Respond to out of session email requests for advice and approvals.

MEETING FREQUENCY

The CPD typically meets 4 times per calendar year

- 4 teleconferences (up to 1.5 hours' duration per meeting).
- During February to July of each year, additional teleconferences may be scheduled to provide advice to staff for the purposes of finalising CPD claims and the annual audit of CPD records.
- Either the Executive Manager or Education Officer will be in attendance at all meetings.

CONFLICTS OF INTEREST

The College requires ethical standards regarding its CPD program and those that participate in governing and providing support or activities. As such, all CPD activities where financial and in-kind support is accepted must be free of commercial bias or influence and respond to the identified needs of the program.

To address concerns of commercial bias or influence, the ACP promotes and adheres to the following CPD Conflict of Interest policy for its own activities and management of the CPD program:

- All CPD committee members, or others involved in an educational activity are required to complete and sign a Disclosure of Interest form to identify any and all relationships with other organisations over the previous two years.
- Conference and Workshop speakers must disclose conflicts and/or relationships verbally and in writing at the beginning of a presentation. All other individual's conflict must be disclosed either in writing on a slide at the beginning of a presentation or be included in the written conference (activity) materials.
- All disclosures related to CPD activities available through the ACP online education modules must be identified in the description and overview of the presentation or material being provided.
- The board is responsible to review all disclosed financial relationships of committee members or contributors to determine whether action is required to manage potential or real conflicts of interest.

COMMUNICATIONS

Any decisions made by the CPD Committee in relation to CPD activities, the program and any related documentation shall be communicated to members in a timely manner.

Communications to members of the college will be done via direct email to the membership database as well as a news item on the ACP website www.phlebology.com.au

Communications will include the process of reaching the decision, why the decision was made and who it was approved by.

Adequate time will be allocated to ensure that members are able to adequately meet the requirements of the proposed change in order to not be adversely affected in meeting their CPD requirements.

Any changes made to the requirements of the program should be communicated no less than 6 months prior to the date of the effect of change.

DEFINITIONS

ACP – refers to the Australasian College of Phlebology

Committee – refers to the CPD Committee of the ACP

CPD – means Continuing Professional Development