



THE AUSTRALASIAN  
COLLEGE OF  
PHLEBOLOGY

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## Continuing Professional Development Mandatory Participation Policy for Fellows

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Policy Domain:	ACP Management
Policy Area:	Continuing Professional Development
Policy Author:	CPD Committee
Contact:	Executive Manager
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Related Policies/ Regulations	CPD for Dual Fellowships Policy, CPD Audit Policy, Unsatisfactory CPD Performance Policy

### PURPOSE

The purpose of this policy is to outline the mandatory participation in continuing professional development as a requirement for Fellows of the College to maintain their fellowship with the College.

### DEFINITIONS/KEY WORDS/ABBREVIATIONS

**ACP** – Australasian College of Phlebology

**CPD** – Continuing Professional Development as provided by ACP MBA – Medical Board of Australia

**Fellow** – any person who has completed the ACP Phlebology Fellowship training or been conferred with Fellowship by the ACP.

**Continuing Professional Development:** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal qualities required in their professional lives.

**Practice:** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession

### THE POLICY

Participation in a recognised and relevant CPD program is mandatory for retention of College Fellowship and ACP registration.

Medical professionals must continuously maintain, improve and broaden their knowledge, skills and attitudes essential for meeting the changing needs of patients and the health care delivery system, and for responding to scientific developments in medicine, as well as changing societal expectations. The College recognises the importance of life-long learning and the impact it has on quality patient care.

The College acknowledges that many Fellows are maintaining a high level of competence through practice and lifelong learning. By mandating a minimum annual continuing professional development requirement, the College and its members are able to demonstrate that ethical and statutory obligations are met.

All Fellows of College and non-member Continuing Professional Development (CPD) participants are required to participate regularly in continuing professional development in order to maintain, develop, update and enhance their knowledge, skills and performance to ensure that they deliver appropriate and safe care.

CPD must include a range of activities to meet individual learning needs including practice-based reflective elements, such as clinical audit, peer-review or performance appraisal, as well as participation in activities to enhance knowledge such as courses, conferences and online learning.

### **PARTICIPATION STANDARDS**

All College Fellows must achieve the required CPD points over a CPD cycle set by the College in the CPD handbook, and not less than the minimum CPD points set by the College in any one year, to be considered as complying with the CPD Policy.

Retired Fellows who hold medical registration in the public interest for occasional practice, prescribing and referral must achieve full points over the CPD cycle. Each category must be addressed according to the Handbook requirements.

Special dispensation may be granted on a case by case basis. Exemption and special consideration must be applied for on an annual basis. An application must be made in writing to the Honorary Secretary, setting out a detailed case and including supporting documentation. If an exemption is granted, College must be kept informed of the length of time out of practice, and if required, a re-entry program submitted, as per the College's Recency of Practice Policy.

Each of the categories must be covered by participation in those activities listed in the handbook, or activities approved in line with MBA continuing professional development guidelines. Activities that fall outside those suggested will be considered on a case by case basis by the CPD Committee. To be acceptable, an activity must be shown to have a reflective component and/or a measurable learning outcome for the participant.

The specific requirements, which participants in the program must satisfy in order to demonstrate compliance with the College CPD program, are set out in the CPD handbook. Fellows must record/document activities, indicating their alignment with the CPD categories and submit claims for recognition to the College in one of the approved/available channels.

Fellows of College who hold membership of other recognised medical colleges/professional organisations are still required by the College to complete the ACP CPD Program in its entirety.

Points gained from activities for other CPD programs of other recognised medical colleges/professional organisations to which Fellows belong may be transferred to the ACP CPD program provided that:

- the activities are Phlebological in nature
- the activities fall within the descriptors associated with the various ACP Categories
- clinical activities that fall within the descriptors of the CPD handbook are of a Phlebological nature
- the Fellow provides the College with supporting evidence.

Fellows who meet the College's CPD program requirements will be deemed compliant and will:

- satisfy MBA requirements for continuing registration.
- receive a Certificate of Compliance from College.

## **VERIFICATION AUDIT**

10% of participants will be asked to provide documentation to support their CPD claims at the end of the cycle. Randomly selected participants will be notified in writing and asked to provide supporting documentation.

## **NON-COMPLIANCE OF CONTINUING PROFESSIONAL DEVELOPMENT**

College will take steps to support Fellows in complying with the CPD program requirements. A key step in this process is the early identification of Fellows 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.
- Six monthly notification of progress or failure to meet requirements (pro-rata).

See Unsatisfactory CPD Performance by a Fellow policy for further information.

**All Fellows will be asked by the Medical Board of Australia (MBA) to declare annually on renewal of registration that they have met the CPD standard set by the Board. This declaration will be subject to audit by the MBA.**

Further information on Continuing Professional Development registration standard can be obtained at <http://www.medicalboard.gov.au/Registration-Standards.asp>