



AUSTRALASIAN COLLEGE OF
SPORT AND EXERCISE PHYSICIANS

ACSEP CPD PROGRAM GUIDELINES

2023-2025

Our Vision

is of a future in which Sport and Exercise Medicine is fully recognised for its contribution to community and individual health and wellbeing.

Our Mission

is to identify, set and maintain a standard of excellence in the practice of sport and exercise medicine which will drive best practise with regard to training, standards and research in the speciality.



Acknowledgment of Traditional Owners:

The ACSEP acknowledges the Wurundjeri people as the Traditional Owners of the land on which our national office stands. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders past and present.

ACSEP also acknowledges tangata whenua of Aotearoa and we affirm our commitment to reflect the Treaty of Waitangi in our work and practice.

ACSEP CPD Program Guidelines 2023-2025

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Joining the ACSEP CPD Home (Non-ACSEP Fellows)

Eligibility requirements

CPD participants may apply to enrol in the ACSEP CPD Program if they meet the following eligibility criteria:

- Are able to demonstrate a connection to, and an on-going interest in, the field of Sport and Exercise Medicine;
- PGY2+ Registered Medical Practitioners.

ACSEP Registrars will be automatically enrolled in the ACSEP CPD Program on attainment of Fellowship.

Applicants who do not hold an ACSEP Fellowship are required to apply to the ACSEP CPD Committee for approval to join the ACSEP CPD Program.

Fee

CPD Homes fees are reviewed annually. Current fees are available [here](#).

Included Benefits:

Non-Fellow CPD Program participants receive the following benefits:

- Access to SEM Academy with over 300 hours of eLearning resources in Sport and Exercise Medicine.
- Access to our SEM journal database including British Journal of Sports Medicine and Clinical Journal of Sports Medicine.
- Exclusive member discounts on a range of college education and conferences.

Application process

Applicants are required to submit an Application Form available on the ACSEP website for review by the ACSEP CPD Committee. Applicants will be notified of the outcome of their application via email. If approved, a pro-rata invoice for the remainder of the year's fee will be sent to the applicant via email and access will be granted to the ACSEP CPD portal and resources. Fees will then be invoiced annually each financial year.

In the event that an application to join the ACSEP CPD Program is not approved by the CPD Committee, the applicant has the right to apply for a review, reconsideration and appeal of this decision in accordance with [P019 Reconsideration, Review and Appeals Policy](#).

Requests for variations to the ACSEP CPD Program

Requests for extensions to submit CPD Program requirements

CPD Program participants may contact the ACSEP CPD Committee via email (fellows@acsep.org.au) to request an extension to submit CPD requirements. The email should outline the following:

- Relevant requirement/s for which the submission extension is required,
- Reason/s why the extension is required,
- An action plan for completing the requirement/s; and,
- The amount of additional time requested.

Requests for extensions will be reviewed by the CPD Committee and the outcome will be provided to the CPD Program participant via email. CPD Program participants can challenge decisions made by the ACSEP CPD Committee regarding requests to suspend CPD Program participation in accordance with P019 Reconsideration, Review and Appeals Policy.

Requests to take a period of extended leave from CPD Program participation

CPD Program participants who are taking a period of extended leave from clinical practice for 6-12 months due to serious illness, parental/carers leave, cultural responsibilities or other approved circumstances can apply to become inactive CPD Program participants.

If the absence from clinical practice is more than 6 months and commences prior to 30 June in the relevant year, the CPD participant will be exempt from completing CPD requirements for that calendar year. If the CPD participant returns to clinical practice prior to 1 July the following year, then they will be required to meet the full CPD requirements for that calendar year. All triennium requirements will still need to be met.

Applications to become an inactive CPD Program participants can be submitted in writing to the Chair of the CPD Committee via email (fellows@acsep.org.au) and should outline the reasons why extended leave from clinical practice is required and a proposed return date. Exemption is granted at the discretion of the ACSEP CPD Committee and applicants will be notified of the outcome via email.

CPD Program participants can challenge decisions made by the ACSEP CPD Committee regarding a request to become an inactive CPD Program participant in accordance with P019 Reconsideration, Review and Appeals Policy.

CPD Program participants who are not practicing clinically for more than 12 months will be required to complete a full 12 months of CPD requirements prior to returning to clinical practice. Refer to the ACSEP Return to Practice Policy for further details.

Retiring or resigning from the CPD Program

CPD Program participants who are retiring from practice or seeking to resign from the ACSEP CPD Program are required to notify the Chair of the ACSEP CPD Committee in writing via email (fellows@acsep.org.au) advising of the date they plan to cease clinical practice/resign from the CPD Program.

CPD Participants will be responsible for exporting their records from the ACSEP CPD Portal prior to their retirement/resignation date.

ACSEP CPD Program

Aims of the ACSEP CPD Home

The ACSEP CPD Program aims to:

1. Maintain and enhance the performance of each CPD Program participant's professional skills and knowledge to ensure the highest standards of patient care;
2. Ensure all participants engage in a diverse range of activities throughout the certification period;
3. Provide a framework that supports lifelong learning for participants, so that CPD Program participants remain fit to practice;
4. Comply with legal and regulatory authority requirements for CPD;

5. Encourage professional knowledge, satisfaction and wellbeing through the involvement and interaction with other Fellows; and
6. Demonstrate to all stakeholders that participants are dedicated to continuing education by providing CPD Program participants with tangible evidence of participation in and compliance with the CPD Program.

CPD Program – Structure and Requirements

ACSEP CPD Program participants are required to complete the following requirements annually:

Annual Requirements

- Undertake and document an Annual Conversation with a colleague
- Develop an annual written Professional Development Plan (PDP)
- At least 25 hours of Practice Evaluation (with a minimum of five hours each of (i) Reviewing Performance and (ii) Measuring Outcomes)
- At least 12.5 hours of Educational Activities
- A further 12.5 hours which can be claimed anywhere across the CPD program (in either of the above two categories)
- Self-evaluate your CPD activity at the end of each year as you prepare your PDP for the next year
- Retain records of CPD activity for 3 years

Mandatory requirements

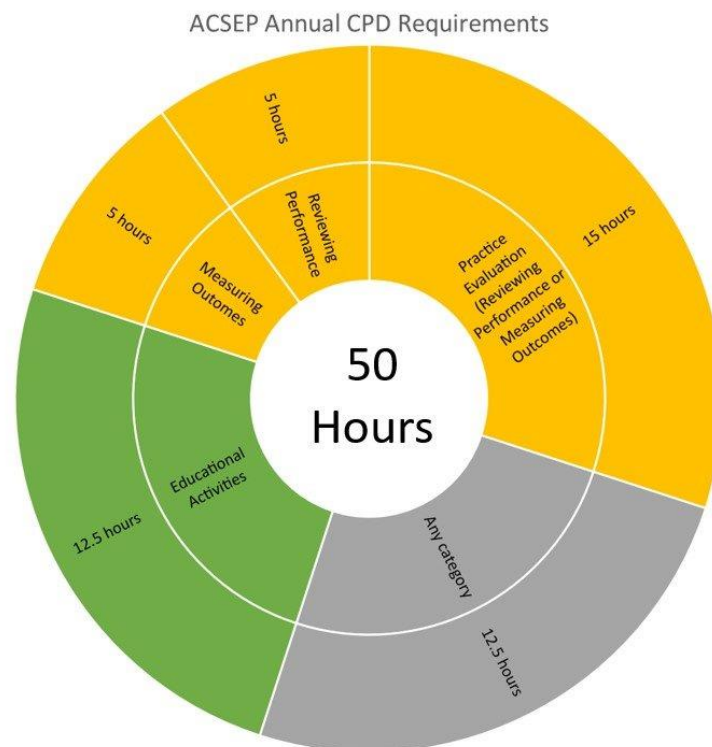
Mandatory (additional) requirements for all CPD participants are:

- Cultural Safety (2 hours per annum)
- Emergency course relevant to your practice (once per triennium)
- An anti-doping education course (once per triennium)

The hours spent on these mandatory requirements are also credited under the Education category. No CPD hours will be carried across years or into the next triennium.

Mandatory Requirements & Program Structure

CPD Minimum Registration Requirements



Annual and Triennium Activity Program Level requirements

CPD Category	Annual Requirements (50 hours of CPD)		Triennium Requirements
Practice Evaluation (Measuring Outcomes and Reviewing Performance)	<ul style="list-style-type: none"> Annual Conversation Professional Development Plan 	Activities which meet CPD requirements for: <ul style="list-style-type: none"> Culturally safe practice 	
Educational Activities	<ul style="list-style-type: none"> 2 hrs Cultural Safety activities 	<ul style="list-style-type: none"> Addressing health inequities Professionalism Ethical Practice 	<ul style="list-style-type: none"> WADA/Sport Integrity Australia Anti-Doping Module* Completion of any ONE of the following: ACSEP MOST course, BCLS course, ACLS course, AFL Emergency Care course, Immediate

			<p>Care in Rugby Course (Level 2 or 3)*</p> <ul style="list-style-type: none"> Clinical Training Supervisor (CTS) Online Module for CPD Program participants acting as CTS/Clinical Training Instructor for ACSEP registrars
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The ACSEP CPD year corresponds to a calendar year and runs from 1 January to 31 December.

**Specialist high-level requirements for practitioners registered as Specialists in Sport and Exercise Medicine.*

Annual Conversation

A structured conversation with a peer, colleague or employer about a CPD Program participant's practice is an essential component of the CPD program.

The intent of this activity is twofold:

1. To review the previous year's Professional Development Plan (PDP) and CPD activities to assess whether the stated learning and personal development goals were met.
2. To provide time for the CPD Program participant to reflect on their development needs, their learning goals, professional activities, and their intentions for the next year.

The Annual Conversation provides an opportunity to receive constructive feedback and share best practice. It may also give CPD Program participants the opportunity to explore their satisfaction in their current role, self-care, and any health issues so they are able to adjust their practice accordingly and consider longer-term career aspirations.

Following the Annual Conversation, the CPD Program participant then compiles their Professional Development Plan for the year ahead. A template to assist CPD Program participants to undertake their Annual Conversation is available for download from the ACSEP CPD web portal.

Professional Development Plan (PDP)

A PDP is a planning tool that guides participant's future CPD and helps them identify and undertake their educational activities to meet their professional development needs. It can be used as a guide to balance CPD activities such as clinical activities, teaching & learning activities, personal audits and conferences. This is a reflective activity, identifying areas of knowledge and practice that may need updating or areas needing up-skilling.

The Medical Board of Australia and the Medical Council of New Zealand require doctors to self-assess individual learning needs, identify professional and personal objectives. ACSEP CPD Program participants are encouraged to include activities relating to the key program requirements of cultural safety practice, addressing health inequities, professionalism and ethical practice as part of their PDP.

A PDP template is available on the CPD website; CPD Program participant can fill this in electronically and save it directly to the portal. Further information about developing a PDP is available in the CPD Activity Guidance document available to CPD Program participants.

Guidance on meeting CPD requirements for cultural safety and addressing health inequities

In Australia, AHPRA's [Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy](#) defines cultural safety as follows:

*"Cultural safety is determined by Aboriginal and Torres Strait Islander individuals, families and communities. Culturally safe practise is the ongoing critical reflection of health practitioner knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism."*¹

In Aotearoa New Zealand, the [Medical Council of New Zealand's Statement on Cultural Safety](#) states:

*"The need for doctors to examine themselves and the potential impact of their own culture on clinical interactions and healthcare service delivery. The commitment by individual doctors to acknowledge and address any of their own biases, attitudes, assumptions, stereotypes, prejudices, structures and characteristics that may affect the quality of care provided. The awareness that cultural safety encompasses a critical consciousness where healthcare professionals and healthcare organisations engage in ongoing self-reflection and self-awareness and hold themselves accountable for providing culturally safe care, as defined by the patient and their communities."*²

ACSEP CPD Program participants are required to complete a minimum of two hours of cultural safety education activities per year. CPD Program participants are also encouraged to include activities relating to culturally safe practice across all core elements of the CPD Program and include relevant activities as part of their Professional Development Plan.

Educational activities

- Online modules
- Relevant conferences
- Reading resources
- Podcasts and videos.

Measuring Outcomes

- Audit of medical practice
- Development/evaluation of relevant endorsed policy (where the contribution is based on review of data/measurement of outcomes).
- Analysis and reflection on health outcomes data related to patient demographics as part of research related activities.

Reviewing Performance

- Peer Review Group
- Multi-source Feedback

¹ Australian Health Practitioner Regulation Agency & National Boards, The National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025. <https://www.ahpra.gov.au/About-Ahpra/Aboriginal-and-Torres-Strait-Islander-Health-Strategy.aspx>

² Medical Council of New Zealand, Statement on Cultural Safety. October 2019. <https://www.mcnz.org.nz/assets/standards/b71d139dca/Statement-on-cultural-safety.pdf>

- Regular Practice Review Process.

For further information and guidance, CPD Program participants can refer to the ACSEP CPD Activity Guidance document.

Guidance on meeting CPD Program requirements for Ethical Practice and Professionalism

There is no minimum number of hours prescribed for activities relating to ethical practice and professionalism, however these areas should be considered when undertaking the Annual Conversation and subsequent development of the Professional Development Plan.

Education activities

- Online modules
- Reading resources

Measuring Outcomes

- Audit of medical practice

Reviewing Performance

- Peer Review Group
- Regular Practice Review Process

For further information and guidance, CPD Program participants can refer to the ACSEP CPD Activity Guidance document.

List of CPD Activities

Educational activities (12.5 hrs.)	Practice evaluation (25 hrs.)	
	Reviewing performance (min 5 hrs.)	Measuring outcomes (min 5 hrs.)
<ul style="list-style-type: none"> • Conferences/meetings – ACSEP scientific meeting or other relevant meeting. • Lectures, short courses, workshops. • Courses leading to formal qualification. • Completion of an emergency Management course (MOST or other). • Involvement in college committees. • Promotion of SEM – activities that promote SEM through career forums, medical student interviews, ACSEP registrar interviews. • Visit to GPs as part of self-care. • Clinical Training Supervisor modules – for Fellows involved in teaching of registrars. • General teaching activities including – ACSEP courses, development of educational material, assisting with STP education support projects, acting as an examiner, acting as an assessor. • Case-based teaching. • Clinical teaching of registrars. • ACSEP tutorial program presentation. • Clinical teaching of external registrars/students • Assessment of registrars • Clinical examiner duties -question writing, marking and examiner training workshops. 	<ul style="list-style-type: none"> • Annual conversation. • Compiling PDP. • Peer Review activities • Joint review of cases. • Presentation of difficult cases. • Chart reviews. • Critique of a video of consultations on field management. • Review of clinical practice protocols. • Clinical research presentation. • Review and discussion of cultural competency. • Ethical or clinical work issues. • Group clinical audits. • Practice visits for the accreditation of a training post. • Practice meetings for the purpose of patient care – quality assurance. • Discussion groups. • Multisource feedback. • Work based assessment of another fellow. • Regular practice review – in-depth whole day review of a practice by another Fellow. • Professional supervision. 	<ul style="list-style-type: none"> • Audit of medical practice – analysis of the quality of one’s own practice. • Contribution to evaluation/development of an endorsed policy in the workplace (contribution is based on review of data/measurement of outcomes). • Development of new legislation (where the development is based on a review of health data outcomes). • Incident reporting/monitoring, e.g., mortality and morbidity reviews. • Comparison of individual / team data with local, institutional, or regional data sets. • Institution audits, accreditation. • Analysis and reflection on health outcomes data as part of research related activities. • Critical Incident review and analysis.

<ul style="list-style-type: none"> • Education sessions delivered to other health professionals. • Presentation or poster at a conference. • Mentoring. • Reviewer of a colleague for regular practice review. • Research and personal learning activities. • ACSEP online learning modules. • Cultural Competency activities. • Reviewing Journal articles. • Reading MCNZ standards for Doctors Statements. • Reading NZ Health and Disability Commission Code of Rights or the Australian Charter of Healthcare Rights. • First or contributing author in a peer reviewed journal. • Editor or sub editor of a peer reviewed journal. • Contribution to the development of education, training and resources. • Community service activities (max. 2 hrs. p/a). 		
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ACSEP Management of Sports Trauma (MOST) Course

Description	The course covers the ABC of sports trauma management, as well as key learning points for safe emergency management of medical collapse, concussion, acute management of medical problems, environmental impact and resuscitation. The course covers CPR/BLS and ALS Resuscitation as well as the assessment and management of a range of trauma related scenarios.
Activity type:	Educational Activity
CPD Hours:	16 hours (including pre-workshop module)
Format:	Face-to-face workshop and pre-workshop eLearning module
Frequency:	4 x per year in major cities across Australia and New Zealand
Cost:	https://www.acsep.org.au/page/about/the-college/fees
Further information:	https://www.acsep.org.au/page/events/most-course

ACSEP Ultrasound Workshop

Description	The MSK Ultrasound Workshop provides a teaching environment using Sonosite machines and the opportunity for hands on experience in diagnostic imaging and interventional techniques.
Activity type:	Educational Activity
CPD Hours:	10 hours
Format:	Face-to-face workshop
Frequency:	One per year at ACSEP Annual Scientific Conference
Cost:	https://www.acsep.org.au/page/about/the-college/fees
Further information:	https://www.acsep.org.au/page/events/most-course

ACSEP Annual Scientific Conference

Description	ACSEP offers an Annual Scientific Conference once per year which includes three days of presentations and practical sessions offered by leading experts in Sport and Exercise Medicine from Australia, New Zealand and across the globe.
Activity type:	Educational Activity
CPD Hours:	15+ hours
Format:	Face-to-face presentations and practical sessions
Frequency:	Annually in November
Cost:	https://www.acsep.org.au/page/about/the-college/fees
Further information:	https://www.acsep.org.au/page/events

SEM Academy

Description	SEM Academy provides users with 70+ interactive, online learning modules in Sport and Exercise Medicine developed by leading experts from across the globe.
Activity type:	Educational Activity

CPD Hours:	300+ hours
Format:	eLearning Modules
Frequency:	Available online at any time
Cost:	Included in membership
Further information:	https://semacademy.org/

Relevant Policies:

P018 – Ethical Sponsorships, Advertising and Donations Policy.

Framework for assessing CPD activities

The ACSEP CPD Committee is responsible for reviewing and approving CPD activities for ACSEP CPD Program participants. This committee assesses whether activities are of educational value and align with the registration requirements, College standards and criteria for CPD, as well as their relevance to Sport and Exercise Medicine practice.

The CPD Program has been developed in consultation with the ACSEP Fellowship to ensure that it meets the needs of Specialist Sport and Exercise Physicians and reflects current educational principles and regulatory requirements that are outlined by the Medical Council of New Zealand (MCNZ) and the Medical Board of Australia.

Criteria and processes that the Committee uses for assessing CPD activities may include:

- Scientific rigor, educational methods, ethical considerations and alignment with the College's professional standards.
- Relevance to the Sport and Exercise Medicine scope of practice.
- Professional standards that encompass a range of knowledge, skills, and attributes required for safe and effective medical practice.
- Current clinical practice guidelines and evidence-based medicine providing the latest information, research findings, and best practices in SEM.
- Conducting needs assessments to identify the gaps and areas of improvement in knowledge and skills such as surveys, audits, feedback from Sport and Exercise Physicians, analysis of medical trends and advancements, and consultation with experts in different specialties.
- Emerging medical issues, advancements, and challenges within the healthcare system to ensure that CPD Program participants stay updated and equipped to provide optimal care.
- Seeking advice from internal and external sources regard cultural safety activities, including the ACSEP Indigenous Health Advisory Committee, the Australian Indigenous Doctors Association, Te Ohu Rata o Aotearoa and Pasifika Medical Association.
- Requirements as directed by regulatory bodies including the Medical Board of Australia, Australian Medical Council, Medical Council of New Zealand etc.

The Committee also seeks member feedback to help shape the content of CPD activities. This input may be done through surveys, peer review groups, email feedback or committee discussions.

These areas inform the ongoing development of the CPD program and are mapped to several core competencies adapted from the requirements outlined in MCNZ and MBA requirements including:

- Medical Care and clinical expertise
- Communication

- Collaboration and management
- Scholarship
- Professionalism

Compliance with CPD requirements is reviewed annually by the Committee and a random audit of 5% of participants is undertaken to ensure the quality of CPD is being maintained.

CPD activities provided by external organisations

ACSEP does not routinely accredit external organisation's CPD activities. CPD Participants are recommended to complete a self-assessment of activities run by external organisations against the criteria above and the list of acceptable CPD activities provided.

If the CPD Program participant is uncertain of the suitability of a CPD activity, they may seek advice from the ACSEP CPD Committee by providing information on the activity, including the program, learning outcomes, sponsorship details and relevance to SEM via email to fellows@acsep.org.au. This will be reviewed by the CPD Committee for suitability based on the criteria outlined above and the participant will be informed of the outcome via email.

As a general rule, activities provided by Specialist Medical Colleges accredited by AMC and/or MCNZ will be accepted. Relevant activities provided by other peak organisations with authority and expertise in relevant areas (such as the Sport Integrity Australia, Australian Indigenous Doctors Association (AIDA), Te Ohu Rata o Aotearoa, Pasifika Medical Association) will also be considered acceptable.

CPD Program participants may be requested to provide further details about CPD activities as part of the quality sampling process during the annual audit. This information will be used to inform the continuous improvement of the ACSEP CPD Program.

Please also refer to the following policies applicable to ACSEP's assessment of CPD activities:

- [Conflict of Interest Policy](#)

ACSEP CPD Online Portal

ACSEP provides CPD participants with access to a secure web portal to track progress against CPD Program requirements. CPD participants must ensure that their CPD records are up-to-date in the portal prior to the end of each calendar year. The online portal has been designed to work across all platforms (desktop, mobile, tablet) and can be accessed at www.acsep.org.au.

ACSEP CPD Portal: User Guide

Please refer to the following policies for further information on the management of data and information stored on the ACSEP CPD Portal:

- [P004 Privacy Policy](#)
- [P012 Records Management Policy](#)

Evidence requirements

CPD Program participants are strongly encouraged to store "base records" that provide evidence of each recorded CPD activity on the ACSEP CPD Online portal. If a CPD Participant is selected for an audit of base records supporting claimed CPD activities, then these base records must be submitted to the College via the CPD portal, with each relevant record attached to the CPD activity to which it

relates. Please note, in the event of an audit, it is not acceptable to simply provide a list of what you have done or attended as proof that you have completed a CPD activity.

If a CPD Participant does not store base records of CPD activities on the College website, then they must retain the original documentary evidence of their CPD activities for at least three years following the completion of the last triennium.

CPD activities undertaken internally with ACSEP (e.g., attending College Conference, presenting at the ACSEP Conference, contributing to the development of ACSEP educational modules etc.) can be verified internally by the College – documentation is not required.

Generally, audit documentation should be from a third party and indicate the date, name of participant and activity title. Personal diary entries, calendar, or invitations for conferences will not be accepted unless that is to substantiate journal readings.

CPD participants are required to retain evidence for at least 3 years for audit purposes.

Any patient information must be de-identified.

Examples of Acceptable CPD evidence

Annual Conversation and Professional Development Plan (PDP)

Templates are available on the CPD website and can be uploaded directly into the portal.

Fellows preferring not to upload directly into the portal will need to keep their documentation secure in case of audit.

Reviewing Performance

Peer Group:

A letter from the group facilitator outlining:

- Attendance
- Hours
- Topics discussed at each meeting.

Monitoring Outcomes

Clinical Audit

- Executive summary of audit, focusing on reflections, ways to improve practice and linking to PDP.

Education

Clinical teaching:

- Copy of official work log indicating teaching sessions

Education activities provided by external organisations (conferences/workshops etc.)

- Certificate of completion
- Learning outcomes

Publications

- Copy of title page
- Copy of correspondence confirming acceptance.

Contribution to the development of College education, training, and resources

- College can internally verify.

SEM Academy Modules

- Certificate of completion from the website.

Reading journal articles

- PDF of article uploaded into portal.

CPD Compliance

Annual statement of Participation

CPD Program participants who meet the annual requirements of the CPD program are eligible to receive a Statement of Participation. The Statement of Participation will be provided from January each year for the previous year (1st January – 31st December), only if the minimum hours for each category and a total of 50 hours have been achieved in that year.

Certificate of CPD Compliance

CPD Program participants who meet the requirements of the Continuing Professional Development Program receive a Certificate of Continuing Professional Development at the conclusion of the triennium. This only applies to those who have successfully completed the CPD requirements for the triennium.

Process for assessing and managing non-compliance with the CPD Program

The process of recording CPD and the College response for non-compliance with CPD by a CPD Program participant is described below and in Table 1:

1. CPD Program participants must record their CPD activities on the College website CPD portal.
2. In October of each calendar year, an email will be sent to all CPD Program participants, reminding them of CPD requirements needed for the year.
3. In mid-January of the following year, a reminder letter will be sent from the National Office to all CPD Program participants who have not submitted satisfactory CPD activity for the previous calendar year requesting reasons for non-compliance and outlining the CPD areas lacking. National Office will request that these are to be attained by 31 March.
4. For those who have not responded, a second letter will be issued and sent on 1st April requesting the CPD Program participant to comply by 30th April.
5. Up to this point, if a CPD Program participant submits satisfactory CPD activity then they can receive the previous year's annual Statement of Participation.
6. College staff and/or a CPD committee member communicate with continued non-compliers by phone and written correspondence on or after 1st May. These CPD Program participants will not get a Statement of Participation but do have the possibility to 'catch up' through this year. This means that they need to catch up on the deficit of the previous year's CPD activities as well as completing all the CPD requirements of the current year. Provided they "catch up" they are still eligible to receive the Certificate of CPD compliance for the triennium.

7. If CPD Program participants are non-compliant for the previous year, they are flagged as high risk and audited in the subsequent annual January audit cycle.
8. All CPD Program participants will receive a reminder letter at 6 months prior to the end of the 3-year cycle.
9. In the event that a CPD Program participant is or continues to be non-compliant at the end of the triennium with the College's CPD requirements, the individual will receive a formal letter notifying him or her that they are non-compliant. The College will record the participant as non-compliant in the College's administrative system.
10. A New Zealand CPD Program Participant who is non-compliant will be notified to MCNZ.
11. In Australia, at the end of the triennium a list of CPD Program participants who are compliant with CPD will be sent to AHPRA, as confirmation of compliance with CPD.
12. The notifications to MCNZ and AHPRA may have ramifications for a non-compliant CPD Program participant:
 - a) A non-compliant CPD Program participant is considered as high-risk for being a 'poor performer'. This is a research-based understanding summarized in the Medical Board of Australia's Expert Advisory Group (<http://www.medicalboard.gov.au/News/Current-Consultations.aspx>). Poor performers are considered by the medical boards as being high risk for medical error.
 - b) The non-compliant CPD Program participant should expect to be contacted by their medical board. If so, the non-compliant CPD Program participant should expect that their medical board will scrutinize their CPD history and demand certain prompt changes in CPD compliance.
 - c) This process may ultimately affect the CPD Program participant's medical registration.
13. It should be noted that the processes in point 12 occur independently to the College's involvement. The desire of the College is for all CPD Program participants to be CPD compliant, strive for excellence and avoid the potentially serious ramifications from the intense scrutiny with their medical boards.

Non-compliant CPD Program participants may be identified as requiring additional support and remediation as outlined in P040 Remediation of CPD Program Participants Policy.

CPD Program participants who are dissatisfied with a decision made by the CPD Committee regarding their compliance with regulatory and/or program requirements may request a review, reconsideration or appeal the decision in accordance with P010 Review, Reconsideration and Appeals Policy.

Table 1: CPD Compliance Process Flow-chart

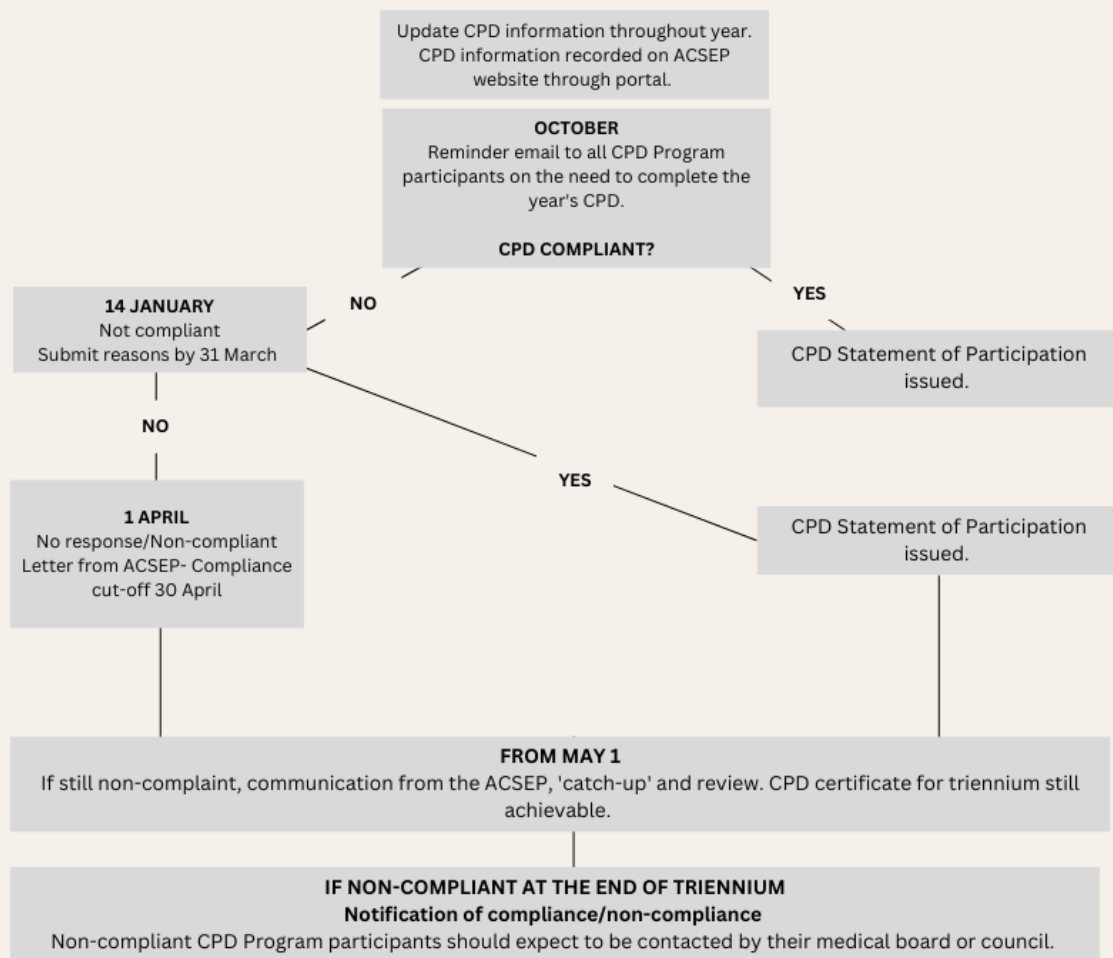
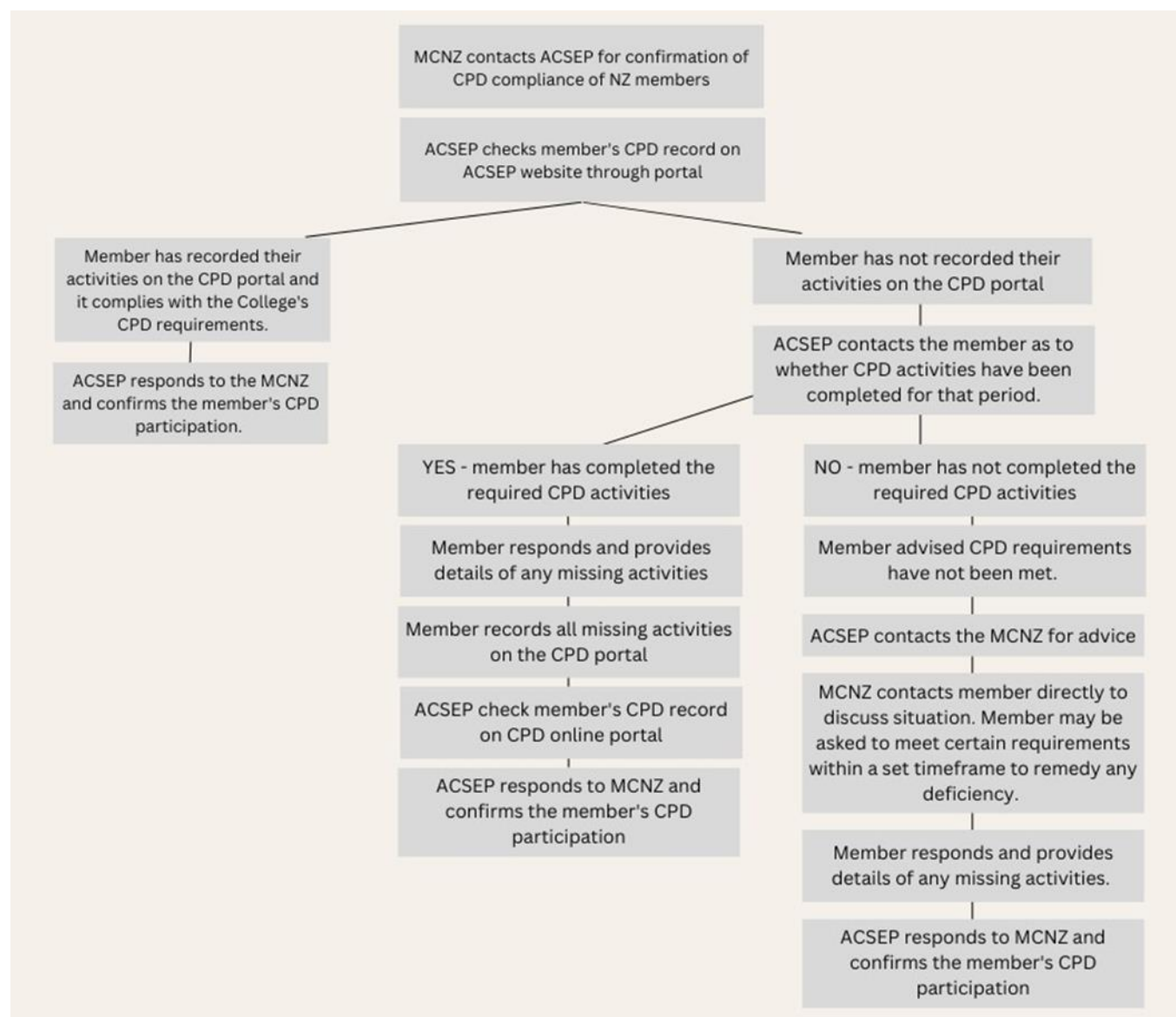


Table 2: Process for reporting CPD Program participants who do not comply with CPD requirements to the Medical Council of New Zealand (MCNZ)

Upon request from the Medical Council of New Zealand (MCNZ), the College will report on individual member's compliance status. The MCNZ dictates that the College must report on all CPD Program participants practicing in New Zealand who are not compliant with the CPD program. When reporting CPD Program participants' CPD compliance to the MCNZ, the following process will occur:



CPD Program Audit Process

The College will undertake an audit cycle each May as follows:

- 5% of CPD Program participants will be audited for proof of base records supporting claimed CPD activities each year, with 3% in each of the three CPD categories. This audit will be random and will be generated by placing all CPD Program participants' numbers in a random number program. The selected CPD Program participants' will be notified on 1st May of the following year, with a month to provide the appropriate documentation or base records to mirror entries on the CPD portal on the ACSEP website.
- If not already on the ACSEP CPD portal, base records must be submitted electronically via the CPD portal by attaching each base record to the relevant CPD activity to which it relates.
- Any CPD Program participants who are flagged as a non-compliant (high risk) will receive an audit for the year following the year of non-compliance and at least once within the following triennium. These are in addition to the 5%.
- Provided the CPD Program participant is found to be compliant on an audit they will not be audited again for the triennium.
- This internal ACSEP audit is separate from any audits that AHPRA or MCNZ independently undertake.
- If a CPD Program participant has been audited by the ACSEP in one of the three categories and the outcome is successful, and that CPD Program participant is subsequently audited by AHPRA, a letter from the CPD Committee may suffice as proof of successful participation in CPD for the activity that was audited. Details of the AHPRA audit process can be found on: <http://www.medicalboard.gov.au/Registration/Audit.aspx>; and
- For an MCNZ audit, if a CPD Program participant provides MCNZ with a Statement of Participation it is anticipated that this will be sufficient proof of CPD for the MCNZ without the need for a more detailed audit by MCNZ.

In addition to the audit of base records, the College will also conduct a sampling of 10% of activities from audited records to assess educational quality and determine whether these are in alignment with the Framework for Assessing CPD activities. The College may seek additional advice from the CPD Program participant, educational provider, ACSEP committees and/or Educational Consultant as part of this process if there are any concerns regarding the activities sampled. This audit outcomes will be reviewed by the CPD Committee to inform on-going improvements to the ACSEP CPD Program.

Continuous Quality Improvement of the CPD Program

Changes to the ACSEP Continuing Professional Development framework will be required periodically to keep up to date with regulatory requirements and trends in education applicable to the CPD program. The CPD Committee meets at least twice a year to discuss changes in the education environment and approve any modifications to the requirements for each component of the CPD requirements. CPD guidance documentation is updated on an annual basis and provides a method for CPD Program participants to easily be aware of their CPD requirements. Changes to the CPD Program requirements will be communicated to CPD Program participants via the ACSEP website and ACSEP Run-down newsletter at least 6 months prior to coming into effect.

CPD Program participants are invited to provide feedback and suggestions regarding the CPD Program to the CPD Committee via email (fellows@acsep.org.au) at any time.

Requesting further support & guidance

CPD Program participants with queries regarding CPD activities, how to meet program requirements or requiring additional guidance can contact the CPD Committee and ACSEP National Office team via email (fellows@acsep.org.au).