Royal Australasian College of Surgeons

POLICY

Portfolio	Fellowship Engagement	Ref. No.	POL-3134
Department	Professional Standards		
Title	CPD Program - Verification		

1. PURPOSE AND SCOPE

This policy outlines the requirements for verification in the RACS Continuing Professional Development (CPD) Program.

2. KEY WORDS

CPD Program, verification

3. BODY OF POLICY

3.1. Background

In accordance with accreditation requirements set by the Australian Medical Council (AMC) and the Te Kaunihera Rata o Aotearoa - Medical Council of New Zealand (MCNZ), RACS undertakes an annual audit (verification) of participants CPD activities recorded in the CPD Program.

3.2. Eligibility and Selection

In compliance with regulatory standards governing CPD Programs in Aotearoa New Zealand and Australia, RACS verifies 5%* of CPD all participants undertaking the RACS Program.

With the exception of participants granted a full exemption, all CPD participants are eligible for selection to verify their CPD activity every year.

Participants granted a partial exemption from one or more categories are eligible for selection, but will not be required to verify activity in exempted category/categories.

Selection to verify is administered via a computer-generated algorithm that selects participants in accordance with the criteria listed above.

* Specialist International Medical Graduates (SIMG) on a pathway to RACS Fellowship are governed by requirements outlined in the [Specialist Assessment of Specialist International Graduates in Australia Policy](#). Participants in this cohort are in addition to the 5%.

3.3. Notification of CPD verification

RACS will provide notification to participants selected to verify their CPD of the requirement at least six weeks before the end of the CPD year.

3.4. CPD verification requirement

If selected to verify, participants must:

3.4.1. Provide evidence of participation in activities sufficient to meet the minimum annual requirements in all RACS CPD Program categories.

3.4.3 Demonstrate that the activities are relevant to their Area of Practice.

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3.5. Acceptable CPD verification documentation

RACS regularly refreshes a list that provides examples of activity that can be used to verify CPD participation which can be found on the RACS website

The list is not exhaustive, and participants can contact the CPD Team for advice and clarification.

4. ASSOCIATED DOCUMENTS

Acceptable Verification Documents List (RACS Website)

Continuing Professional Development Program (Regulation)

Continuing Professional Development Program – Exemptions (Policy)

Specialist Assessment of Specialist International Medical Graduations in Australia (Policy)

Approver: Professional Standards and Fellowship Services Committee
Authoriser: Council