

# **Continuing Professional Development Guide**

## **2024**

RACS acknowledges Aboriginal and Torres Strait Island people as the Traditional Owners of Country throughout Australia and respects their continuing connection to culture, land, waterways, community and family.

*As a bi-national college, RACS respects Ngā Iwi Māori as the Tangata Whenua of Aotearoa and is committed to upholding the principles of Te Tiriti o Waitangi, fostering the college's relationship with Māori, supporting Māori Fellows and Trainees, and striving to improve the health of Māori.*

2024 RACS CPD Program Guide

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## A message from the Chairs

As the leading advocate for surgical standards, professionalism and surgical education in Australia and Aotearoa New Zealand, RACS has almost a century of experience in supporting the surgical profession to maintain professional standards and achieve their lifelong learning goals.

Our CPD framework has been developed by surgeons to support participants across all nine surgical specialities, those working in public and private practice and throughout the different and varied stages of a surgical career.

Key updates to the RACS CPD Program from 2024 include:

- **Welcome to surgically affiliated practitioners:** RACS has a proud history of facilitating the education and training of surgeons at all stages of their professional career, supporting surgeons and leading advocacy around standards, patient care and outcomes. From 2024, RACS opened its CPD Program to surgically affiliated practitioners, and surgical trainees in Australia. We look forward to offering these doctors a ‘CPD Home’ that is relevant to their practice, and one that provides timely and surgically focused professional development opportunities.
- **Program Level Requirements:** In alignment with regulatory standards, program level requirements have been introduced for cultural safety, addressing health inequity, professionalism and ethical practice (CAPE) – see page 6 for further information.
- **Specialist High Level Requirements (Australia):** From 2024, the Medical Board of Australia (MBA) has mandated all specialist surgeons must participate in the Australian and New Zealand Audit of Surgical Mortality (ANZASM). The introduction of ANZASM as a specialist high level requirement means that all specialist surgeons (regardless of their CPD Home) must participate in ANZASM by completing all surgical case forms sent to the surgeon by ANZASM.

### Help and Support:

RACS provides an online portal and mobile app to support logging and reporting CPD activity (see 7 for more information).

RACS also has CPD staff situated in Australia and Aotearoa New Zealand, who are here to provide support throughout the CPD year and can be contacted on:

**Phone:** +61 3 9249 1282 (9AM – 5PM AEST/AEDST)

**Email:** [CPD.College@surgeons.org](mailto:CPD.College@surgeons.org)

### Dr Christine Lai FRACS

Chair, Professional Standards & Fellowship Services

### Professor Chris Pyke FRACS

Chair, Professional Standards Committee

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## Overview

The Medical Board of Australia (MBA) and the Te Kaunihera Rata o Aotearoa – Medical Council of New Zealand (MCNZ) require registered medical practitioners to undertake an annual program of Continuing Professional Development (CPD) that is relevant to the practitioner's scope of practice.

To support this objective the MBA and MCNZ set CPD requirements that all medical practitioners must meet to be eligible for on-going medical registration.

In Aotearoa New Zealand, RACS is the only recognised provider of a CPD Program for surgeons. In Australia, the MBA recognises CPD Programs that meet the minimum accreditation standards set by the Australian Medical Council (AMC). From 2024, all doctors (unless exempt) must:

- Join an AMC-accredited CPD home before they start doing their CPD in 2024
- Choose a home that is suitable for their scope of practice, which can be a college or non-college home.
- Must log CPD activities with their CPD home.
- Will need to declare which is their CPD home at 2024/25 registration renewal.

RACS is an AMC accredited 'CPD Home' in Australia and from 2024 is available to:

- Fellows of RACS (Australia and Aotearoa New Zealand)
- Specialist International Medical Graduates, including those on a pathway to Fellowship of RACS (Australia)
- Medical practitioners who hold vocational registration in Aotearoa New Zealand in scope/s of practice of surgery
- Non-specialist PGY3+ medical practitioners who practice in a surgically affiliated scope (i.e., surgical assistants, those aspiring to become surgical trainees)

To enrol in the program, a medical practitioner must hold active registration with the Australian Health Practitioner Regulation Agency (AHPRA) or vocational registration with the MCNZ (please see 'Enrolment in the RACS CPD Program' for more information).

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## Aims

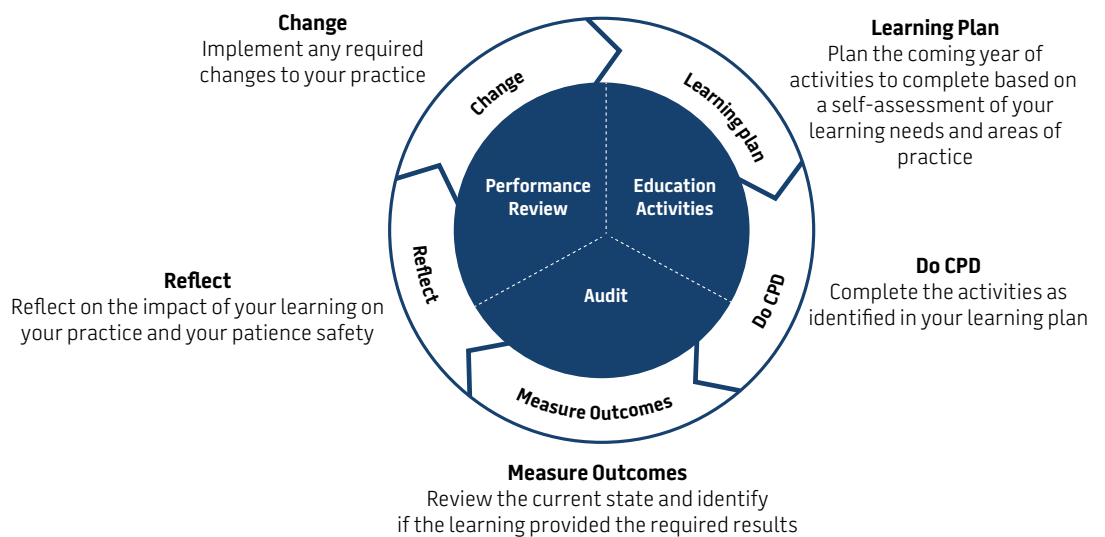
The aims of the RACS CPD Program are to:

- Advance the individual surgeon’s knowledge, skills, competence, and behavioural awareness for the benefit of patients.
- Encourage a culture of life-long learning that promotes collaboration, peer review and reflective practice.
- Ensure compliance with regulatory authority standards.

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## CPD Cycle

Participation in CPD is founded on a continuous cycle of learning with an emphasis on planning, participation, measuring outcomes, reflection and change.



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## Area Of Practice

Participation in CPD activities should reflect a participant's 'Area of Practice' (often referred to as Scope of Practice).

In the RACS CPD Program, this is self-defined by the participant and can be reviewed at any time throughout the year. A participant's area of practice for CPD is determined by their main surgical specialty or specialties.

A list of defined area of practice is available for a participant to select, which were developed in consultation with specialty associations and societies. Participants

can also select other areas that form part of their practice outside of their specialty which may include teaching, supervision, medico-legal practice etc.

At least 50% of CPD each year must be relevant to a participant's area of practice. The other 50% can relate specifically to an area of practice, other medical interests or to pursue CPD in re-skilling or re-training.

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## Surgical Competencies

Participants are encouraged to complete CPD across the breadth of the surgical competencies. The ten surgical competencies reflect the standards we hold as a profession and our commitment to the community to deliver high quality patient centred surgical care. For more information about the surgical competence framework please visit: [Surgical Competence and Performance Guide](#).

## RACS CPD Program - Minimum Annual Requirements

The RACS CPD Program has three distinct requirement types:

1. Category Requirements
2. Program Requirements
3. Specialist High-Level Requirements (Australia only)

The minimum annual requirements in the RACS CPD Program are outlined in Table 1, including how the RACS CPD Program aligns to the Australian (MBA) and Aotearoa New Zealand (MCNZ) regulatory framework.

RACS CPD PROGRAM - CATEGORY REQUIREMENTS	MEDICAL BOARD OF AUSTRALIA	MEDICAL COUNCIL OF NEW ZEALAND	PROGRAM LEVEL REQUIREMENTS Cultural Safety; Addressing Health Inequities; Professionalism; Ethical Practice
CPD Plan			
Annual Conversation	N/A	Annual Conversation	
Audit (Total: 10 hours)	Reviewing Performance and Measuring Outcomes (25 hours)		
Performance Review – Self – Others (Total: 15 hours)			
Education	Traditional Learning or Educational Activities (12.5 hours)  Free Choice of Activities (12.5 hours)		
Total: – Specialist Surgeons (40 hours) – Surgically Affiliated Practitioners (25 hours)			
<b>SPECIALIST HIGH LEVEL REQUIREMENTS</b>	Participate in the Australia and New Zealand Audit of Surgical Mortality (ANZASM) by completing all surgical case forms sent to the surgeon by ANZASM	N/A	

Table 1 – RACS CPD Framework – AMC/MCNZ Alignment



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## Category Requirements

All participants must meet the minimum requirements of each RACS CPD category each year.

A description of the minimum standard for each RACS CPD category

- CPD Plan
- Audit
- Performance Review
- Education Activity

Guidance on how to undertake an annual structured conversation with a peer is available to support participants in meeting their requirements (please see associated documents).

A list of activities that are recognised within the RACS CPD Program framework - including activities that have a maximum number of hours that can be logged per annum - can be found in Appendix 2. Further information about the types of activities that can be claimed for CPD can also be found under FAQ's on the AMC website.

Note: The RACS CPD Program is transitioning away from referring to 'points' and instead will make references to 'hours of activity' in alignment with regulatory standards. Participants are advised that one (1) 'point' is equivalent to one (1) hour of activity.

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## Program Requirements

In Australia, the MBA requires all CPD programs to set program level requirements' relating to cultural safety, addressing health inequities, professionalism and ethical practice.

In Aotearoa New Zealand, the MCNZ requires a recertification program to 'define the required participation in activities that maintain and develop the knowledge, skills and performance required for safe and appropriate practice in the relevant scope(s) of practice, this must include the areas of cultural safety, professionalism and ethics' and that 'cultural safety and a focus on health equity are embedded' across all CPD categories.

To meet this standard, the RACS CPD Program requires all participants to undertake at least one activity per annum in:

- Cultural safety
- Addressing health inequities
- Professionalism
- Ethical practice

Participants do not need to enter a specific activity for each program level requirement – but will need to ensure that of those activities entered in a CPD year at least one is related to specific RACS competencies as outlined in Table 2.

Program Level Requirement	RACS Competency	Number of Activities Per Annum
Cultural Safety	Cultural Competence and Cultural Safety	One (1) per annum
Addressing Health Inequities	Health Advocacy	One (1) per annum
Professionalism	Professionalism	Two (2) per annum
Ethical Practice		

Table 2: Program Level Requirements

Further guidance on how to embed program level requirements into CPD and everyday practice is outlined in Program Level Guidance for cultural safety, addressing health inequity, professionalism and ethical practice (please see associated documents).

## Specialist High Level Requirements

Specialist high-level requirements are set by the MBA and are only applicable to participants practising in Australia.

From 2024, the MBA has introduced a high-level specialist requirement for surgery:

*A specialist surgeon (including all fields of specialty practice) must participate in the Australia and New Zealand Audit of Surgical Mortality by completing all surgical case forms sent to the surgeon by ANZASM.*

Under the RACS CPD Program, participation in ANZASM is credited towards 'Audit' participation (in the MBA framework, ANZASM participation is linked to 'reviewing performance and/or measuring outcomes activity').

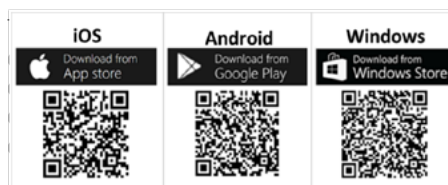
Guidance is available on how to comply with the ANZASM requirement (please see associated documents). Information on how to contact your local ANZASM office for assistance with this requirement can be found in Appendix 3

## Recording Your CPD – CPD Online and Mobile App

RACS has developed an online portal (CPD Online) and a mobile app to support participants log CPD activities.

To access CPD Online, please login to your RACS Portfolio – [www.surgeons.org](http://www.surgeons.org)

The CPD app provides an optimised experience and allows participants to quickly create CPD activities, capture evidence, and manage their learning plan on an easy-to-use, intuitive mobile app.



The RACS CPD App allows users to:

- Navigate between the previous, current, and the next CPD period
- View your overall progress in terms of percentage and days left
- Define and manage your CPD Learning Plan based on your Area of Practice
- Complete and manage Audit, Education, and Performance Review related activities
- Access help and knowledge articles
- Manage your profile
- Complete and view your progress on Education related activities
- Submit Exemption Requests
- Manage Areas of Practice
- Download the certificate once you've successfully completed the requirements for the current CPD period
- View notifications from the CPD team (feature coming soon)

To access the app, scan the QR code or click the link below as per your mobile phone operating system and download the app for free!

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## Participation and Compliance

Participants must undertake and satisfactorily complete CPD for each calendar year (1 January to 31 December).

All participants in Australia and Aotearoa New Zealand must comply with the requirements of the CPD Program, regardless of practice type or whether they are in full or part time practice.

Participants must undertake sufficient CPD to comply with minimum annual requirements each year, unless they have received a full or partial exemption.

Participants who are selected to verify their annual CPD must also provide documentation in support of their participation.

Activities cannot be retrospectively applied unless in extraordinary circumstances and as approved by the Chair, Professional Standards and Fellowship Services Committee (PSFSC) or Chair, Professional Standards Committee (PSC).

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## Verification

Each year a random selection of 5% of participants is selected to verify their CPD participation.

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.

Participants who are selected to verify their CPD are required to provide additional documentation to support their participation in activities. For further information on the type of evidence that can be used to verify CPD activities, please visit the RACS website.

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## Exemption from Participation

Participants who are unable to complete their CPD can request an exemption from CPD participation – further information on how to apply for an exemption and grounds for approving an exemption can be found in the CPD Exemptions Policy (please see associated documents).

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## Reporting Compliance

Participants must report their CPD participation by no later than 28 February of the following year (i.e. for the 2023 CPD year, CPD must be reported by no later than 28 February 2024).

All CPD must be reported through the RACS CPD Online. In extenuating circumstances, paper-based submissions may be accepted.

Participants who do not report their CPD, who provide insufficient reporting of CPD and/or who do not meet the minimum verification requirement (where selected) will receive a series of graduated reminders.

All participants undertaking the RACS CPD Program, regardless of Fellowship with RACS, will be reported to the MBA and MCNZ in accordance with RACS' accreditation obligations.

In addition to reporting to the MBA or MCNZ, Fellows of RACS who do not comply with the CPD Program may be provided with notice that they are breach of the RACS Code of Conduct and sanctioned in accordance with the Professional Conduct Committee - Terms of Reference Regulation. This applies to all RACS Fellows regardless of the CPD Program they undertake.

## Participation In Other Programs

RACS recognises the Australian Orthopaedic Association (AOA) and New Zealand Orthopaedic Association (NZOA) as comparable to the RACS CPD Program.

The AOA and NZOA do not hold independent accreditation to administer a CPD Program. These programs are assessed annually by RACS and subject to RACS' assessment of compliance with all regulatory requirements, and are available to RACS orthopaedic Fellows .

RACS Fellows participating in these programs are not also required to participate in the RACS Program.

Participants undertaking the AOA or NZOA CPD Program will have their compliance with minimum annual requirements reported to RACS by their respective CPD provider.

Ophthalmologists who hold dual Fellowship of RACS and Fellowship of the Royal Australian and New Zealand College of Ophthalmologists (FRANZCO) must participate in the RANZCO to ensure participation in a program relevant to their scope and compliance with high level specialist requirements.

## RACS Fellows Residing Overseas

**Australia:** Fellows of RACS in active practice who reside overseas and maintain registration in Australia must participate in the RACS CPD Program.

**Aotearoa New Zealand:** Fellows of RACS who hold an annual practising certificate must participate in the RACS CPD Program.

If you do not hold registration in Australia or Aotearoa New Zealand but maintain Fellowship with RACS, you must either meet the CPD standard in the country where you reside or participate in the RACS CPD Program.

## Appendices

### Appendix 1 - Associated Documents

Document Type	
<b>Regulation</b>	CPD Program Regulation
<b>Policy</b>	Enrolment in the RACS CPD Program Policy Transferring Data and Records Policy CPD Exemptions Policy CPD Verification Policy Approval of Activities in the CPD Program Policy Professional Standards Committee – Terms of Reference Conflict of Interest Policy Reconsideration, Review and Appeals Policy
<b>Standards</b>	CPD Category Standard - Audit and Peer Review CPD Category Standard - Education Activity CPD Category Standard - Learning Plan CPD Category Standard - Performance Review
<b>Guides and Guidelines</b>	CPD Program Guide Code of Conduct Guide Surgical Audit Guide Surgical Competence and Performance Guide Program Level Guidance - Cultural Safety Program Level Guidance - Addressing Health Inequities Program Level Guidance - Professionalism and Ethical Practice Specialist High Level Requirement Guidance - Australian and New Zealand Audit of Surgical Mortality (ANZASM) Re-Skilling and Re-Entry Guidelines
<b>Position Papers</b>	Position Paper - Interactions with the Medical Industry

## Appendix 2 – RACS CPD Program – Activity List

Activity	Audit	ANZASM	Performance Review - Self	Performance Review -Others	Education	Min. Hours of Activity*	Max. Points/ Hours Per Annum^
Specialty Audit	✓						
Clinical Unit Audit	✓						
Locum Logbook	✓						
MALT	✓						
Total Practice Audit	✓						
Selected Audit	✓						
Clinical Registry (with Peer review)	✓						
Audit of Clinical Reports	✓		✓				
Student Evaluation*	✓		✓				
Surgical Assistant – Audit*	✓						
ANZASM Case Form		✓				1	
1st line Assessment		✓				2	
2nd Line Assessment		✓				4	
Structured Conversation with a peer			✓	✓			5
Patient Feedback Survey			✓				15
Clinical Governance (MM/MDT/XRAY)			✓	✓			
Mentoring			✓	✓			15
Structured Practice Visit			✓	✓			15
CPD Coach			✓	✓			15
Performance Review			✓	✓			5
Accreditation review				✓			15
Examiner			✓				15
Attachment to a peer			✓	✓			10
MSF/360			✓	✓			15
Health Assessment				✓		5	5
Supervision				✓			15
Research Activities					✓		15
Journal Article Review				✓	✓	5	15
Publication- Clinical text					✓	30	

Activity	Audit	ANZASM	Performance Review - Self	Performance Review -Others	Education	Min. Hours of Activity*	Max. Points/ Hours Per Annum^
Publication - Journal					✓	15	30
Presentation to Peers					✓	10	20
Small Group Learning					✓		15
Volunteer Activities					✓		20
Rural Outreach					✓		20
Scientific Conferences					✓		
Online activities					✓		30
Cultural Safety, Cultural Competence & Health Equity Activities					✓		
Development of Education material					✓		15
Journal reading, podcasts					✓		20
Tertiary Studies					✓		20
Teaching - RACS Courses					✓		30
Teaching – Courses & Workshops				✓			20
Teaching SET & students				✓			20
SET Assessment				✓			10
Clinical Advisor				✓			20
Committee Meetings					✓		20
Advisor to Government					✓		20

\* Refers to the minimum hours of activity to qualify for CPD recognition.

^ Maximum number of hours that can be claimed for that activity per annum



## Appendix 2 – RACS CPD Program – Activity List

State/Territory Office	Contact
Australian Capital Territory Audit of Surgical Mortality (ACTASM)	+61 2 6285 4558 actasm@surgeons.org
Collaborative Hospitals Audit of Surgical Mortality (CHASM) (in NSW)	<a href="https://www.cec.health.nsw.gov.au/Review-incidents/mortality-review-authorised-committees/chasm">https://www.cec.health.nsw.gov.au/Review-incidents/mortality-review-authorised-committees/chasm</a>
Northern Territory Audit of Surgical Mortality (NTASM)	+61 7 3249 2971 ntasm@surgeons.org
Queensland Audit of Surgical Mortality (QASM)	+61 7 3249 2971 qasm@surgeons.org
South Australian Audit of Perioperative Mortality (SAAPM)	+61 8 8239 1144 saasm@surgeons.org
Tasmania Audit of Surgical Mortality (TASM)	+61 3 6223 8848 tasm@surgeons.org
Victorian Audit of Surgical Mortality (VASM)	+61 3 9249 1153 vasm@surgeons.org
Western Australia Audit of Surgical Mortality (WAASM)	+61 8 6389 8650 waasm@surgeons.org





