

POLICY

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| Portfolio | Fellowship Experience | 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, audit of CPD.

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 for 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 activities in exempted category/categories.

The verification selection process is administered via a computer-generated algorithm that selects participants in accordance with the criteria listed above.

A surgeon participating in the RACS CPD Program can also be selected to verify their activities at the discretion of the Executive Director for Surgical Affairs (Australia) or the Surgical Advisor (Aotearoa New Zealand). Selection can occur at any time during a calendar year and may require total verification or evidence of participation in specific activities (i.e., surgical audit).

* 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](#). All participants in this cohort undergo mandatory verification, independent the 5% of CPD participants selected for verification annually.

3.3 Notification of CPD verification

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

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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 across all RACS CPD Program requirements.

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

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 – Participation and Compliance (Regulation)

Continuing Professional Development Program – Continuing Professional Development (CPD) Exemptions (Policy)

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

Approver: Professional Standards Committee
Authoriser: Council