

Policy and Procedure

Continuing Professional Development



Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL-PRC Continuing Professional Development Policy and Procedure

1.0 Introduction

Overview

The RANZCP Continuing Professional Development (CPD) Program provides a pathway for participants to appraise and further develop professional practice, maintain knowledge, skills and performance standards, and provide high quality, safe psychiatric care. It is an essential part of public assurance of the ongoing professionalism of members and the quality of their practice.

Effective January 2023, the Medical Board of Australia (MBA) Registration Standard requires all doctors registered with the Australian Health Practitioner Regulation Agency (AHPRA) to meet the CPD Program requirements of their accredited CPD Home.

Purpose and Scope

- The purpose of this policy is to outline the Royal Australian and New Zealand College of Psychiatrists (RANZCP) policy and procedures for Fellows and Members/ Affiliates to meet their CPD requirements.
- Participants in the RANZCP CPD Program may include Fellows of the RANZCP, Associates (Trainees) Affiliates and, on payment of the CPD fee set annually by the RANZCP, other practising psychiatrists and medical practitioners.

Policy and Procedures

The RANZCP will continue to work with participants in Australia to meet current requirements of the MBA's Professional Performance Framework (PPF) and, participants in New Zealand, to meet the recertification requirements of the Medical Council of New Zealand (MCNZ).

CPD is a mandatory, annual activity required to continue registration as a medical practitioner that is undertaken by RANZCP Fellows and Affiliates as required by the MBA and MCNZ.

The RANZCP requires that all Fellows and Affiliates undertake annual CPD and meet the requirements of the CPD Program.

The RANZCP sets the recognised standard for CPD for psychiatrists in Australia and New Zealand, as delegated by the MBA and the MCNZ.

From 1 January 2023, the RANZCP has been accredited by the Australian Medical Council (AMC) as a CPD Home in Australia for doctors practising in the scope of psychiatry.

Participants in the RANZCP CPD Program are expected to adhere to the RANZCP Code of Conduct and the RANZCP Code of Ethics.

2.0 The CPD Program

The RANZCP CPD Program aims to facilitate and support activities that promote engagement, reflection on current practice, and the ongoing development of skills and knowledge. The program embraces adult and lifelong learning principles and aims to be:

- flexible and inclusive of a wide range of learning activities
- supportive of participants
- responsive to feedback, to audit of the program and to research in the evolving field of CPD.

As of 2023, the RANZCP program requires completion of a minimum 50 hours CPD activities, including minimum requirements of:

- Section 1 – 2 hours for the development of a professional development plan (PDP)
- Section 2 – 10 hours of Formal Peer Review activities*
- Section 3 – 5 hours of Practice Improvement and Review / Quality Improvement activities*
- Section 4 – 12.5 hours of educational activities, or self- guided learning
- Section 5 – an additional 12.5 hours from sections 2, 3 or 4 to make up a total of 50 hours.

*Section 2 and 3 contribute to “reviewing performance and measuring outcomes” activities which together are required to total a minimum of 23 hours.

3. Legal requirement and individual’s obligations

- 3.1 Completing at least 50-hours of CPD annually to meet the registration standard is a legal requirement for registration as a medical practitioner in both Australia and New Zealand. While the RANZCP assists its membership to maintain registration by providing the CPD program, it is every individual member’s obligation to ensure that they meet the required registration standard annually.
- 3.2 Upon application, in certain situations as outlined further in this Policy, the RANZCP may defer participation in the RANZCP CPD program.
- 3.3 However, the RANZCP cannot waive the regulators’ requirements for registration as a medical practitioner.
- 3.4 It is the individual’s responsibility to be acquainted with any re-entry criteria required by the registration bodies for return to clinical practice.

More guidance is available on the College website: [Guidance for leave and return to practice | RANZCP](#).

4. Aims of the CPD Program

The aims of the RANZCP CPD Program are to:

- facilitate the participation of members, and other RANZCP CPD participants, in ongoing professional development activities, ensuring that a proportion of this participation is conducted with peers
- encourage a culture within the RANZCP of professional practice, review and reflection on professional practices
- monitor and audit the RANZCP CPD process by examining participation in the program and evaluating the effectiveness and the relevance of the program to its participants
- consider advances in the field of continuing professional development and to contribute to knowledge and research in this area
- facilitate compliance for both the College and its CPD participants with the requirements of regulatory bodies including Medical Boards in various jurisdictions.

5. Participation

- 5.1 Active participation in the annual RANZCP CPD Program is a mandatory activity for all active RANZCP Fellows and Affiliates unless deferred as per the [CPD Exemption Policy](#).
- 5.2 Participation in CPD for medical practitioners is a regulatory requirement for medical registration and annual renewal in Australia and New Zealand including Affiliates, Associates (Trainees) Fellows and individual members of the RANZCP CPD Program.
- 5.3 For the purpose of this policy, Associates (Trainees) who are participating in this program are doing so to meet their CPD and ongoing registration requirements, because they are not in active training roles and will be determined to be not actively training. Associates (Trainees) who are actively training meet the requirements of the registration standard through their participation in the Fellowship program.
- For the purposes of this policy the definition of active training is three months in training plus the submission of an In Training Assessment (ITA). Note that passing the ITA is not required.
- 5.4 Participants must provide evidence of compliance with the RANZCP CPD Program annually as required and participate in audits as requested.

- 5.5 Participation of non-RANZCP members in the RANZCP CPD Program does not imply membership of the RANZCP, and non-member participants may not represent themselves as RANZCP members or access the benefits of membership beyond those directly related to the CPD Program.
- 5.6 Fellows who no longer hold a practising certificate and have formally advised the RANZCP of their retirement are not required to meet the requirements of the RANZCP CPD Program annually. They will have the option to participate in CPD should they wish and will continue to have access to the online resources, including Learnit.
- 5.7 Fellows who may have limited practice but do not meet the requirements of the [Policy - Retiring from practice | RANZCP](#) -are required to meet the requirements of the RANZCP CPD Program annually. The Committee for Continuing Professional Development (CCPD) may consider, on a case -by- case basis, requests from members in circumstances where specialist registration is no longer held by the member.

6. Enrolment in CPD

- 6.1 All active Fellows and Affiliates of the RANZCP are automatically enrolled in the RANZCP CPD Program each year. This includes those with a status of "Fellow Exempt".
- 6.2 Associates (Trainees) who meet the definition of not actively training, will be automatically enrolled in the CPD Program.
- 6.3 Upon attainment of Fellowship of the RANZCP, the new Fellows are enrolled in the RANZCP CPD Program by CPD staff and will receive an introductory email advising of the requirements of the program.
- 6.4 New Fellows who attain Fellowship after the start of any given year, will be enrolled in the RANZCP CPD Program and expected to engage in CPD activities on a pro rata basis for the remainder of that year as outlined in the [CPD Exemption Policy](#).
- 6.5 Former RANZCP members may only be re-enrolled in the RANZCP CPD Program as an individual CPD participant upon application and after any outstanding fees owed to the RANZCP have been paid. Individual participation in CPD does not indicate membership of the RANZCP.
- 6.6 On payment of the annual published fee, practising psychiatrists who are not members of the College and other medical practitioners may be enrolled in the PD program using the enrolment form that is published on the RANZCP website: [Join the RANZCP CPD program | RANZCP](#).
- The CCPD may vary the published fee for individual members in the RANZCP CPD Program in exceptional circumstances and upon receiving a written application for consideration.
- 6.7 Where payment of Fellowship / CPD fees has not been made by the 30th June (or by alternative arrangements made with the RANZCP) participants will be unable to access online resources including Learnit and their CPD Certificates until payment is finalised or an alternative arrangement has been made with the RANZCP.
- 6.8 Former trainees who have been formally excluded from the training program by the RANZCP may not be enrolled in the RANZCP CPD Program as a non-member participant without permission from the Education Committee and the Board.
- 6.9 Enrolment in the RANZCP CPD Program is not available to non-medical practitioners, medical practitioners without current practising medical registration, or any medical practitioner known to have had a proven sexual boundary violation (1).
- Any decision to decline an application into the RANZCP CPD Program may be appealed, as per the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

¹ [RANZCP Ethical Guideline 12](#)

7. Records of Participation and CPD Claims

- 7.1 CPD activities and records must be uploaded onto the online portal MyCPD.
- 7.2 The CPD year commences on 1 January and concludes on 31 December annually, by which time it is expected that all annual activity will have been logged.
- 7.3 There is an extended reporting period from 1 January to 1 March during which activities from the preceding CPD year can continue to be entered into the online My CPD system. This period may be varied at the discretion of the CCPD and the Education Committee (EC).
- 7.4 Participants in the RANZCP CPD Program are required to keep records of all approved CPD activity undertaken using the RANZCP online MyCPD portal as per the [Policy and procedure CPD claims](#).
- 7.5 Where a participant is unable to use the online system, requests for paper-based or hard copy CPD claims may be considered on a case- by- case basis.
- 7.6 The paper-based option is currently being phased out and will cease at a 31 March 2026.
- 7.7 A fee may be required for the submission of a paper- based or hard copy CPD claim.

8. Access to CPD records retrospectively

To ensure that CPD participants cannot access their CPD claims/ records once they've been reported to the regulator, the following controls have been implemented:

8.1 MyCPD records:

- MyCPD portal users cannot access the previous CPD calendar year once the final deadline for submission has passed.
- The records have a pre-set time determined by the College at which they lock.
- Users can still view their CPD records from previous year but cannot make any edits or changes after the final deadline for submission has passed.

8.2 Paper-based records:

- If paper-based claims are submitted after the final deadline, the paperwork will not be uploaded to MyCPD by College staff.
- Upload of the information to MyCPD is required for submission of a paper-based claim to be recorded as complete.
- In this case, we recommend that the member holds onto the CPD records and evidence themselves, in case of audit by the regulators.

9. Completion of the Program

9.1 Completion of the RANZCP CPD Program is defined by the CCPD as participating in at least 50 hours of CPD each year. This information is published on the RANZCP website: CPD program | RANZCP. The program includes, as of 1 January 2023, the minimum requirements of:

- 2 hours for the development of a professional development plan (PDP)
- 23 hours in reviewing performance and measuring outcomes, incorporating a minimum of:
 - 10 hours of Formal Peer Review Activities
 - 5 hours of Practice Development and Review / Quality Improvement Activities
- 12.5 hours of educational activities, or "Self-guided learning"
- An additional 12.5 hours of CPD in any category.

9.2 Changes to the RANZCP CPD Program may be recommended to the Education Committee and the Board by the CCPD, for example, to ensure that participants meet any changes to registration standards required by the Medical Board of Australia or the Medical Council of New Zealand.

10. Standards for CPD

- 10.1 The CCPD and/or CPD staff may make a recommendation on the appropriate CPD category and section for a specific activity.
- 10.2 Recommendations and advice regarding claiming CPD activities are also published in the [CPD Program Guide](#) and associated documents on the RANZCP website.

11. Audit

- 11.1 Audits are conducted by the CPD Office on 5% of CPD claims each year in accordance with the requirements of the Australian Medical Council and the Medical Council of New Zealand and as per [Policy and Procedure Auditing of CPD Records](#).
- 11.2 To achieve success in the audit, evidence must be provided that verifies participation in at least the minimum CPD requirements during the year.
- 11.3 Members who submit late claims may, at the discretion of the CCPD, be subject to audit.
- 11.4 Associates (Trainees) will be included in the annual 5% audit of CPD claims.
- 11.5 Members who are noncompliant may be subject to future audit.

12. Non-Completion of CPD

- 12.1 Where participants are not meeting the requirements of the RANZCP CPD Program, the primary aim of RANZCP staff and the CCPD is to support the participant to meet the minimum requirements.
- 12.2 Participants in RANZCP CPD who fail to submit a claim for a particular year, either via logging the minimum CPD requirements on the online My CPD system or via hard copy should this be permitted by the CCPD, shall be regarded as having not completed the RANZCP CPD Program for that year.
- 12.3 Participants in RANZCP CPD who submitted a claim for a particular year but did not return audit documentation when requested to do so, shall be deemed to have not met the requirements of the audit and shall be regarded as not having completed the RANZCP CPD Program for that year.
- 12.4 Where participants do not meet the requirements of the RANZCP CPD Program following reasonable efforts by the CPD administration team and the CCPD to support them to meet the requirements of the RANZCP CPD Program, referral will be made to the Education Committee as per the [Policy and Procedure CPD Claims](#).
- 12.5 Claims received after the close of the extended reporting period (midnight 1 March AEST of the year following the CPD year) are considered to be late claims. Further detail on how late claims are managed is in the [Policy and procedure CPD claims](#), which should be read in conjunction with this policy.

13. Deferral or waiving of CPD

- 13.1 Completing a minimum program of CPD to meet the registration standard is an obligation of medical registration in both Australia and New Zealand. This obligation is the responsibility of the individual practitioner. The RANZCP may defer a member's participation in the RANZCP's CPD Program as per the [CPD Exemption Policy](#), however it cannot waive the requirements of registration.
- 13.2 Participants who are on leave from clinical practice for a period of time may apply for CPD exemption. The [CPD Exemption Policy](#) outlines pro rata annual requirements which may be applicable. The implications of this action should be checked by the individual with the relevant medical registration authority.
- 13.3 Participants who are experiencing significant personal health issues, or who are caring for immediate family members with significant health issues, and who are not in practice may apply to the CPD Office to have their CPD deferred for that year. The implications of this action should be checked with the relevant medical registration authority.
- 13.4 Applications for exemption, deferral, withdrawal, or retirement from participation in the RANZCP CPD Program must be made using the appropriate application form from the RANZCP website.

- 13.5 Deferral/withdrawal applications will be considered by the CCPD or any properly constituted group delegated the authority to determine RANZCP CPD standards.

14. Variations to the published RANZCP CPD Program

- 14.1 There are limited circumstances (as outlined in this Policy) in which RANZCP CPD participants can complete less than the full RANZCP CPD Program.
- 14.2 Those enrolled to the RANZCP CPD Program after the start of the year will be required to complete pro rata requirements as outlined in the [CPD Exemption Policy](#).
- 14.3 Other requests for a variation to the full program will be considered by the CCPD.
- Such requests may be made by individuals, for example those who have had a period of leave, or groups of psychiatrists.

15. Fellows undertaking CPD via international Colleges

- 15.1 Certificates of Completion of the CPD programs of international Colleges of Psychiatry are not automatically recognised as fulfilling the requirements of the RANZCP CPD Program.
- 15.2 For participation in an overseas CPD program to be recognised as fulfilling the requirements of the RANZCP CPD Program, evidence of CPD activity, mapped to the RANZCP program and logged in My CPD, must be provided.
- To ensure Peer Review requirements are met, an Overseas Fellow may need to liaise with the CPD office for the recognition of local Peer Review Groups (PRGs) and the logging of PRG activity in My CPD.
- 15.3 Fellows residing overseas who retain practising registration in Australia or New Zealand are required to meet the requirements of the RANZCP CPD Program as detailed in the section Completion of the Program above.
- 15.4 Where Fellows do not hold practising registration in Australia or New Zealand, they can request that the certificate of completion of the CPD program of their local professional body be accepted as meeting the requirements for membership of the RANZCP.

16. Fellows undertaking Certificates of Advanced Training

- 16.1 Fellows undertaking Certificates of Advanced Training may use appropriate elements of the training program to meet relevant RANZCP CPD requirements.
- 16.2 It is not appropriate to claim the duration of the Certificate of Advanced Training as meeting all CPD requirements.

17. Reporting on Participation

- 17.1 In accordance with the requirements of the Medical Board of Australia (MBA), the Medical Council of New Zealand (MCNZ) and relevant registration authorities, generalised statistical information on CPD activities, claims and audit results may be deidentified and reported.
- 17.2 Where there is not a formal legal agreement or requirement in place between the RANZCP and the MBA, the MCNZ or a relevant registration authority, the College will not disclose information on participation in the RANZCP CPD Program by a participant without the consent of the participant concerned.
- 17.3 The RANZCP and the MCNZ have a Memorandum of Understanding which requires regular reporting by the RANZCP to the MCNZ of psychiatrists who do not comply with, or discontinue, the program.
- 17.4 CPD participants will be eligible for a Certificate of Completion where the minimum requirements of the program have been met and reported to My CPD. This will be available to participants, other than those selected for audit, via the RANZCP website following the closure of the claim period (1 March annually).
- 17.5 Where the minimum requirements of the program have not been met, CPD participants will have access to a statement of activity (or "claim") which provides details of the CPD activities undertaken. This statement of activity is available at all times to the participant via the RANZCP website and may be used as evidence of participation in CPD.

18. Definitions:

Classes of membership are defined in the RANZCP Constitution but for the purposes of this policy are interpreted in the following way (18.1-18.8):

- 18.1 Peer: for the purposes of the peer review component of the RANZCP CPD Program (including peer review groups, practice visits and supervision), a peer is a specialist psychiatrist in practice.
- 18.2 Fellows: qualified psychiatrists who have successfully completed the RANZCP training program or otherwise have met the requirements for Fellowship of the RANZCP and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 18.3 Affiliates: psychiatrists with international qualifications currently working in psychiatry in Australia or New Zealand and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 18.4 Individuals: registered medical practitioners who are neither Fellows nor Affiliates who choose to participate in the RANZCP CPD Program and who have paid the appropriate fee. These medical practitioners may have specialist psychiatry training but are not a Fellow or Affiliate of the RANZCP. (Individual participation in CPD does not indicate membership of the RANZCP).
- 18.5 Associate: a trainee currently completing the RANZCP training program in psychiatry. Associates who are actively training are not required to complete the CPD program.
- 18.6 Active training: for the purposes of this policy Active training is defined as 3 months of training plus the submission of an In Training Assessment. Note that the ITA does not have to have been passed.
- 18.7 Member: a member of the RANZCP including Fellows, Affiliates and Associates.
- 18.8 Participants: Fellows, Affiliates, and Individuals who are enrolled in the RANZCP CPD Program.
- 18.9 Fellow Exempt: any Fellow who has completed 30 years of membership and has reached the age of 65 who has been granted by the Board an exemption from further fees.
- 18.10 CME: continuing medical education. This term is used to refer to educational activities that focus on medical knowledge.
- 18.11 CPD: Continuing professional development. This term is used to refer to a process of lifelong learning that enables psychiatrists to maintain their ability to practice. It is broader than the acquisition of medical knowledge and recognises that health care is delivered in the context of a system involving many parts, including patients.
- 18.12 CCPD: Committee for Continuing Professional Development, which is the Committee of the RANZCP that oversees the CPD program.
- 18.13 MBA: Medical Board of Australia – the registration board for medical doctors.
- 18.14 AHPRA: Australian Health Practitioner Regulation Agency – the body supporting the 15 national health practitioner registration boards, including the MBA.
- 18.15 AMC: Australian Medical Council – the independent national standards body in Australia for medical education and training.
- 18.16 MCNZ: Medical Council of New Zealand – the registration authority for New Zealand and the independent standards body for New Zealand for medical education and training.
- 18.17 PPF: Professional Performance Framework – the framework being introduced by the MBA outlining the requirements for maintaining registration in Australia.
- 18.18 BPAC NZ: Best Practice Advocacy Centre New Zealand – an independent, not-for-profit organisation with the role of delivering educational and continuing professional development programs to medical and other health practitioners in New Zealand.

19. Review of decisions

- CPD participants unhappy with related decisions or outcomes must first address their concerns with their supervisor, Director of Training, or relevant personnel. Should the issue remain unresolved, you should raise the matter promptly with the relevant RANZCP Education Committee.
- Participants are referred to the RANZCP Appeals and Complaints webpage which provides guidance for those who aren't satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

20. Monitoring, Evaluation and Review

The Education Committee shall oversee the implementation, monitoring and reviewing of this policy.

This policy will be reviewed every three years or as necessary and updated as required.

Associated Documents:

[CPD Policies | RANZCP](#)

[CPD Program | RANZCP](#)

[Help Centre & Support | RANZCP](#)

[Medical Board of Australia - New Professional Performance Framework for patient safety](#)

[Recertification and professional development | Medical Council \(mcnz.org.nz\)](#)

[Committee for Continuing Professional Development Regulations \(ranzcp.org\)](#)

[Policy-Application for Retired Fellow Status](#)

[FRANZCP Declaration of Retirement Form](#)

[Zero-tolerance-policy-on-proven-sexual-boundary-violations \(ranzcp.org\)](#)

[RANZCP Review, Reconsideration and Appeal Policy and Procedure](#)

[RANZCP Code of Ethics](#)

[RANZCP Code of Conduct](#)

Revision Record

Document owner:	Education and Training Department		
Contact:	Senior Manager, Accreditation, CPD and Reporting		
Date	Version	Approver	Description
9/09/2025	2.3	EC Chair	Minor amendments: New heading to create section 3 - Legal requirement, to organise existing information; added clause 7.6 Paper-based claims cessation date from 31 March 2026; added new section 8 - Access to CPD records retrospectively - due to MBA registration standards access to records after they are reported is not permitted; and minor editing updates to align with College Education documents.
19/05/2024	2.2	B2024/4 R9	Regular, biannual review to link to current Policies (including pro rata program requirements) and to reflect impacts of changed registration standards (MBA).
21/12/2020	2.1	EC Chair	Biannual review ensuring consistency with other CPD Policies
6/10/18	2.0	Board 2018/6 R12	Substantially rewritten to provide greater clarity, and to accommodate the introduction of the online system My CPD and the completion of CPD as a condition of Fellowship.
13/02/16	1.2	B 2016/1 R 7	Amended to reflect new changes to CPD Program following review.
12/11/13	1.1	B-OS 12/11/13	Amendments to clearly define what constitutes a peer enrolment for new and retired Fellows.
29/06/11	1.0	GC2011/2 R42	New Document.
Next Review: 2028			