

## POLICY

<b>Portfolio</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3032</b>
<b>Department</b>	<b>Professional Standards</b>		
<b>Title</b>	<b>Continuing Professional Development (CPD) Program – Approval of Activities within the CPD Program</b>		

### 1. PURPOSE AND SCOPE

This policy governs the criteria for approval of activities within the College's Continuing Professional Development (CPD) program (previously known as the Continuing Medical Education).

### 2. GUIDELINES

Continuing Professional Development, Education Activities, Surgical Audit, Performance Review, Surgical Competencies

### 3. BODY OF POLICY

Participation in approved activities is one way that participants can accrue points towards their annual CPD requirement. In addition, all participants in surgical practice are required to participate in an audit and performance review. Guidelines on the development and implementation of a surgical audit are outlined in the Surgical Audit and Peer Review Guide.

#### 3.1. Criteria for approval of an activity

An activity must satisfy a number of criteria and principles that have been approved by the College's Professional Standards and Advocacy Committee (PSAC). The activities will either be aligned to the CPD categories of education activities, audit or performance review.

The assessment of an activity and its suitability for approval is based on the following principles:

- 3.1.1. The primary purpose is to improve the quality of patient care
- 3.1.2. That surgeons are involved in the planning process. If the scope of the activity is outside that of a surgeon's knowledge, a subject expert should be consulted
- 3.1.3. A learning assessment is conducted by the provider, documented and activities are developed that meet the learning needs of participants
- 3.1.4. Clear and specific learning objectives are identified
- 3.1.5. The content is scientifically accurate and / or evidence based
- 3.1.6. The content demonstrates high ethical standards
- 3.1.7. The learning environment is safe, inclusive and respectful to promote fulfillment of the learning objectives for all participants
- 3.1.8. That the activity is evaluated against the learning objectives

In addition, approval of CPD activities also requires that the activities align to one or more of the RACS ten surgical competencies within the [Surgical Competence and Performance guide](#).

#### 3.2. Approval of Activities for the CPD Program

Education providers can submit their activity for approval at any time. The application is reviewed by the Professional Standards portfolio and may be referred for further review to the Professional Standards Committee (PSC) as required.

Providers may be eligible to pay an application fee to cover the approval process.

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CPD activities are based on hours of participation and activities are generally awarded at 1 point per hour.

### 3.3. Approval of a Surgical Audit

RACS recognises that surgical audit is a mandatory category for CPD and an imperative part of the review of a surgeon's work and the quality assurance process. As a clinical based activity, the audit is best assessed by the speciality societies and associations who review and nominate audits that are recognised for CPD. Further details can be found in RACS' Surgical Audit Guide.

### 3.4. Participation and Reporting

The College will advise the providers (upon approval of their application) the process for registering participants. This will auto-populate their attendance into their CPD records.

Approval of activities is conditional on providers uploading participants' attendance at the activity within two weeks of completion of the activity. Failure to meet this requirement within two weeks may result in the loss of approval for that activity and, at RACS discretion, further applications from that provider may not be considered for approval.

An approved activity will be automatically verified, and a surgeon will not be required to provide any further evidence if they are selected for verification.

### 3.5 Auditing CPD Activity Providers

Each year 10% of all activities will be audited to ensure the highest standards of medical education and CPD are upheld and endorsed by RACS. All activities are eligible for audit with the selection distributed across the various categories. The provider will be required to present further evidence of their activity for review. The provider must supply the evidence requested within 28 days of notification of audit. At the discretion of the College, a RACS staff member, or a nominated Fellow, may attend the CPD activity as part of the audit process. In this situation, the provider will be notified at least two weeks prior to the event.

### 3.6 Application Fee

RACS may charge an application fee for approval of CPD activities.

## 4. ASSOCIATED DOCUMENTS

Continuing Professional Development Guide

Surgical Competence and Performance Guide

Surgical Audit and Peer Review Guide

Interactions with the Medical Industry Position Paper

Live Transmission of Surgery Position Paper

Acceptable Conduct of Courses Policy

**Approver:** Professional Standards and Advocacy Committee  
**Authoriser:** Council