



Australasian College of Aerospace Medicine

CPD Participation Policy

Purpose and scope

1. The purpose of this policy is to clarify the continuing professional development (CPD) participation requirements for Fellows and Associate Fellows of the Australasian College of Aerospace Medicine (ACAsM, 'the College'), as well as Overseas Trained Physicians (OTPs) undergoing peer review in pursuit of Fellowship. The policy is based on the CPD policies of the Royal Australasian College of Physicians and its Chapter of Addiction Medicine.

The policy aims to fulfil all requirements set by regulatory bodies of Australia and New Zealand concerning the structure and content of CPD programmes facilitated by specialty colleges.

2. This policy defines the CPD participation requirements relating to compliance, participation standards, and non-compliance.
3. Participation in this CPD programme is a requirement of Fellowship of ACAsM. Maintenance of Fellowship is contingent on compliance with this policy. This policy applies to all Fellows and Associate Fellows, as well as Overseas Trained Physicians working under supervised practice in pursuit of Fellowship.

Continuing Professional Development (CPD)

4. Fellows of ACAsM come from many clinical backgrounds, and the environment in which aerospace medicine is practised varies widely. While some Fellows ¹work solely in the field, many work part-time in practices where the bulk of the clinical

¹ Except where a distinction is made, the term 'Fellow' includes Associate Fellows.

load is general practice or occupational medicine. Some work as clinical specialists in another discipline.

In acknowledgment of this ACAsM permits the provision of CPD certificates issued by other colleges to support general CPD activities. A minimum of speciality specific CPD is nevertheless mandatory.

5. To maintain competency in aerospace medicine, it is necessary to define specific CPD requirements for this discipline. As the body to train and credential specialists in aerospace medicine in Australia and New Zealand, ACAsM has an important role in assisting the professional development of its Fellows. The College is committed to producing dynamic and highly trained specialists in aerospace medicine and ensuring that a high level of competence is maintained in its Fellows. Many Fellows are already participating in a CPD program of another medical college, and it would be unreasonable and unrealistic to expect Fellows to complete full requirements for another College. To this end, the College has developed a CPD programme to monitor professional development *within the discipline of aerospace medicine* (including aeromedical retrieval).

The regulatory bodies stipulate that the CPD programme has to reflect the specialty status of the discipline and this cannot be satisfied through CPD programmes administer through other colleges. Specialty specific CPD shall be accrued as Category1 points (see below).

A CPD point will commonly represent an hour of CPD activity, although certain activities may be awarded higher point allocations (i.e. certain courses or conferences as advertised by the college).

6. Many Fellows already maintain a high level of competence through practice and lifelong learning. However, by defining and regulating a minimum requirement for annual professional development, the College is able to clearly demonstrate legitimacy of aerospace medicine as a clinical discipline and the professionalism of its Fellows. Requirements set by the regulatory bodies of Australia and New Zealand mandate that the CPD programme contains a section of planning and reflection of learning
7. Although successful completion of the ACAsM CPD programme is a requirement of Fellowship, the programme is not recognized by Australian Health Practitioners Regulation Agency or the Medical Council of New Zealand. Fellows should be aware of regulatory requirements for CPD proscribed by the AHPRA and the Medical Council of New Zealand, as well as the CPD requirements defined by other medical colleges to which they belong.

Participation in another CPD programme

8. Many Fellows are already involved in another College's CPD programme. Every effort will be made to accommodate activities undertaken as part of that CPD programme in order to not duplicate the requirements to comply with the ACAsM CPD policy. Such activities undertaken can be entered in the general CPD

activity section and shall be named **Category 2** points (see below).

9. However, in order to demonstrate competence in aerospace medicine, ACAsM requires its Fellows to participate in CPD activities related to this discipline. To the greatest extent possible, the ACAsM CPD programme will accept activities undertaken through another College *provided clear relevance to aerospace medicine can be established*.
10. The ACAsM CPD programme describes a range of activities that can satisfy the requirement for aerospace medicine-related CPD activity. Fellows may exercise the discretion to participate in other activities they believe are genuinely related to the practice of aerospace medicine. Where doubt exists, activities should be approved by the Chair of the CPD sub-committee before undertaking the activity.
11. Fellows will be expected to maintain records for all activities where CPD points are claimed as part of the ACAsM CPD programme. It is expected that the records will provide enough detail to ensure relevance to aerospace medicine can be verified for audit purposes.

The ACAsM CPD Programme

12. Fellows will be required to achieve a minimum number of CPD points in each three-year triennium, in activities related to aerospace medicine or aeromedical retrieval. To satisfy the requirements for specialty college CPD programmes set by AHPRA and MCNZ the college will expect of Fellows that **50% of CPD activities entered are specialty specific**.

Specialty specific CPD activities are labelled **Category 1** whereas general activities (including CPD logged with other colleges) are labelled **Category 2**.

13. **Fellows** are required to accumulate **150 points each triennium**, 50% of which shall be activities specifically related to aerospace medicine and aeromedical retrieval (Category 1 points), also including at least one **Group 2 activity** and one **Group 7 activity** (see below). Fellows who do not accrue at least 30 CPD points per year will be considered 'non-compliant' with the CPD policy. Exemptions may apply as outlined in Section 34.
14. **Associate Fellows** are required to accumulate **60 points** each triennium for activities related to aerospace medicine and aeromedical retrieval (**Category 1** points), including at least one **Group 2 activity** (see below). Associate Fellows who do not accrue at least 15 CPD points per year will be considered 'non-compliant' with the CPD policy. Exemptions may apply as outlines in Section 34.
15. **CPD activities** are divided into two Categories and seven Groups:

Category 1 – Aerospace Medicine Specific Activity

Category 2 – General CPD activity (including certificate by external colleges)

15.1 – Group 1: Educational Development, Teaching, Research

15.2 – Group 2: Group Learning Activity

15.3 – Group 3: Self-Assessment Programmes

15.4 – Group 4: Structured Learning Projects

15.5 – Group 5: Practice Review and Appraisal

15.6 – Group 6: Other Learning Opportunities

15.7 – Group 7: Professional Reflection and Planning

Compliance

16. Fellows will be asked to submit a summary of CPD activities related to aerospace medicine or aeromedical retrieval. The summary must be submitted electronically using the approved form.

17. Submissions are required no later than 31 March, for points claimed for the preceding year. Submissions received after 30 April will be considered ‘non-compliant’ and will be required to provide documentary evidence to substantiate the points claimed. Fellows who are unable to meet this deadline should request an extension from the Chair of the CPD sub-committee.

18. A Fellow is considered compliant with the CPD policy if they:

18.1. submit the required summary of CPD points by 31 March, for points claimed for the previous year;

18.2. have accrued at least 30 points each year (50% of which are Category1 specialty specific points). Associate Fellows shall have accrued at least 15 points per year.;

18.3. have a clear plan to accrue at least 150 points over the triennium (including 50% of specialty specific Category1 points). For Associate Fellows this target is 60points per triennium.

19. Fellows who are not subject to audit will be sent a ‘certificate of compliance’ by 30 April each year.

Audit of CPD Compliance

20. The College has established a process to audit compliance with this policy. There will be two types of audit – a ‘Random Review’ and a ‘Targeted Review’.

20.1. 'Random Review'. 5% of participants who have submitted their CPD claims will be randomly selected for review each year.

20.2. 'Targeted Review'. Fellows who were found to be non-compliant during the previous audit will be subject to a repeat review in order to confirm compliance with the CPD policy. Fellows who submit a CPD return past the deadline of 30 April are considered 'non-compliant' and may also be subject to a targeted review.

21. Those Fellows identified for audit will be notified by email and asked to provide documentation to substantiate their claims for CPD activity during the previous calendar year. Fellows will not be audited for all their CPD activities; documentation will only be required to substantiate points claimed relevant to aerospace medicine or aeromedical retrieval.

22. The normal period given to provide the supporting documents will be four weeks.

23. Once the supporting documents have been reviewed by the CPD Committee, the Fellow will be notified of the outcome of the audit.

23.1. Where the points claimed have been verified, the Fellow will have complied with the CPD policy. They will be sent a 'certificate of compliance' and will be exempt from further audit for a period of two years.

23.2. Where a Fellow's claimed CPD points cannot be verified, a finding of 'non-compliance' will be made. The Fellow will be notified that he has not complied with the requirements of the CPD programme. Non-compliant Fellows will be managed in accordance with this policy.

Non-compliance

24. Failure to comply with the CPD Participation Policy, including the requirements of the CPD audits, will result in a 'non-compliant' status being recorded.

25. Fellows who fail to comply with the CPD Participation Policy will be informed of their non-compliance by the Chair of the CPD Committee.

26. Fellows found to be non-compliant will be counselled about their non-compliance and assisted to develop a plan to achieve compliance in the next audit cycle. These Fellows will be targeted for review at the next audit.

27. Fellows who repeatedly fail to comply with the requirements of the CPD policy will be counselled by the Chair of the Education Committee, with a view to assessing their suitability to retain Fellowship.

Assistance to Fellows

28. The College CPD sub-committee is able to assist Fellows to maintain the requirement to accrue at least 30 points each year (15 points for Associate Fellows).

29. The Chair of the CPD sub-committee is able to advise Fellows on the range of aerospace medicine activities that would be suitable for CPD, including options for people working in remote or isolated locations.

30. The Chair of the CPD Committee is able to provide Fellows with written advice related to whether particular courses, conferences, or other CPD activities will be acceptable means of complying with the ACAsM CPD policy.

31. The Chair of the CPD Committee will consider crediting scientific meetings with CPD points, subject to the organisers providing a copy of the proposed scientific programme and description of the educational activities during the sessions. Where points have been credited for a conference, the organisers of that meeting will be given permission to advertise this to delegates.

Processes for Assisting and Retraining Under-performing Fellows

32. Fellows who are audited and who are found not to have met the College CPD requirements will be given feedback and assistance in understanding how the criterion could be met. The responsibility for meeting the requirements however, will remain with the individual Fellow. Such Fellows may be audited in successive years until compliance is achieved.

33. Fellows who are not actively engaged in a CPD programme of another College will be strongly encouraged to complete all of their CPD activities through ACAsM.

Exemption

34. Fellows who have retired from the practice of aerospace medicine will be exempt from the requirement to comply with the CPD policy, subject to a written request being approved by the President of the College.

35. Exemption from the requirement to comply with the CPD policy may be considered for Fellows who will be absent from the practice of aerospace medicine for a period in excess of nine months in a calendar year.

36. Fellows who are absent from the practice of aerospace medicine or aeromedical retrieval for a significant period of time may request exemption or pro-rata reduction in CPD requirements. Such requests will be considered on a case-by-case basis; if granted, the exemption or reduction will be awarded to cover a specific period of absence.

37. Pro rata exemption may be granted to Fellows who are absent from the practice of aerospace medicine for a significant part (but less than nine months) of a year. Fellows admitted mid-year will be extended this consideration in the year of the

Fellowship is awarded.

38. Consideration for complete or pro rata exemption must be requested in writing each year, prospectively where possible. The request for full or pro rata exemption will be considered by the Chair of the Education Committee.

39. Fellows in part-time aeromedical practice are not eligible for pro rata credits. Fellows working part time are required to meet the annual CPD requirements.

40. Fellows should note that the granting of exemption or pro rata participation in the ACAsM CPD programme does not impact their requirement to meet the CPD requirements for medical registration. As such, Fellows should be fully aware of the regulatory requirements of the Australian Health Practitioners Regulation Agency and the Medical Council of New Zealand.

Appeals

41. The College Reconsideration, Review and Appeals process (refer College By-Law: Reconsideration, Review and Appeals Process) will be available to all applicants should an applicant remain dissatisfied with an eligible Decision, as defined by the College By-Law: Reconsideration, Review and Appeals Process.