

Policy and Procedure

Endorsement of CPD Activities



Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL and PRC Endorsement of CPD Activities

1.0 Introduction

In 2013, General Council (GC2013/1) approved a policy whereby internal or external educational activities could be endorsed for Continuing Professional Development (CPD).

Endorsement is a process to assess the quality of, and recognise, courses or other educational activities against educational criteria.

This policy ensures that events or activities that are endorsed by the RANZCP are viewed as having verified educational merit, which will encourage uptake and ensure the quality of activities branded with the RANZCP logo. The endorsement process is optional, RANZCP CPD members can self-report any educational activities relevant to the field of psychiatry, so programs do not need to follow the process but doing so will give added weight to their activities. The process is free for internal events and there is a fee for external activities.

For endorsement to be recommended, the activity must satisfy the educational criteria outlined in this policy document.

The Committee for Continuing Professional Development (CCPD) is the body given authority by the RANZCP to assess and endorse activities for the purposes of CPD. These generally do not include certificate courses that may be considered as training. However, in response to specific circumstances, such as government policy changes, the CCPD may be asked to consider on an ad hoc basis such courses. A sub committee of the CCPD, with members from other areas of the College with specific subject matter knowledge on any clinically or technically relevant issues, will be appointed for this purpose.

2.0 Endorsement

2.1 The criteria for endorsement are:

- 2.1.1 A learning delivery environment and support services are provided that reflect the intent of the activity and are effective for achieving all expected learning outcomes.
- 2.1.2 Content includes clear and concise learning objectives and intended outcomes for each learning event based on identified needs.
- 2.1.3 Learning outcomes are relevant to the scope of practice of a specialist psychiatrist and are based on sound clinical and educational principles.
- 2.1.4 Subject Matter Experts (SMEs) who have qualifications in health, mental health and/or medical education are involved in planning and conducting each learning activity. If a psychiatrist has not provided advice or other input into the design and delivery of the program, the program must be sponsored or endorsed by a Fellow of the RANZCP.
- 2.1.5 Procedures established during planning are used to assess achievement of the learning outcomes.

- 2.1.6 A complete, permanent record of each learner's attendance and satisfactory completion can be provided upon request.
- 2.1.7 Evaluation data regarding learning outcomes will be made available to the RANZCP upon request.
- 2.1.8 The activity does not contravene any RANZCP policy and / or position statement.
- 2.1.9 The CCPD does not routinely endorse ongoing short courses that lead to recognition of an area of expertise, or credentialing.
- At the request of the Education Committee, subcommittees of the CCPD, including membership from appropriate faculties and sections can be established for specific circumstances, such as the endorsement of rTMS training in Australia
- 2.2 If an application does not meet the criteria, the education provider may provide a revised submission addressing any recommended changes.
- 2.3 Successful applications are allocated a number of CPD hours and a CPD Endorsement number to the activity. This is determined by the CPD staff based on the number of hours of direct educational time indicated in the approved program submitted with the application.
- 2.4 The RANZCP maintains a registry of CPD Endorsement numbers.
- 2.5 The list of endorsed activities, along with those not meeting the endorsement criteria will be presented to each meeting of the Committee for Continuing Professional Development.
- 2.6 If endorsement is not recommended the RANZCP Appeals process may be used by providers.
- 2.7 While every effort is made to assure the quality and educational validity of endorsed activities, the RANZCP is not responsible if endorsed activities do not meet the expectations of participants, or are not delivered in line with what was originally endorsed.
- 2.8 Education providers who do not deliver activities in line with the approved submission may not have future activities endorsed.

3.0 Pharmaceutical Industry

- 3.1 In accordance with Position Statement 78: *RANZCP engagement with the pharmaceutical industry*, programs that are funded directly or indirectly by pharmaceutical companies will not be endorsed.

4.0 Fees

- 4.1 External CPD activities receive some or all funding by another entity apart from the RANZCP and can include, but are not limited to: forums, dinner/breakfast meetings, workshops, conferences, seminars and education products such as publications, on-line programs, educational DVDs, CD-ROMs and education kits.
- 4.2 A non-refundable application fee and, for successful applications an endorsement fee, are payable by organisations external to the RANZCP.
- 4.3 The application fee and the endorsement fee are determined by the Finance Committee.
- 4.4 The fees are reviewed annually and published on the RANZCP web page.
- 4.5 Events in Australia will be charged in Australian dollars and events in New Zealand will be charged in New Zealand dollars.

4.6 Online courses will be endorsed for a period of 2 years, and vendors must apply for renewal of endorsement prior to the conclusion of the endorsement period. RANZCP CPD staff will communicate with providers up to 3 months prior to the endorsement period concluding.

4.7 The fee for an online course will be two times the full day fee.

5.0 Endorsement Procedures – Activities provided by bodies external to the RANZCP

5.1 An external CPD activities provider completes an application form and submits it to the RANZCP together with the CPD Endorsement application fee.

5.2 The application will initially be reviewed by appropriately qualified personnel within the CPD team to determine completeness and to what degree the educational criteria for endorsement are met.

5.2.1 Where an application is incomplete or does not meet the criteria it will be returned to the provider with recommendations for amendment prior to submission to the CCPD.

5.3 After initial assessment by the CPD team, applications that meet the criteria will be tabled for consideration by the CCPD with one of the following recommendations:

5.3.1 recommended for endorsement as the activity meets the RANZCP criteria.

5.3.2 request for review and decision by the CCPD for a ruling on suitability.

5.4 If endorsement is recommended the endorsement process is finalised. The education provider is notified and once the endorsement fee has been received is advised of the:

5.4.1 approved CPD hours.

5.4.2 CPD Endorsement number.

5.4.3 required wording to be included in promotion of the activity and advice to participants:

This event has been RANZCP Endorsed as CPD Activity code: EDXX1234 for X CPD hours as [insert activity type] Activity.or

This event has been endorsed by the RANZCP as CPD activity code: ED000037, and each hour of participation could be claimed under 'Accredited Group Learning Activity'.

5.4.4 RANZCP endorsed activity logo will be supplied, that may be used in promotion of the activity, in line with the RANZCP Endorsed CPD Guidance and Terms of Use document. Where necessary, additional information required to be included will be provided.

5.5 The endorsed CPD activity is recorded in the RANZCP register of CPD endorsed activities.

5.6 A list of endorsed activities is presented to the CCPD at each meeting, along with any for review by the Committee. These shall be included in the CCPD minutes.

5.7 A list of endorsed CPD activities will appear on the RANZCP website along with the endorsement number.

6.0 Endorsement Procedures – Activities provided by the RANZCP

6.1 Educational Activities conducted by Branches, Faculties and Sections, including Congress and Faculty/Section Conferences, are automatically endorsed for CPD hours and no application is required.

6.2 Educational activities provided by the RANZCP should be designed to meet the requirements of the RANZCP CPD program and the registration standards for CPD published by the Medical

Board of Australia and the Medical Council of New Zealand.

6.3 The CPD team can provide advice on how educational criteria can be met.

Associated Documents

- Endorsement Application Form
- Position Statement 78: *RANZCP engagement with the pharmaceutical industry*
- CPD Program Guide.
- RANZCP Endorsed CPD Logo Guidelines and Terms of Use

Revision Record Footer

Contact:	Manager, Training and CME		
Date	Version	Approver	Description
2011	1.0	GC2011/2 R42	New Document
13 February 2016	1.1	RANZCP Board	Amended to reflect new changes to CPD Program following review.
22/2/20	1.2	RANZCP Board B2020/1 R15	Amended to reflect changes to CPD program following introduction of My CPD.
25/6/21	1.3	Executive Manager Education and Training, Chair EC	Reviewed to align with updated policies regarding short courses, and the use of the RANZCP Endorsed CPD logo.
10/9/23	1.4	RANZCP Board B2023/8 R10	Reviewed to provide further clarification of the endorsement process and identify the bodies with authority to endorse activities

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