



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Failure of a Fellow to Meet CPD Requirements Policy

Approved by: Board

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Version: Final

1. Background

In 2005 The Council of The Royal Australian and New Zealand College of Ophthalmologists determined that participation in Continuing Professional Development (CPD) is a requirement of Fellowship. The rationale for this decision was that the College considers that CPD is an essential requirement for any Fellow to maintain their competence and improve their care of patients.

Both the Medical Board of Australia and the Medical Council of New Zealand have since set standards for minimum CPD requirements that must be met in order to be registered to practice medicine in their respective jurisdictions. Compliance with the RANZCO CPD program satisfies the requirements of both regulatory bodies.

2. Aim of Policy

The aim of this policy is to document a clear, transparent and fair process by which to deal with cases whereby Fellows fail to meet the College's CPD requirements.

3. Process on Failure to Meet College's CPD Requirements

1. Prior to the end of a CPD reporting period the College will notify members who have not met the CPD requirements of their need to do so.
2. Fellows may request, within a period of six (6) months prior to the closing date of the current CPD reporting period, an extension of up to three (3) calendar months in order to meet the College's CPD requirements.
3. Fellows who have not applied for an extension and who do not meet College CPD requirements by the end of the reporting period, OR Fellows who at the end of this three (3) calendar month extension have not met CPD requirements, will receive notification from the CPD Committee Chair advising that they must report their CPD activities within four (4) weeks from the date of the letter. These Fellows will be offered assistance from either the CPD Committee or College staff to facilitate compliance with the program. This may be in the form of mentoring, further explanation of program requirements, help in accessing CPD activities or any other relevant support.
4. Fellows who still do not meet College CPD requirements have failed to satisfy the requirements of Fellowship, and in line with clause 7.2 of the College Constitution, will be reported to the College Council. By a two thirds majority the Council has the power to discipline, suspend or terminate the membership of a non-compliant Fellow;
 - Discipline involves the Council communicating their dissatisfaction with the non-compliant Fellow directly to the Fellow in question.
 - Suspension involves temporarily restricting or removing the non-compliant Fellow's access to the website, including CPD diary, prevents them from attending Congress or using the post-nominal FRANZCO.A suspended Fellow is required to continue to pay their membership fees and to work toward CPD compliance, which must be demonstrated to the CPD Committee and Council before membership can be reinstated.

- Expulsion involves revoking membership from a non-compliant Fellow. An expelled Fellow cannot use the post-nominal FRANZCO and as an accredited training college, RANZCO has a responsibility to notify the relevant regulatory body if it expels a Fellow due to CPD non-compliance. Refer to the Readmission to Fellowship Policy for further information.
5. The College Chief Executive Officer will notify the Fellow in writing of the decision made by Council and reasons for the decision. Such notification will include information on the applicant's right of appeal according to the College Appeals Processes.
 6. As far as possible all proceedings of the CPD Committee and College Council leading to a decision shall remain confidential.

4. Process for Reinstatement of a Suspended Fellow

1. A suspended member who subsequently meets CPD requirements will have his/her Fellowship reinstated following a recommendation from the CPD Committee to Council.
2. An administration fee will be charged for processing of applications for reinstatement and this fee is payable prior to reinstatement of Fellowship.

Refer to the Readmission to Fellowship Policy for further information.