

Guide to Preparing for a CPD Verification Audit

This guide is intended to help you prepare for a verification audit of your CPD activities by the College. The RANZCO CPD Program allows a random sampling of up to 5% of its CPD users to be audited on the accuracy of their CPD returns, compliance with requirements, and relevance of activities claimed. The process of evaluating CPD is detailed below.

Why Audit?

The RANZCO CPD program runs on the assumption that CPD users can be trusted to undertake CPD and keep relevant records, without the need to 'prove' or submit records for each activity undertaken to the RANZCO CPD Secretariat. Instead, the college conducts random audits to confirm CPD users' records. A similar approach is taken by Medicare Australia, which does not seek proof of each consultation, but may audit records.

Audit of participants is also a necessary component of ongoing evaluation of the RANZCO CPD Program, to continually improve the program and be relevant to CPD users' clinical practices.

The Medical Board of Australia and the Medical Council of New Zealand may also audit CPD users' annual declaration that they have met the CPD standard set by RANZCO. This is undertaken by the Medical Board of Australia and/or the Medical Council of New Zealand and does not replace a RANZCO CPD verification audit.

Why Me?

Up to 5% of CPD users are randomly chosen to be audited. These few are chosen by pure chance, without any relationship to age, gender, college roles undertaken, geographical or hospital practice, or particular CPD activities.

What is the Process?

The documentation of your CPD activities is examined by the RANZCO CPD Secretariat, who may be assisted by a panel of auditors who are Fellows appointed by the College.

They will look at your:

- Professional Development Plan (PDP) Part A and B,
- implementation of PDP,
- accuracy of your CPD Diary records,
- validation and relevance of activities for the CPD hours claimed, and
- compliance with the CPD Program requirements.

The auditors will be satisfied with the minimum CPD hours required by the CPD Program. **The auditors do not need to review all your activities**, i.e., those that generate CPD hours in excess of the minimum requirements will not be looked at.

What Do I Have to Do?

You will need to submit documentation and evidence to support your claims for CPD hours to the College. The requirements are shown below and listed in the [CPD Handbook](#).



If you don't keep your records electronically or in any particular filing system, it would be recommended to regularly review your records and "put things in order" (e.g. every one, two, or six months), rather like for an annual tax return.

Please note that you **need only provide evidence for the minimum requirement of CPD hours**. However, it may be prudent to submit evidence to support claims slightly over the minimum hour requirements in case some of your claims are found to be invalid.

Documentation and Evidence of CPD Activities

- A photocopy of your diary entry, receipt, confirmation or an equivalent notice of meetings or conferences that you attended showing:
 1. date, time, location and duration,
 2. name of organisation and
 3. name/purpose of meeting.
- Journal readings: photocopy the table of contents and tick those read in detail.
- Audit activities:

audit topic, scope, summary and conclusions, duration and date of completion of audit peer review - name of peers or committee and date of review.

Note: All patient identifiers must be removed when supplying documented evidence.

- Research and publication

Publications - provide details of the published work, e.g., photocopy of article reference etc. research - details of projects and organisations conducting the research teaching, training and examination.

Fellows should retain the following documentation and submit, if required to verify:

1. brief description of teaching topics,
2. dates, location, duration and participants involved,
3. details of examinations attended, brief description of topics, participants and dates,
4. copies of certificate of attendance, letters of invitation or letters of appreciation and
5. a copy of presentation or program, notes, date, time and location of presentation.

Timeline

The RANZCO CPD diary for online recording of CPD activities and hours closes each year on 31 December (unless an extension is given) in line with the MBA's CPD cycle. CPD users randomly selected for audit will be notified by no later than 28 February. CPD users are asked to submit records within one month, i.e. by the 6th of March of the year following the CPD cycle being audited.

CPD users must keep CPD records for three (3) years for possible verification audit by the Medical Board of Australia or the Medical Council of New Zealand.

What are the Possible Outcomes?

If you satisfy the auditors, you will be deemed to be compliant with RANZCO CPD requirements, and eligible for the RANZCO CPD Certificate issued yearly.

If you do not satisfy the auditors, you may have to complete more CPD activities for “catch-up” hours before you are eligible for the RANZCO CPD Certificate. Auditors' responses will not be reported to external bodies; instead, you are offered the opportunity to retrospectively meet RANZCO CPD standards.

Audit Instructions for those randomly selected and notified

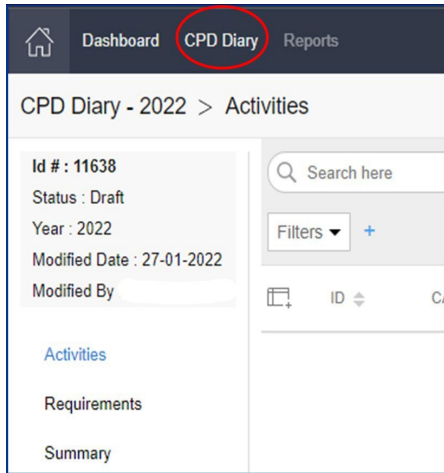
We suggest generating a statement of the CPD activities you have claimed:

1. Log in to the RANZCO website www.ranzco.edu and navigate to the CPD Diary through The Portal.

You should be using your RANZCO email which is firstname.lastname@ranzco.edu



2. Click on the “CPD Diary” in the top right-hand corner.

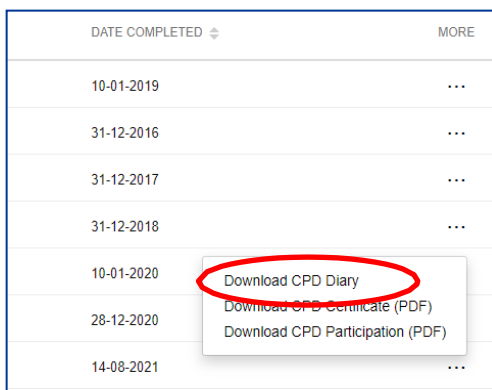


3. Click on the 3 dots, in line with the **2022** CPD Diary, in the “More” column on the right-hand side.

The screenshot shows a table titled 'CPD Diary' with the following columns: ID, CPD DIARY, YEAR, TOTAL POINTS, CPD COMPLIANCE, DATE COMPLETED, and MORE. The 'MORE' column contains three dots for each row. The row for the year 2022 is highlighted. The 'MORE' column for the 2022 row is circled in red.

| ID | CPD DIARY | YEAR | TOTAL POINTS | CPD COMPLIANCE | DATE COMPLETED | MORE |
|-------|------------------|------|--------------|----------------|----------------|------|
| 2911 | CPD Diary - 2015 | 2015 | 50 | (i) | 10-01-2019 | ... |
| 2912 | CPD Diary - 2016 | 2016 | 100 | (i) | 31-12-2016 | ... |
| 2913 | CPD Diary - 2017 | 2017 | 158 | (i) | 31-12-2017 | ... |
| 2914 | CPD Diary - 2018 | 2018 | 355 | (i) | 31-12-2018 | ... |
| 2915 | CPD Diary - 2019 | 2019 | 566 | Yes | 10-01-2020 | ... |
| 8346 | CPD Diary - 2020 | 2020 | 437 | Yes | 28-12-2020 | ... |
| 9549 | CPD Diary - 2021 | 2021 | 11 | No | 14-08-2021 | ... |
| 11638 | CPD Diary - 2022 | 2022 | 0 | No | - | ... |

4. Click the “Download CPD Diary” in the pop-up box.



Upon confirmation of satisfactory verification of your 2022 CPD claims, and if you have met the College’s minimum point requirements for 2022, a “Certificate of Continuing Professional Development” will be made available for download from the CPD Diary.

5. Please submit the [documentation and evidence of CPD activities](#) using the Audit Submission section located on the [CPD Home](#).
You should be using your RANZCO email which is firstname.lastname@ranzco.edu

Audit Submission

Resources for Audit

The RANZCO CPD Program allows random sampling of up to 5% of CPD users to be audited on the accuracy of their CPD returns, compliance with requirements, and relevance of activities claimed. This [guide](#) is intended to help you prepare for a verification audit of your CPD activities by the College should you be selected.

If you would like more information, please contact the CPD Team via email or phone: 02 9690 1001

If you need to submit your files for auditing, use the link below. You may submit multiple files via this link. In due course, we will contact you to confirm or discuss your submissions.

Note: For accepting your audit materials we have repurposed a tool normally used in higher education to accept assignments. Hence, you may see mention of the words 'assignment' and 'grades' when submitting your audit materials. Be assured that you are not being graded for assignment work!

Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 1 (5 attempts allowed). |
| Submission status | No attempt |
| Grading status | Not graded |
| Due date | Monday, 6 March 2023, 11:59 PM |
| Time remaining | 31 days 9 hours |
| Last modified | - |
| Submission comments | Comments (0) |

Add submission

Please submit the documents to the RANZCO by **7th March 2023**

Or alternatively, please submit documentation and evidence of CPD activities via email to cpd@ranzco.edu.

If you need any further information, need assistance or have any questions regarding this process, please email our CPD Team at cpd@ranzco.edu