



## CONTINUING PROFESSIONAL DEVELOPMENT REMEDIATION POLICY

### 1. Purpose

- 1.1 The ACRRM Continuing Professional Development (CPD) Remediation Policy has been developed to support CPD Home and CPD Home Essentials participants who require remediation to complete CPD Program compliance requirements.
- 1.2 The ACRRM Retraining Policy applies to CPD Home and CPD Home Essentials participants who have either been identified or self-identify as needing additional training to return to active practice for any reason.

### 2. Process

- 2.1 The *ACRRM CPD Home* professional development program is provided in accordance with the requirements mandated by the Medical Board of Australia, which include monitoring and reporting on compliance to the Australian Health Practitioners Regulatory Agency (Ahpra).
- 2.2 CPD compliance requirements will be clearly articulated to all participating CPD Home and CPD Home Essentials participants. They will have real time status updates via the CPD Dashboard, and regular compliance status updates to ensure those at risk of non-compliance are aware of their status. This may include an email from the Membership Services Team and/or a letter from the CPD Committee Chair advising that they are at risk of non-compliance.
- 2.3 CPD Home and CPD Home Essentials participants at risk of remediation may be invited to apply for an extension or exemption, they will be referred to the Censor in Chief and will be notified of the relevant decision. The College's Membership Services team will offer advice and support to the member to assist in meeting CPD requirements.
- 2.4 If the participant has not met CPD requirements by the end of the program reporting period and has failed to apply for an exemption or extension, they will be required to submit a remediation plan for meeting the requirements by 31 January in the new reporting period. All remediation activities should be completed no later than three months after the start of the new reporting period.
- 2.5 If the participant does not engage in this process or fails to complete, the following will occur:
  - 2.1.1. If they are a Fellow, they will be referred to the Censor in Chief who may recommend rescinding Fellowship status.
  - 2.1.2. They will be reported as non-compliant to CPD Requirements to Ahpra.
  - 2.1.3. NO CPD certificate of compliance will be issued.

### 3. Related Documentation

ACRRM CPD Retraining Policy



## 4. Document Control Information

### 4.1 Policy Information

<b>Policy Contact and Author</b>	S Mutchmor	<b>Approving Body:</b>	Board
<b>Status:</b>	Approved	<b>Review period:</b>	Three years
<b>Policy No and Version:</b>	V1.2/2024	<b>Next review date:</b>	Aug 2026
<b>Effective Date:</b>	26 Aug 2024	<b>Document Location:</b>	ACRRM Policy Register
<b>Responsible Officer:</b>	GM Quality and Safety	<b>Policy System Manager:</b>	MJ Streeton

### 4.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.2	Aug 2024	S Mutchmor	References to members changed to CPD Home/Home Essentials participants. Reference to general practice changed to practice.	Aug 24	ACRRM website
V1.1	Aug 2023	S Mutchmor	Revision to include CPD terminology including annual reporting cycles	Aug 23	ACRRM website
V1.0	Jan 2020	Leisa Ryan	Update for 2020-2022 triennium		