

ACAM Academic Audit Policy

**POLICY NUMBER/
REFERENCE:** 7-250723

POLICY TITLE: ACAM Academic Audit Policy

POLICY STATEMENT:

ACAM CPD Home membership is available to non-exempt medical practitioners in Australia at www.acam.org.au. It is not limited to members and fellows of ACAM but is open to those whose academic and clinical practice are aligned with the Australasian College of Aesthetic Medicine.

Objective

To inform subscribers how the ACAM CPD Home will fulfil its Medical Board of Australia and Australian Medical Council audit obligations as a CPD home; and to outline the process for undertaking audits in order to monitor and support subscribers' progression and completion of their CPD requirements.

DEFINITIONS:

CPD Home is committed to supporting its subscribers:

- to undertake meaningful continuing professional development (CPD);
- to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* <https://www.medicalboard.gov.au/Registration-Standards.aspx>; and
- to demonstrate that they have completed the required CPD in the event they are audited by the MBA.

CPD Homes Criteria for AMC Accreditation

CPD Homes under the *Criteria for AMC Accreditation of CPD Homes* are required to regularly audit medical practitioners' CPD records. Audits are conducted to assess educational quality of activities undertaken and the completeness of evidence (i.e. certifications of completion/attendance) recorded.

The ACAM CPD Home is committed to the continuous improvement of the services it provided to its subscribers and the quality and relevance of its CPD. Information gathered from the CPD Home's audits of subscribers will help identify academic and clinical trends or provide or indicates how the CPD Program or service provision could be improved.

Purpose

By conducting auditing of its subscribers, ACAM CPD Home:

- demonstrates compliance with the Criteria for AMC Accreditation of CPD Homes;



- provides an accountability mechanism that supports and substantiates participating subscribers' compliance with the MBA's *Registration Standard: Continuing Professional*.

Subscriber auditing enables early identification of subscribers who may need support with:

- preparing their written continuing professional development (CPD) PLAN;
- identifying educationally compliant CPD activities; and
- progressing, recording, verifying and keeping track of these activities against the Medical Board Registration Standard.

Allows for intervention in response to situations of exceptional circumstance or special consideration whilst providing a mechanism for informing the subscriber of their own quality improvement activities.

Finally, auditing creates community confidence that the CPD activities completed by participating subscribers relevant to their scope of practice with the aim for continuous improvement their clinic practice.

Scope

This terminology applies to all policies of ACAM unless otherwise described or defined.

PROCEDURES:

Criteria for Academic Audit

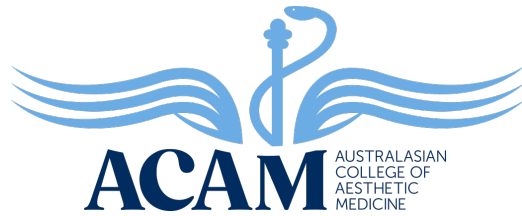
A. Internal Academic Audit

The institution evolves strategies and procedures for conducting the audit, on the basis of their requirements and in line with the five criteria fixed by the Audit Committee:

- Course Delivery Planning and execution
- Course Files
- Internal examination process
- Outcome Based Education practices, and
- Teaching learning pedagogy

B. External Academic Audit

- The External Audit team, in the beginning, will meet and interact with the Medical Education Officer (MEO) to collect the details of the programmes and activities being conducted/ undertaken during the period of audit.
- Auditors will then review and generally verify the Internal Audit Report along with supporting documents. They will interact with the MEO and the Board in charge of Academic Audit and will seek for doubts and clarifications if any.
- After conducting the audit, the audit team will sit with the MEO to obtain further details, documents and clarifications. Both parties (Medical Education Officer and the Audit Team) can express their views and analysis on the observations and findings of the audit.



- iv. Finally, the External Audit team meets, and the external expert of the Audit team will present a brief summary of the observations and findings of the audit.
- The Medical Education Officer after careful check and review will pass it on to the President and Board for implementation of the suggestions and recommendations.

AMENDMENTS/REVIEW:

‘Review or Amended by the Management Committee (23 July 2023)’

‘Endorsed by Management Committee (31 July 2023)’

RELATED DOCUMENTS

Medical Board Registration Standards

Glossary of Terminology

REFERENCES:

MBA’s *[Registration Standard: Continuing Professional Development](#)*

File: ACAM Policy and Procedural Manual/Policy Manual Complete/Updated Policies/ACAM Academic Audit Policy 1-250723

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