

# ACAM Participation and Compliance Policy

**POLICY NUMBER/  
REFERENCE:** 12-250723

**POLICY TITLE:** ACAM Participation Policy

## **POLICY STATEMENT:**

ACAM CPD Home membership is available to non-exempt medical practitioners in Australia at [www.acam.org.au](http://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 make clear, that unless an exemption has been granted, participation in continuing professional development as set out in the CPD Home Program and the *MBA Registration Standard: Continuing Professional Development* is mandatory.

## **DEFINITIONS:**

### **Background**

ACAM CPD Home provides Australian registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered medical practitioners a ACAM CPD Program. The ACAM CPD Home aims to provide a program that address a wide range of learning to meet the continuing professional development needs of its subscribers.

ACAM CPD Home is committed to supporting its subscribers:

- to undertake meaningful professional development;
- to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* (the Standard); and
- to easily demonstrate that they have done so should they be audited by the MBA.

### **Purpose**

To outline provisions for subscriber participation, compliance and non-compliance with the CPD Home Program and the *MBA Registration Standard: Continuing Professional Development*.

### **Scope**

This policy applies to all subscribers to CPD Home.



## PROCEDURES:

Participation in the ACAM CPD Home Program is mandatory for subscribers, members and fellows of the ACAM CPD Home if they are to obtain a CPD Statement of Completion. Participating subscribers, members and fellows whether working full-time or part-time, are expected to meet the minimum CPD requirements as per the MBA's *Registration Standard: Continuing Professional Development* within the CPD Year.

- Subscribers, members and fellows at the start of each year are required to develop a written professional development plan (PLAN) and identify their scope of practice. This plan will then inform their CPD activities for that CPD Year.
- Subscribers, members and fellows recognised in more than one specialty or field of specialty practice may be required to complete more than the minimum hours set out in the Standard to meet any high-level requirements of each of their specialties.
- ACAM CPD Home aims to deliver all the professional development content its subscribers need to be able to meet their CPD requirements.
- However, subscribers with multiple specialties or specialty fields of practice may need to access learning from an alternate provider.
- Subscribers, members and fellows will be able to print and save a CPD Activity Statement and CPD Report as evidence of completed CPD activities during a reporting period to share with another provider, their employer, the AMC or MBA, or for their personal record as required.

Subscribers, members and fellows continuously absent from practice for at least 6 months and up to 12 months may be eligible under the CPD Home *Exceptional Circumstances and Special Considerations Policy* for special consideration for an exemption from, variation to, or deferral of their CPD requirements. Where a variation or deferral of their CPD Requirements is granted, the Subscriber is expected to meet the terms of the variation or deferral.

- Hours of CPD undertaken in excess of the minimum CPD hours required apply only to the CPD year in which they are completed. Excess hours undertaken in a CPD year will not be held in credit for use in a subsequent CPD year.
- ACAM CPD Home respects the professionalism of our subscribers and aims to facilitate self-help mechanisms to support them in meeting their requirements. However, CPD Home recognises that at times subscribers may need some additional support. Subscribers needing additional support should in the first instance contact the CPD Home by email at: [MEofficer@acam.org.au](mailto:MEofficer@acam.org.au).
- ACAM CPD Home will monitor subscriber progress in meeting their CPD requirements throughout the CPD Year via quarterly audits. CPD will notify participating subscribers deemed to be at risk of not meeting their CPD Program requirements for the CPD year. Where no mitigation action is taken by the subscriber, the CPD Home Support Officer will reach out to offer individual support. See CPD Home *Audit Policy*.
- In addition, ACAM CPD Home will conduct an audit of at least 5% of participating subscribers each year to confirm compliance with the ACAM CPD Home Program.



Refer to the ACAM CPD Home *Audit Policy* for how compliance will be verified and supported.

Decisions about individual subscriber compliance with CPD requirements will be made in line with this policy and without bias or any conflict of interest that would impact the impartiality of the decision maker.

## **Roles and Responsibilities**

### **Subscribers**

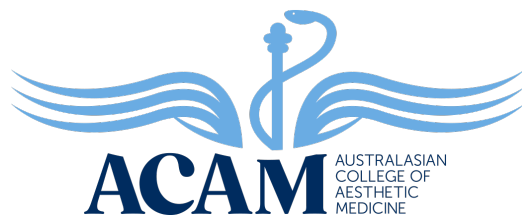
Subscribers will be responsible for:

- keeping contact and payment details current
- ensuring subscription fees and any other fees payable to CPD Home are paid when due
- paying any third-party learning provider for their learning content when required
- logging in to [acam.org.au](http://acam.org.au) and:
- completing their CPD Profile;
- writing their online 'CPD PLAN' and saving it for later reference
- entering their three learning focus areas in 'My Learning Profile' that reflect your learning goals
- completing the minimum hours of CPD as per the Standard
- meeting any applicable high-level requirements
- recording the CPD hours for completed CPD activities
- completing activities that align with the CPD Home
- uploading the documentary evidence for completed CPD activities
- reflecting on their learning goals at the end of the CPD Year
- seeking ACAM CPD Home guidance, if needed, including where applicable special consideration for exceptional circumstance or financial hardship.

### **ACAM CPD Home**

Will:

- aim to provide a high-quality CPD Home Program Handbook to support subscribers to achieve their learning goals
- provide an online CPD Dashboard, enabling subscribers to create their written CPD PLAN, identify relevant CPD activities, record their CPD activity completions, reflect on CPD activities undertaken, track their progress against requirements, store their documentary evidence, and report on their compliance status
- aim to provide a comprehensive learning catalogue of accredited CPD activities to support subscriber learning needs
- monitor and review subscriber CPD completion, tracking and compliance to support subscribers with meeting their minimum requirements and inform improvements to CPD Home services or learning offerings.



- provide guidance to subscribers, where requested, on completing their learning profile and CPD plan; and meeting their CPD requirements
- prepare communications to encourage and support subscribers' engagement in meeting their CPD requirements
- issue to the record of subscribers meeting their CPD requirements a CPD Statement of Completion, and
- audit and report subscriber CPD compliance to the MBA.

### **Compliance (where applicable)**

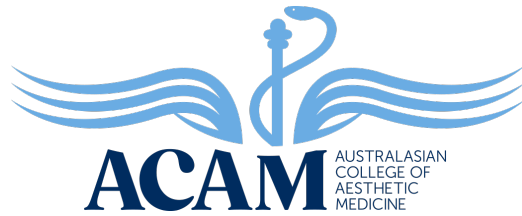
Participating subscribers who meet the CPD Home Program requirements will:

- be deemed compliant
- satisfy the MBA *Registration Standard: Continuing Professional Development*
- have their name and AFPRA Registration Number included in the CPD Home report to the MBA of compliant subscribers
- receive a ACAM CPD Home Statement of Completion.
- Participating Subscribers who fail to meet their CPD requirements by 31 March of the following year will not receive a ACAM CPD Home Statement of Completion, nor will they be listed in the ACAM CPD Home report to the MBA advising subscriber, member and fellow compliance.
- All subscribers, members and fellows may be audited by the MBA from time to time and should this occur, they will need to provide documentary evidence of the completion of CPD activities or any of any exemption granted. Subscribers are required to retain records of their annual CPD activity for three years after the end of each one-year cycle.
- Subscribers, members and fellows should familiarise themselves with the ACAM CPD Home Reconsideration, Review and Appeals Policy should they be dissatisfied with any ACAM CPD Home determination regarding any aspect of their compliance with the ACAM CPD Home Program or the MBA *Registration Standard: Continuing Professional Development*.

### **Recency of Practice**

Retired or non-practising subscribers wishing to return to medical practice should:

- familiarise themselves with the MBA *Registration Standard: Recency of Practice*
- be prepared to undertake additional training
- reach out to the CPD Home Head of CPD for support on identifying relevant CPD activities
- be aware that if ACAM CPD Home does not provide the training required to support recency of practice or change of scope requirements, it will refer subscribers to one or more learning provider(s) who may be able to assist.



### **AMENDMENTS/REVIEW:**

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

‘Endorsed by Management Committee (31 July 2023)’

### **RELATED DOCUMENTS**

1. CPD Home Program Guide
2. *MBA Registration Standard: Continuing Professional Development*
3. CPD Home Audit Policy
4. CPD Home Exceptional Circumstances and Special Considerations Policy
5. CPD Home Reconsideration, Review and Appeals Policy
6. Glossary of Terminology

### **REFERENCES:**

**File:** ACAM Policy and Procedural Manual/Policy Manual Complete/Updated Policies/ACAM Participation Policy 12-250723

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