

ACAM Joining and Cancellation Policy

**POLICY NUMBER/
REFERENCE:** 11-250723

POLICY TITLE: ACAM Joining and Cancellation 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 to subscribe to the ACAM CPD Home or cancel their subscription.

DEFINITIONS:

Background

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

CPD Home is committed to supporting all 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

The purpose of this policy is to outline eligibility and joining requirements for medical practitioners choosing to subscribe ACAM CPD Home. The policy also outlines the requirements for subscribers who cancel their subscription.

Scope

This policy applies to all registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered medical practitioners considering or planning to subscribe ACAM CPD Home or who are ACAM CPD Home subscribers.



PROCEDURES:

General Principles

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

All medical practitioners engaging with CPD Home will be treated fairly, without discrimination or prejudice. ACAM CPD Home subscribers will need to actively participate in the ACAM CPD Home Program to meet their CPD requirements for the CPD Year (see our Participation and Compliance Policy).

Subscription process

Before subscribing to ACAM CPD Home you are encouraged to familiarise yourself with our Privacy Policy and User Terms. Proceeding to sign up as a subscriber is a recognition that you have agreed to the User Terms and Conditions.

When you first subscribe to ACAM CPD Home you will be required to login to www.acam.org.au or sign up by providing your:

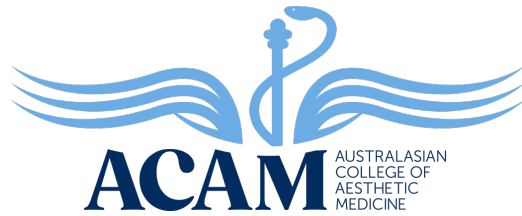
- Title
- First and Last Name
- Mobile/contact number
- Primary email address
- AHPRA MED Registration Number
- Complete your learning education profile
- Enter your payment details to ensure secure and seamless payment of your annual subscription renewal, new learning registration or other purchased CPD Home services.

Subscriber Cooling off period

- CPD Home provide a 14-day cooling off period for any subscriber, member or fellow joining CPD Home or renewing their subscription. Should you change your mind about subscribing or decide to cancel your subscription within this period you must let us know by emailing accounts@acam.org.au.
- Subscription payments will not be scheduled until the cooling off period has expired. Should you advise us before the expiration of the cooling off period, but we are unable to cancel a scheduled payment, the payment will be refunded as soon as possible to credit or debit card provided in the subscriber's payment details.

Benefits of Subscribing to CPD Home

- Medical practitioners who subscribe to CPD Home will enjoy the following benefits:
- *Easy to use CPD dashboard:* The ACAM CPD dashboard can record, collate and report on the completion of CPD requirements as mandated by the MBA.



- *CPD collation for multiple CPD requirements:* ACAM CPD Home provides a bespoke tracker that can track against a single or multiple scopes of practice.
- *Guidance:* For those who are just starting, or established in, their medical career, ACAM CPD Home will provide guidance on how to meet CPD registration requirements, whilst delivering a wide range of learning activities, curated for their individual learning needs.
- *Education content from a broad range of providers and disciplines:* The ACAM CPD Home provides an opportunity to enhance practitioners' knowledge and expertise across a broad range of topics that address the ACAM CPD Home Program. Doctors may complete ACAM CPD Home accredited learning activities specific aesthetic medicine that meet their CPD plan goals.

AMENDMENTS/REVIEW:

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

'Endorsed by Management Committee (31 July 2023)'

RELATED DOCUMENTS

1. Privacy Policy
2. User Terms
3. Fees and Refund Policy
4. Data Management Policy
5. Exceptional Circumstances and Special Considerations Policy
6. Participation and Compliance Policy
7. Complaints Policy
8. Glossary of Terminology

REFERENCES:

[Medical Board of Australia \(MBA\) Registration Standard: Continuing Professional Development Australian College of Aesthetic Medicine Membership sign up](#)

File: ACAM Policy and Procedural Manual/Policy Manual Complete/Updated Policies/ACAM Joining and Cancellation Policy 11-250723

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