



Australian and New Zealand Society
of Nuclear Medicine Limited

ANZSNM CPD PROGRAM GUIDE

ANZSNM TSIG CPD Sub Committee
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ANZSNM CPD Program

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ANZSNM CPD Program

MRPB, ANZSNM & CPD

- National Registration for Nuclear Medicine Scientists/Medical Radiation Practitioners started 1st July 2012 within Australia.
- Under the direction of the Medical Radiation Practitioners Board (MRPB), Continuing Professional Development (CPD) is a registration standard and mandatory under National Law.
- Every year when you renew your registration, you will be required to sign a declaration stating that: you have undertaken sufficient CPD to maintain your competence throughout the past 12 months and that you commit to undertake sufficient CPD to maintain competence throughout the next 12 months.

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Requirements of the MRPB Standard for Registration

- The Boards' Registration Standard requires active practitioners (includes PDYs or victorian interns) to complete 60 hours of CPD activity over a three year triennium (36 months). The current triennium period was extended to bring a number of registration boards into alignment and is from the 1st July 2012 to the 30th Nov 2015 (41 months). The next triennium will be 1st Dec 2015 till the 30th Nov 2018 (36 months).
- So how would this work for anyone starting practice during the triennium? For clarification, the MRPBs' CPD triennium will not be a 36 month period from the time a practitioner gains their licence, but based on when they gain it within the triennium and be pro-rated. As an example, a new practitioner starting 1st May 2013 will be on a pro-rated triennium ending currently 30th Nov 2015 ie a percentage of the required 60 hours over 21 months not 36. The same principle will apply for members granted exemptions.
- There is a requirement for a minimum of 10 CPD hours in any one year

ANZSNM CPD Program

- Although the ANZSNM no longer re-validates nuclear medicine technologists/scientists, the ANZSNM co-ordinates a successful and approved CPD Program for members and has revised the structure to function on an hours based activity to encourage :
 - development and maintenance of professional competency
 - demonstration of a commitment to professional development
 - demonstration to peers, employers, professional colleagues and the public that Nuclear Medicine practitioners are responsible, competent and skilled
 - gaining personal satisfaction from improving skills and knowledge
- A practitioner may undertake any CPD program approved by the Board and approved CPD programs are listed on the Board's website at:
www.medicalradiationpracticeboard.gov.au).
- The current ANZSNM CPD Program was granted approval as an approved CPD Program in July 2012 by the MRPB and remains in force until 2015 when it is due for review

ANZSNM CPD Program

So what is CPD?

- **Continuing professional development** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence; and develop the personal and professional qualities required throughout their professional lives.
- **Practice** means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of the MRPB registration standard, practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct nonclinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession.

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Essential categories of activities for CPD

- **Substantive:** activities that have significant intellectual or practical content primarily directed to a practitioner's practice or expansion of practice. These activities must make up the greater proportion of CPD activity. eg medical radiation seminars, conferences, specific courses of study in medical radiation sciences
- **General:** activities that have a sufficient nexus to learning in the healthcare environment. These activities must make up the lesser proportion of overall CPD activity. eg seminars on dementia, drug and alcohol, ECG course, PACS training sessions
- Activities can be self directed or under the guidance of a recognised Program, but need to be :
 - a) Relevant – a majority of CPD activities must be directly relevant to your area of practice
 - b) Varied - the Board recommends that practitioners undertake a variety of activity types and, where possible, include some CPD activities that involve interaction with peers. Engaging with other professionals on mutual areas of interest can provide valuable learning regarding professional and clinical matters.
 - c) Must includes reflective practice – CPD activities should incorporate a degree of reflective practice, which requires a practitioner to analyse experiences in order to learn from them, and record the learning
 - d) Properly documented – for all CPD undertaken, the practitioner must maintain detailed and verifiable records which may be audited by the Board.



Reflective Practice

REFLECTIVE PRACTICE

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Reflection/Reflective Practice

- An important component of CPD is reflection/reflective practice of the activity.
- This is not only an expectation by the MRPB; but an essential activity the MRPB will be seeking evidence of when they conduct their audits.
- **Reflection** is the process of thinking critically about ones' practice. This may involve the consideration of assumptions and alternative approaches, comparison to the practice of colleagues, interpretation of strengths and weaknesses of the activity relevant to practice, consideration of the potential application to practice of new knowledge acquired through reading, formal learning or other CPD activities.

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- ❖ What did I learn from the activity?
- ❖ How can I use this new information?
- ❖ What will I do differently in my workplace or role?
- ❖ What do I need to do to reinforce my learning?

Note: The ANZSNM will be working on the option of enabling members to enter reflective comments in a drop down menu using the above categories at the same time (or retrospectively) when you add your hours to the CPD database. If medical radiation practitioners are not using the ANZSNM database, then documented evidence of reflective practice must still be undertaken for each activity and retained.

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Exemptions from CPD

- The MRPB acknowledges that there will be specific, but limited, situations where it is appropriate for a practitioner to be temporarily exempted from the requirements of CPD. Where extenuating circumstances exist practitioners must apply to the MRPB for an exemption. ANZSNM members undertaking the ANZSNM CPD program can apply directly to the Secretariat for consideration. Decisions on exemptions will be determined on a case by case basis. Six month min/twelve month max.

Part Time Practitioners

- It is in the public interest that all practitioners, regardless of how many hours they may work, maintain and enhance their professional skills. While all situations will be considered individually, as a general rule the MRPB does not consider extenuating circumstances to include part time practitioners.

Parental Leave

- The Board accepts that there is a legitimate public interest in providing flexibility for those practitioners who are on parental leave. While it is recognised that professional practice is dynamic and that medical radiation practices vary with changing technologies, an exemption for 12 months from the Board's CPD requirements will not materially affect a practitioner's ability to practice in a safe manner on return to practice.

ANZSNM CPD Program

Failure to comply

- In the event that a registrant fails to meet the requirements of the CPD registration standard the Board may; for example:
 - a) place a condition on the practitioner's registration
 - b) impose a condition on registration requiring the practitioner to successfully complete additional CPD activities in order to maintain and improve professional knowledge within a specified period
- Knowingly making a false declaration will be considered by the Board as a professional misconduct matter and as such will be dealt with by the Board through disciplinary mechanisms available under the National Law

Audits

Currently the ANZSNM is unaware of details for the MRPBs official audit plan. The ANZSNM does have an obligation to ensure practitioners are undertaking CPD activities and as a component of their accountability will conduct random audits yearly purely for documentation to the MRPB.

ANZSNM CPD Program

Evidence of CPD

- Records of participation in CPD must include details under all fields specified by the Board to ensure quality records are available that are sufficient for effective audit.
- Records maintained by participants or by providers of CPD programs on behalf of participants must include details of CPD activities under the following fields when submitted by practitioners who are audited by the Board. Example templates are available on both the MRPB and ANZSNM websites. Details required include:
 - Date of activity
 - Type of activity, Substantive or General (e.g. journal article, seminar, lecture, workshop)
 - Source or reference details (e.g. journal name, provider name)
 - CPD hours claimed
 - Written reflection
 - Evidence of participation (certificates etc)
- Practitioners must keep their records for at least 1 year after the triennium

ANZSNM CPD Program

CPD & Return to Practice Requirements

- The Board's Recency of Practice Registration Standard addresses the requirements for practitioners returning to practice after a period of absence. As far as is applicable, any reference to Continuing Professional Development within the Recency of Practice Standard or Guidelines must be read consistently with the requirements of the Standard and Guidelines on CPD.

ANZSNM CPD Program

So to briefly review.....

CPD=Planning, Action, Evaluation, Reflection

..... and Documentation of all activities

- Self audits support you to self assess against the competency and practice standards and guidelines
- ie reflect on your practice

REFLECTION on CPD

Reflect on your practice

- * identify your professional and personal needs and objectives
 - * were they met?
 - * if not why not?
- * document reflection

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- Lectures and group workshops
- Attend seminars and conferences
- Further post graduate study
- Blended learning programs
- Department work activities

PLANNING CPD

Enhance you knowledge and skills

- * participate in activities that address these needs
- * ask what am I going to do?
- * when will I review this?

EVALUATION of PLAN

Evaluate your practice

- * reflect on whether you have achieved what you planned to do

ACTION

Implement you knowledge and skills in practice

- * apply what you have learnt to your practice
- * ask what have I done – what, when, where?

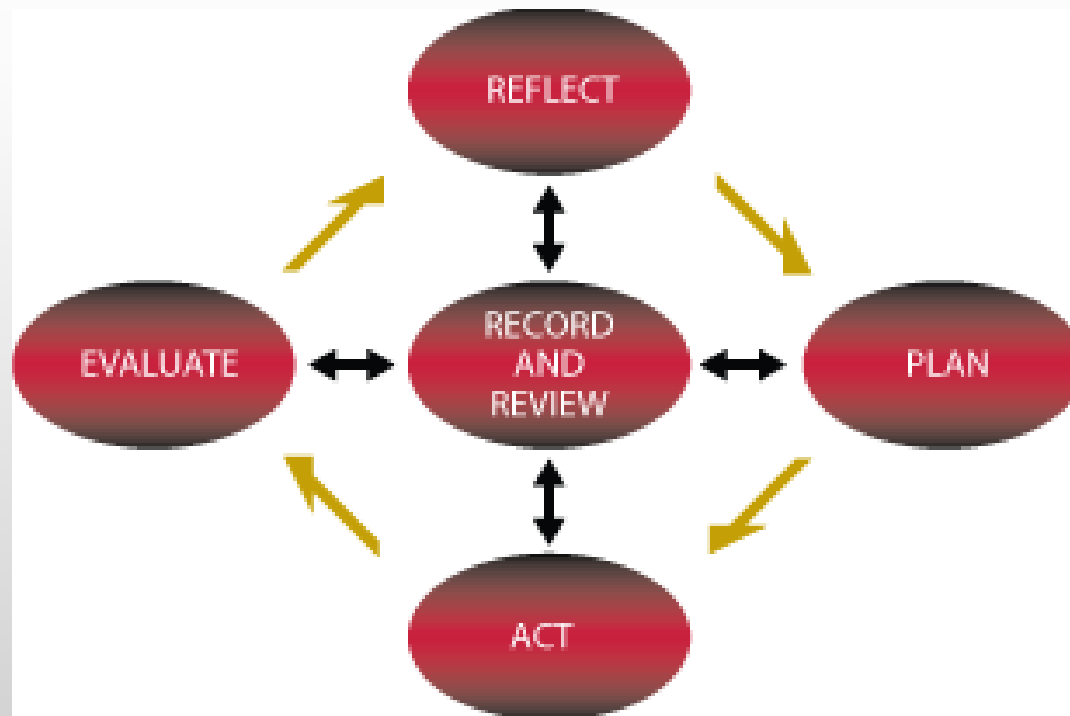
- Personal learning plans will guide you through the process, maximising the benefit from the activities you participate in

- Apply knowledge and skills to your practice through:
 - Writing protocols
 - Giving journal clubs
 - Undertaking research

ANZSNM CPD Program

Recommendations by the ANZSNM ?

- Continue to undertake as much CPD as possible. Do not rely on 60 hours only in the event any activities are rejected by the MRPB
- Record and document all activities either through the ANZSNM website or personal logs
- Ensure reflection is undertaken and recorded for ALL activities



ANZSNM CPD Program

Appendices

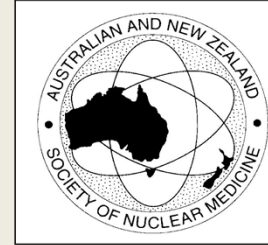
- ANZSNM CPD Activity Spreadsheet
- Example of ANZSNM CPD Personal Evidence Record
- MRPB CPD Logbook Template
<http://www.medicalradiationpracticeboard.gov.au/Registration/CPD-logbook.aspx>
- FAQs

Activity	Sub/Gen	Description		Suggested Hours
A) Workplace Activities				
Journal Club	Substantial	Pertains to the review, summary and presentation of a relevant journal article in the field of medical imaging. Minimum duration 30min	Presenter Attendee	2 hrs + activity time time for the activity
Case Review Meeting	Substantial	Review and presentation of one or more clinical cases. Content should include history, methodology, scanning techniques, other imaging, final report and outcome. Minimum duration 30minutes	Presenter Attendee	2 hrs + activity time time for the activity
In Service Education	Substantial	Organised or Accredited presentation to members pertaining to the service of nuclear medicine/medical imaging, The presentation may be clinical (CPR, ECGs etc) technical (apps training) or scientific (eg CT/MRI, new equipment). Min duration 30 minutes	Presenter Attendee	2 hrs + activity time time for the activity
Workplace Training	General	Attendance at compulsory employer training sessions or in-services that address safety or culture and are not related to medical imaging e.g. WH&S, Fire, Manual Handling	Attendee	time for the activity
Book Review	Substantial	A considered written review of a book in the field of nuclear medicine or medical imaging submitted for publication. A minimum of 1 x A4 page		5 hrs
Protocol Writing	Substantial	Maintenance of Protocol manuals with documented periodic review		5 hrs/yr
Other				
A) Web based				
Web based articles and tests	General	Satisfactory completion of continuing education articles and tests on the web		1 hr/test
Other				
C. Society Activities				
Serving Committee member	Substantial	Active member in national or state committees or sub-committees of the society includes SIGs		10-12 hrs/committee
Scientific/Imaging Meeting Attendance	Substantial	Attendance at a society branch meeting or similar with a scientific/imaging presentation		2 hrs/meeting
Review of scientific meeting/article from media ie podcastDVD	General	Review (A4 page) of a scientific presentation held at a society meeting (one not attended).		1 hr/review

Activity	Sub/Gen	Description		Suggested Hours
Seminar/workshop	Substantial	Attendance at seminar or workshop pertaining to medical imaging, student supervision or similar		7 hrs/full day
Seminar/workshop	General	Attendance at seminar or workshop NOT pertaining to medical imaging, student supervision or similar ie continuing education for managers, -		7 hrs/full day
Annual ANZSNM or Medical Imaging meeting or symposia	Substantial	Full attendance of 3 days including Tech symposium Single day Technologist Symposium or other 1 day symposium (scientific or medical imaging related)		21 hrs/3 days 7 hrs/full day
Case Presentation or Poster Presentation	Substantial	Paper physically presented at any medical imaging or scientific meeting/conference (excludes Radpharm) (includes preparation time) Poster physically presented at any medical imaging or scientific meeting/conference (includes preparation time)		4 hrs 4 hrs
Radpharm Award	Substantial	Case Study Presentation according to Radpharm Rules (includes preparation time)	Local ANZSNM	4 hrs 1 hr
Other				
D. Academic Activities				
Tertiary Studies	Substantial	Tertiary subjects or courses pertinent to medical imaging or specific clinical duties such as clinical management, computing/PACS administration, student education etc. at a recognised tertiary institution (includes Masters, Grad Diplomas and PhD)	per semester	self-determined but must be well documented
Research	Substantial	Main or secondary work on a research topic relevant to the field of nuclear medicine. The finished project should include a written report with a minimum of aim, method, results and conclusions	Principal Assisting	10 hrs/yr/topic 5 hrs/yr/topic
Other				
E. Professional Participation				
Invited Speaker	Substantial	Invited speaker or lecturer at a seminar, workshop, technical, scientific meeting or educational institution (includes preparation time)		4 hrs + attendance time
Expert Panel Member	Substantial	Invited guest at a seminar, workshop, technical, scientific meeting or educational institution		1 hr + attendance time
Publication	Substantial	Documented publication based on previous research above	Principal author Co-author	4 hrs/publication 2 hrs/publication
Mentoring	General	PDY Mentoring as part of the TSIG PDY program		6 hrs/yr
Student Supervision	Substantial	Well documented supervision of under/post grad students in medical radiation sciences involving formal written assessment, student manual preparation and periodic review		8 hrs/yr
				self determined
Other				

Activity	Sub/Gen	Description	Suggested Hours
F. Professional Development			
Professional Development Plan	General	Submission of a professional development plan to your supervisor/director or state representative	2 hrs
Review of a journal article	Substantial	Evaluation of a journal article relevant to medical imaging with a written report (A4 page minimum)	2 hrs/review
Professional Plan	General	Activities to improve quality or reduce risk in practice involving evaluation and a written report (A4 page minimum)	1 hr/review
Continuing Education Articles with Test	Substantial	Satisfactory completion of published continuing education article tests.	1 hr/article
Study Question	Substantial	Satisfactory completion of Study Question in the Gamma Gazette	30min/question
Writing CPD articles	Substantial	Continuing education article/test with questions	1 hr/article
Private Study	General	*** Reading books and journals that demonstrate a nexus to healthcare or imaging: this constitutes reflective practice which needs to be well documented	1 hr/reading
*** Reflective Journaling	Substantial	*** Detailed reflection and writing with a focus in developing competence and quality of practice (see notes below)	1 hr/review
Other			

Personal CPD Evidence Record



Name of NM Scientist /Technologist

ANZSNM Member Number

MRP

Registration Number

Registration Period

Development Plan

Goals

Outcomes

Substantive Activities

Date	Activity	CPD Hours	Source/Refer	Reflection attached
Total				

General Activities

Date	Activity	CPD Hours	Source/Refer	Reflection
Total				

CPD Logbook Template

Cycle 1 July 2012 - June 30 2015

Requirements: 60 hours over 3 years (minimum 10 hours per year)



CPD Activity	
Date of CPD activity	
* Category of CPD activity 1. General 2. Substantive : A - Self-directed learning B - Professional course/training C - Conference D - In-service/ meeting E - Other (specify)	
Time taken for activity (hours)	
Location of activity (if applicable)	
Name of facilitator/speaker (if applicable)	
Summary of learning - What have you learnt?	
Outcome - How can you apply this learning to your work?	
Further learning - What further learning could you undertake?	
Attachments (eg. certificate/evidence)	

This template has been adapted from the Royal Adelaide Hospital's CPD logbook example

* Please see CPD Guidelines for examples

Simples!

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CPD Program



ANZSNM CPD Program

FAQs as asked of the Secretariat

- **Can I do more than 60 hours?**
 - Yes you can. The ANZSNM and MRPB actually recommend this in case any of your claimed activities during the audits are questioned or rejected
- **Can I claim all activity hours from one activity? eg. can I claim all 60 hours from my study?**
 - No you cannot. It is strongly advised to obtain activity hours from a broad and wide range of activities that consist of both substantive and general activities, with substantive activities comprising the majority. Collation of activity hours from a small spectrum or only one activity WILL be questioned by both the ANZSNM and MRPB
- **What if I have a query about CPD?**
 - Queries may be directed to the CPD committee via the ANZSNM secretariat.

ANZSNM CPD Program

- **What if I am not working in a Nuclear Medicine Department , I am a rural Technologist or I am working overseas?**
 - To stay Registered you must complete CPD. As individuals, we are each responsible for defining the professional development activities that are most relevant and accessible. Hours can be obtained via a variety of web sites and web-based activities. You can access the ANZSNMT education library that contains videos and CD ROMs. There are number of activities that accrue CPD hours that are not directly related to working in a Nuclear Medicine Department or attending Society Meetings. Current web based / electronic options include but are not limited to:-
 - EANM/ SNM/ ANZSNM societies
 - AUNTMINNIE
 - PODCAST (Rob Williams)
 - RAINS
 - Gamma Gazette

ANZSNM CPD Program

- **What if I need to take leave?**

- The CPD program operates over a three-year cycle. Applications for leave for a period of up to 12 months can be submitted on the CPD “Request for Leave of Absence Form” available on the website or from the ANZSNM Secretariat. Your application will be considered by the CPD committee following receipt of your request by the ANZSNM secretariat.
- Parental Leave – up to 12 months leave may be requested for instances of parental leave
- Overseas Leave – up to 12 months leave can be applied for in exceptional circumstances

ANZSNM CPD Program

- **What if I don't have access to the internet to record my CPD activities?**
 - If you do not have access to the internet for the recording of your CPD Hours or you find the data base difficult to use, you should:-
 - retain your records to provide confirmation of participation in an activity
 - record a summary of your CPD activities and Hours in a word or excel document for submission to the Registration Board & ANZSNM if audited
 - complete and keep a CPD Activity Personal Evaluation /Record Form available on the website

- **What happens if?**
 - **I don't achieve the 60 hours target**
 - the MRPB will not provide Registration and you will be unable to work in the field of Nuclear Medicine
 - **b) I choose not to participate in the CPD program**
 - you need to still complete your own CPD program and document it
 - **c) I have not paid my society dues?**
 - if you are not an ANZSNM Member you will not have access to the Members pages of the Gamma Gazette or databases

ANZSNM CPD Program

- **What costs are involved?**

- There are no direct costs to ANZSNM members associated with participation in CPD. There are costs to be registered by the MRPB

- **What do I do when its time for my Accreditation to be Revalidated**

- the ANZSNM will be discontinuing Revalidation. The CPD points you have accrued and recorded up to 30 June 2012 no longer need to be validated by the ANZSNM for accreditation purposes and will not be required to be revalidated in the future. They cannot count for Registration
- the ANZSNM is therefore able to provide an accreditation certificate to acknowledge completion of the program without an expiry date and you can be assured that you have complied with CPD requirements leading up to the new structure operated by MRPB and AHPRA
- you may also request an Accreditation Certificate with no expiry date if you were due to start a new CPD cycle.

Note: The ANZSNM will continue to audit 5% of members to meet MRPB guidelines. The MRPB will also be conducting its own random audits throughout the 3 year triennial cycle

ANZSNM CPD Program

- **What if I want to organise a CPD activity / event?**

- The ANZSMN encourages all relevant activities being made available to as many members as possible. If you are planning a specific day or weekend seminar either suitable for all members or a similar days/weekend event but purely “in-house” within an imaging group, it would be appreciated if you could provide the Secretariat with the proposal for your event using the “CPD Activity Notification Form” located on the website. Suggested activity hours will be allocated for suitable activities/events.

- **How do I record that I have reviewed a Journal Article, Scientific Presentation (Multimedia) or Evaluated a Case Study?**

- You can complete and keep a “CPD Activity Personal Evaluation/Record Form” available on the website or write an A4 written report

ANZSNM CPD Program

- **Can I include other imaging / non imaging educational activities?**
 - A portion of the CPD hours can be related to allied Medical Imaging such as Ultrasound, MRI and Radiology provided the educational activity conforms to the CPD program requirements and provides a relevant learning experience. Serving on a Medical Radiation Sciences registration board is also suitable for inclusion as committee participation. A portion of CPD hours may also be obtained via mandatory health related education / training activities such as OH&S or Fire, Manual Handling etc (general) & CPR (substantive).

- **I am a PDY employed in Jan 2015, how does my CPD operate?**
 - For any new NMS's entering with 12 months or less before the end of the Triennium (currently 30 Nov 2015) it is advised you complete at least 10 hrs minimum

ANZSNM CPD Program

- **Are work related activities suitable for inclusion in CPD hours?**
 - Activities can be considered but must be substantiated and range from the documented updating of protocol manuals if you are the “dept educator” to the “formal” clinical training of PDY’s or supervising students i.e. ideally a designated student or PDY supervisor within the department who undertakes formal assessment and discussions with the University and not simply a staff member who has a student for a week

- **Is there a pro-rata system of CPD Hours for part time employed NMT’s?**
 - No. There is no pro-rata for part time employees; you must still complete 60hrs/triennium as well as 10hrs/year minimum.

- **Can Mentoring be included in my CPD Hours?**
 - Yes providing you are a recognised mentor as part of the ANZSNM PDY program

ANZSNM CPD Program

- **Do I still have to do CPD if I take Parental Leave or 12 months leave for a special reason?** (both require application to the CPD sub-committee via the Secretariat)
 - Essentially No, but each application is reviewed on a case by case basis. In these instances ~~leave~~ CPD requirements will be on a pro-rata basis i.e. 12 months approved leave within the full 36 month triennium means you will need to complete 40 hrs instead of 60 hrs. You are also excused from the 10 hours minimum for the 12 months you claim leave from the program
- **Can CPD Hours be entered retrospectively and contribute to my total Hours accrual?**
 - Any activity hours claimed must have been accrued within the 3 year cycle which began 1st July 2012 and finishes 31st Nov 2015.

ANZSNM CPD Program

- **When will auditing commence and how will it be conducted?**
 - auditing of 5% of ANZSNM members will start end of 2013 using an independent auditor and a CPD audit tool. The tool is available on the ANZSNM website and it contains examples of the standard of evidence you will be required to provide should you be audited.
 - members are recommended to utilise the innovative and interactive CPD module of ANZSNM website to easily manage and record CPD activity over the next three year cycle in order to be prepared for ANZSNM random audits which will be separate to the AHPRA audits
 - regrettably it is foreseeable that some members may be audited twice within the 3 year cycle by both the ANZSNM and AHPRA

Note: AHPRA will undertake its own audits as part of its Registration Standards and will auditing areas such as Criminal History, Professional Indemnity Insurance etc.