



## 1. TITLE: CPD RECERTIFICATION POLICY

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| 1.1 | Policy reference:     | CO-A-001-03   |
| 1.2 | Category:             | Membership Services                                     |
| 1.3 | Approval date:        | December 2023   |
| 1.4 | Approved by:          | Chief Executive   |
| 1.5 | Effective date:       | January 2024  |
| 1.6 | Review/revision date: | December 2026   |
| 1.7 | Unit responsible:     | Membership and Continuing Professional Development team |

## 2. Policy declaration

### 2.1 Purpose

As an accredited recertification programme provider, The Royal New Zealand College of General Practitioners (the College) is responsible for providing members with a Continuing Professional Development (CPD) programme that meets the requirements of the Medical Council of New Zealand (MCNZ).<sup>1</sup> The College's CPD programme is called Te Whanake.

## 3. Background

### 3.1 Objectives

The objectives of this policy are to:

- > set out the principles that guide how we support members with their CPD
- > outline the College processes for members who fall behind in their CPD.

### 3.2 Scope

This policy applies to the Te Whanake CPD triennium programme.

### 3.3 Out of scope

This policy does not apply to members enrolled in the Annual Maintenance Programme (AMP). Annual programme requirements not completed will result in the College taking appropriate actions on a case-by-case basis.

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1. <https://www.mcnz.org.nz/registration/maintain-or-renew-registration/recertification-and-professional-development/>

## 4. Definitions

**Member:** includes Fellow, Distinguished Fellow, Member and those in Cosmetic Medicine, Non-clinical Fellows, Division of Rural Hospital Medicine and Dual Fellow, enrolled in College membership to complete their CPD requirements.

**Triennium programme:** the CPD programme must be completed every three years as stipulated by the MCNZ.

**Te Whanake:** the name of the College's CPD programme (the programme).

## 5. General policy

### 5.1 CPD requirements

CPD is the formal recognition of an individual's learning. The programme consists of annual essentials, triennium learning credits, triennium reflection credits and maintaining a current resuscitation certificate (as appropriate for the type of Member).

### 5.2 Annual essentials

5.2.1 Each Member is required to record professional development goals<sup>2</sup> for each learning category and prepare for and record one structured annual conversation<sup>3</sup> with a peer, colleague or employer.

5.2.2 The annual conversation peer or colleague can be another general practitioner (who may or may not be a Fellow), practice manager, a mentor or another health professional that has insight into the Member's work.

5.2.3 The annual conversation dates are individualised for each Member. The start of the year will be the date the Member enrolled in the programme. Subsequent year start and end dates will be extended if a Member places their programme on hold, which is detailed in clause 6.

5.2.4 If the Member does not complete the annual essentials requirements, the consequences are noted in clause 9.

### 5.3 Triennium learning credits

5.3.1 A minimum of 96 learning credits must be recorded across all learning categories each triennium, with a minimum of 12 credits recorded within each of the following learning categories:<sup>4</sup>

- i. Medical Education
- ii. Cultural Safety and Equity
- iii. Patient Outcomes
- iv. Reviewing Practice

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2. <https://www.rnzcgp.org.nz/gpdocs/new-website/dashboard/resources/cpd-resources/Tip-%20for-setting-great-learning-goalsV2.pdf>

3. <https://www.rnzcgp.org.nz/resources/te-whanake-cpd/annual-conversation/>

4. [Te-Whanake\\_REQUIREMENTS\\_v6\\_19\\_Dec\\_2022.pdf](#)

- 5.3.2 Programme credits are gained by completing and logging professional development activities. Each credit reflects one learning hour.<sup>5</sup>
- 5.4 **Triennium reflection credits**
- 5.4.1 A minimum of 12 reflection credits must be recorded each triennium.
- 5.4.2 Reflection credits are gained through completing reflections on activities that enhance a Member's practice or if further learning was completed on a given topic.
- 5.5 **Resuscitation certification**
- 5.5.1 Fellows are required to maintain a valid Advanced Care Life Support (ACLS) resuscitation certificate every three years. A resuscitation certificate is valid for three years from the date of issue when issued by a College-endorsed resuscitation course provider.<sup>6</sup>
- 5.5.2 Division of Rural Hospital Medicine Members and Dual Fellows are required to complete an Emergency Management Skills course every five years. This may consist of one Tier 1 course or two Tier 2 courses.<sup>7</sup>
- 5.5.3 All practising general practitioners and rural hospital doctors including those working non-clinically are expected to have a valid resuscitation certificate. Exceptions may be made for Members who are physically unable to complete an ACLS course, on a case-by-case basis.
- 5.6 **Variations**
- 5.6.1 In addition to 5.2, 5.3, 5.4 and 5.5, Division of Rural Hospital Medicine Members and Dual Fellows are required to record 120 hours of clinical attachment time at a base hospital over a triennium or an approved equivalent activity.
- 5.6.2 In addition to 5.2, 5.3, 5.4 and 5.5, Members working within the MCNZ-recognised area of special interest of Cosmetic Medicine that hold the approved New Zealand Society of Cosmetic Medicine Diploma in Cosmetic Medicine must have a recertification visit completed every three years.
- 6. On hold requests**
- 6.1 Members can request the College to have their programme placed on hold for a period of three months to up to three years<sup>8</sup> if the Member will not be practising as a general practitioner or rural hospital doctor in New Zealand.
- 6.2 The deadline for meeting CPD requirements will be extended by the same amount of time that the Member is placed on hold.

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5. The exceptions to this rule include credits gained from reflecting on activities, which are worth either 1 or 2 credits; gaining credits from completing tertiary education papers (in which 10 CPD credits are awarded for each paper credit); and/or undertaking activities deemed to be worth more at the discretion of the College.

6. <https://www.rnzcp.org.nz/resources/te-whanake-cpd/resuscitation-providers/>

7. <https://www.rnzcp.org.nz/resources/drhm/emergency-management-skills/>

8. These limits correspond to the MCNZ's process for putting practising certificates on hold.

- 6.3 While on hold, the Member will not be able to access the programme.
- 6.4 A Member must request to be placed on hold and subsequently request to be made active in writing. The Member's status will be returned to active from the date they return to practise as a general practitioner or rural hospital doctor or have their annual practising certificate re-activated.
- 6.5 Non-practising periods of less than three months will require a Member to remain enrolled in the programme and meet the requirements of the programme.
- 6.6 Non-practising periods of longer than three years will require the Member to withdraw from the programme. However, they can remain a member of the College and re-enrol in the programme should they return to practise in the future.

## **7. Obligations of Members**

- 7.1 Members are responsible for ensuring that they understand the programme requirements, including uploading activities that are relevant and beneficial to their practice.
- 7.2 Members are required to complete the minimum requirements of the programme regardless of the hours worked.<sup>9</sup>
- 7.3 Members are responsible for keeping their programme up to date by logging relevant activities.
- 7.4 Members are responsible for advising the College in writing if they wish to request their programme be put on hold, taken off hold or withdrawn, as their working situation dictates.
- 7.5 If a Member believes they are unable to complete any of the programme requirements, outside clause 6.1, they must advise the College in writing. Members' situations will be considered on a case-by-case basis.
- 7.6 Members must keep their contact details (email and phone number) updated with the College for the purposes of receiving notifications regarding the requirements of the programme.

## **8. Obligations of the College**

- 8.1 The College will ensure that Members can access accurate information on the requirements of the programme.
- 8.2 The College will provide resources on the College website for Members to help them complete the programme, including accessing College-endorsed education provider events.<sup>10</sup>
- 8.3 The College will notify Members if they are not meeting the requirements of the programme and will give the Member reasonable opportunity to remedy this before reporting the Member to MCNZ.

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9. Note that indemnity insurers can often impose the condition that failure to meet MCNZ recertification requirements will mean an individual is no longer covered. Check your insurer's policy for further information.

10. <https://www.rnzcgp.org.nz/events/>

- 8.4 The College is obliged to report to the MCNZ any Members deemed to be not meeting the programme requirements, despite being contacted.
- 8.5 The College will audit Members as requested by the MCNZ, checking that CPD requirements are being met, and appropriate evidence for activities is being recorded.

## 9. Remediation process

### 9.1 Annual essentials requirements

- 9.1.1 The College will monitor Members who have not completed the goals and/or annual conversation requirement for any year of their programme.
- 9.1.2 The Member will be notified of the requirement(s) missed and that if it is not remedied in that triennium and/or if a pattern of missing the requirement(s) is shown then the Member will be reported to the MCNZ.

### 9.2 Resuscitation certification requirements

- 9.2.1 The College will monitor and track currency of resuscitation certification. Members will be sent a reminder leading up to six months before their currently uploaded resuscitation certificate is due for expiry.
- 9.2.2 Rural hospital doctors and Dual Fellows will be sent a reminder regarding their Emergency Management Skills course six months prior to its expiry.
- 9.2.3 Members who do not complete an endorsed resuscitation course<sup>11</sup> appropriate to their Member status prior to expiry may be reported to the MCNZ for non-compliance.

### 9.3 Credit requirements

- 9.3.1 The remediation process for members who have reached 12 active months in the programme and are behind on logged credits will be conducted on a six-monthly cycle.

During the cycle, members will be sent multiple, regular reminders to update their programme. This continues until such time as they are on-track with meeting credit requirements, or the six-month period has elapsed.

Should the six months elapse and the member is not on-track with their credit requirements, the member will be reported to MCNZ for non-compliance.

Credit totals considered to be 'behind' and 'on-track' at a given point is measured against the CPD credit requirements table.<sup>12</sup>

Members will be identified for remediation through this process in two ways:

1. From month 12 onwards, this process will identify Members who are behind on the total number of learning credits logged given the active number of months in the programme.
2. From month 24 onwards this process will also identify Members who are behind in the number of credits logged for any given learning category and/or who haven't logged sufficient credits for reflections.

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11. <https://www.rnzcp.org.nz/resources/te-whanake-cpd/resuscitation-providers/>

12. See accompanying attachment Te Whanake CPD credit requirements

## **10. Review of policy**

This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.