

NOTICE TO FELLOWS OF THE AUSTRALASIAN COLLEGE OF DERMATOLOGISTS

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM: 2001-2003

The continuing professional development program has recently been reviewed and a new program has been adopted by College. The amendments consolidate the previous Categories I, II and III into a new Category A; and Category IV into a new Category B.

MANAGEMENT

The program is managed by the Continuing Professional Development Program Committee, which reports to the College Council.

COMMENCEMENT AND DURATION

The duration of the CPD cycle is three years. The current cycle commenced on 1 January 2001 and will finish on 31 December 2003.

PROGRAM

College considers that all Fellows should undertake the CPD program but, at this stage, there are no penalties for non-compliance. However, participation in continuing professional development programs is expected in some States for renewal of Medical Board registration, as well as being necessary for accreditation at public teaching hospitals and at some private hospitals. It is expected that medical defence organisations and other institutions will require certification of ongoing participation in such programs.

NUMBER OF HOURS REQUIRED

In each three-year cycle, **300 hours** of educational activity is required in order to complete the program. 150 Category A points must be obtained. Participants must certify yearly that a minimum of 50 hours Category B points has been achieved.

CATEGORY A

This category requires a minimum of 150 hours for the three-year cycle.

Category A hours will include attendance at the following:

- λ College's Annual Scientific Meeting
- λ College's Biennial Spring Meeting
- λ Biennial Training Conference
- λ Australasian Dermatopathology Society Meeting
- λ State Skin and Cancer Foundation meetings and workshops
- λ New Zealand Dermatological Society Annual Scientific Meeting
- λ College workshops (e.g. radiotherapy, surgery, registrar training)
- λ Other College-organised meetings and workshops
- λ Monthly clinical meetings of teaching institutions
- λ Annual clinical meetings of the College State Faculties
- λ Faculty-organised activities (e.g. histology audits, mycology audits, etc.)
- λ International meetings, including:
 - . Meetings of the American Academy of Dermatology
 - . Annual Meeting of the British Association of Dermatology
 - . Annual Meeting of European Academy of Dermatology and Veneriology
 - . World Congress of Dermatology

Substantiating an application for points requires a certificate of attendance, daily record of attendance as found in the meeting handbook for American Academy meetings, or photocopy of the meeting timetable with the summary of hours to be calculated by the participants.

Any other significant international meeting will be considered by the CPDP Committee. Ideally, participation and attendance is to be independently verified by the organising Secretariat. Independent documentation confirming times and hours of attendance is highly desirable.

- λ Symposia sponsored by the pharmaceutical industry
- λ Medical teaching (teaching of medical students and medical practitioners), publications, presentations, hospital grand rounds, hospital teaching rounds, publication of a scientific paper, chapter of a book, atlas, audiovisual seminar, videotape, film, etc.

In situations where the same lecture is given several times each year (for example, to rotating groups of medical students), these presentations may be claimed only once each year. The administration and preparation of teaching activities that include detailed planning, active review or revision and approval of program content, may also be claimed in Category A.

Ten credit hours may be claimed per 30 minutes of **presentation** of each paper or scientific exhibit to a professional audience at a major state or national meeting. Credit may only be claimed the first time the scientific paper or exhibit is presented; previously published material may not receive credit.

Ten credit hours may be claimed for the **publication** of each paper, chapter of a book, atlas, etc. in the general field of dermatology. A published paper must appear in a recognised medical journal.

It should be noted that the two CPD credit hour amounts (presentation and publication) are not intended to be cumulative. The difference between presentation credit hours and publication credit hours can be awarded if the paper is subsequently published and CPD credit applied for, however.

Example: Presentation at Annual Scientific Meeting – 15 minutes: 5 credit hours
 Subsequent publication of same material: 10 hours (the maximum for publication) minus 5 hours (claimed for presentation) equals 5 hours.
 Total CPD achievement: 10 credit hours

Presentation to medical students, general practitioners, and groups other than dermatologists will attract three credit hours for each hour of presentation.

Presentation to dermatologists, College trainees and BSE holders will attract four credit hours for each hour of presentation.

- λ CPD/medical education review articles and questions as published in the *Australasian Journal of Dermatology (AJD)*, *Journal of the American Academy of Dermatology (JAAD)*. The *AJD* articles attract 1 ½ hours review; the *JAAD* articles attract 2 hours for each successfully completed review activity.
- λ Service as a Censor: service as a Censor on the Board of Censors attracts 30 Category A and 60 Category B points per three-year cycle of the CPD program.
- λ Publishing in referred journals in the general field of dermatology = ten hours per publication. If there is a second author it is five points for the second author. Any other authors can claim two and a half points. Documentation of publication is to be attached to the application for points.
- λ Reviewing journal articles at the request of the Editor of the *Australasian Journal of Dermatology* = three hours per article for credit points. A copy of the Editor's request letter is to be attached to the application for points.
- λ Any other journals that require referees will be granted similar credit and verification will be required.

Meeting attendance:

As with College meetings, attendance forms must be completed and submitted to the Secretariat who have organised the meeting on a **sessional basis**. It is the responsibility of Fellows to ensure that attendance is claimed and that the original or collated summary of the attendance forms is forwarded to College for recording. At State Faculty clinical meetings and workshops, the relevant dermatology department will arrange for attendance to be recorded. The forms will then be forwarded to College for recording in the individual participants' files. The forms should also provide feedback information for the dermatology departments involved.

CATEGORY B

Category B has a minimum requirement of 50 hours per year.

Category B encompasses any sort of passive activity or learning activity of a general professional nature and non-supervised individual CPD activities.

These include:

- λ Self-instruction: examples include reading of medical publications, journal club participation, individual non-supervised use of audiovisual materials.
- λ Patient care review: examples include peer review, medical audits, case conferences, chart audits and other such activities that may come under the umbrella of quality assurance.
- λ Self-assessment: participation in dermatology or other medical self-assessment programs or examinations.
- λ Service as a Censor: service as a Censor on the Board of Censors attracts 30 Category A and 60 Category B points per three-year cycle of the CPD program.

Credit cannot be given for service as an officer or committee member of any organisation or institution where the duties are not primarily related to CPD activities.

A signed form recording that 50 hours of Category B activity has been accomplished must be submitted annually to satisfy the requirements of the CPD program.

CPD ONLINE

Fellows can access their CPD points in the Members Area of the College website:
www.dermcoll.asn.au.

STEPHEN LEE
Honorary Secretary