



## Guidelines for Approving Activities under the ANZCA Continuing Professional Development Program

(A guide for Activity Organisers)

**AUSTRALIAN  
AND  
NEW ZEALAND  
COLLEGE  
OF  
ANAESTHETISTS**  
A.B.N 82 055 042 852

The ANZCA Continuing Professional Development (CPD) program allows credits to be claimed for all educational activities that are relevant to the specialist's practice.

The CPD program has four activity categories, each with two levels.

- Group Learning (Passive Activities/Interactive Activities)
- Self Learning (Passive Activities/Interactive Activities)
- Practice Assessment (General QA Activities/Self Directed QA Activities)
- Education Development (Teaching Activities/Research Activities)

### **Process for Approving Activities**

Prior application should be made to the CPD Unit for credits approval if:

1. Information about ANZCA CPD credits is to be included in any publication associated with the activity, such as the registration booklet or certificates of attendance, to ensure the accuracy of printed information.
2. Participants and/or activity organisers are uncertain of what category/level the activity falls under.

Procedure to be followed for requests for CPD credits assignment

1. An outline of the activity or meeting including the program should be forwarded to the CPD Unit for consideration. It is helpful to know the objective of the activity and the level of participation required by participants. Should there be several different sessions being held as part of the activity (e.g. lectures and workshops) a list and description of these sessions is required for individual assessment.
2. The ANZCA CPD Unit will review the activity and notify the organisers of the appropriate Category/Level and number of credits that can be claimed. (this process may take around two weeks in peak periods)
3. Evidence of attendance will need to be supplied to participants.

### **Details of the CPD Program**

The following page includes definitions of all the different activity types. Further details on the program can be found on the ANZCA website: <http://www.anzca.edu.au/fellows/cpd>

### **Contact**

Queries should be directed to:

The CPD Unit  
Australian and New Zealand College of Anaesthetists  
630 St Kilda Road  
MELBOURNE VIC 3004

Email: [cpd@anzca.edu.au](mailto:cpd@anzca.edu.au)

Phone: (+61 3) 9510 6299 Fax: (+61 3) 9510 6786

### **Accreditation of activities for CPD credits by ANZCA is strictly on the following conditions:**

1. Any advertising or promotion may only contain the following:  
"Accredited by ANZCA for CPD credits as approved. Accreditation does not represent endorsement or approval by ANZCA of the activity."
2. No other use of or reference to the ANZCA name or logo is permitted without ANZCA's permission.
3. Participants must be given evidence or certification of their participation to enable audit by ANZCA.

## Definitions of ANZCA CPD Activities

### Group Learning

#### Passive Activities (1 credit per hour)

These are activities that involve a number of participants, large or small. These activities provide information on knowledge and skills to improve clinical practice. Topics may cover any of the Attributes of a Specialist Anaesthetist.

#### Interactive Activities (2 credits per hour)

These are educational group meetings that have an objective and which emphasize audience participation and exchange of information, usually among a small number of participants. Topics may cover any of the Attributes of a Specialist Anaesthetist.

### Self-Learning Activities

#### Passive Activities (1 credit per hour)

These are self-directed activities in reading and learning through print, audiovisual, and web media. Topics may cover any of the Attributes of a Specialist Anaesthetist.

#### Interactive Activities (2 credits per hour)

These are self-directed and self-initiated activities that are planned, developed and undertaken individually. Topics may cover any of the Attributes of a Specialist Anaesthetist.

### Practice Assessment

#### General Quality Assurance Activities (2 credits per hour)

These are QA activities that are not directly related to the Fellow's practice. Involvement in a planned quality improvement process provides learning opportunities. Time relates to time spent by the participant and not that to complete the process, e.g. a large-scale review. All the Attributes of a Specialist Anaesthetist are relevant, but that of Medical Expert will most commonly be addressed.

#### Self-Directed Quality Assurance Activities (3 credits per hour)

These are QA activities that involve the Fellow's practice. This may be a review of an aspect of practice, a self-assessment test, or a practical skills workshop or course. Fellows should also participate in Reflection each year, and must evaluate their own program at the end of their triennium. All the Attributes of a Specialist Anaesthetist are relevant, particularly that of Medical Expert, Communicator, Collaborator, Health Advocate, and Professional.

### Education Development Activities

#### Teaching Related Activities (1 credit per hour)

These are activities directly related to education or participation in committee work related to the Fellow's practice. Activities reinforce the Attributes of a Specialist Anaesthetist, particularly that of Medical Expert, Scholar, Communicator, Collaborator, Manager, Health Advocate, and Professional. Educational activities that include sensitivity in health care with respect to race, gender, and cultures are particularly encouraged.

#### Research Related Activities (2 credits per hour)

These are activities directly related to research. Credits are time-based except for Publications, which earn 5 Credits each. Activities reinforce the Attributes of a Specialist Anaesthetist, particularly that of Scholar, Medical Expert, Collaborator, Health Advocate, and Professional

### Application to Professional Practice

All activities relevant to the participant's roles and responsibilities and the ANZCA (and AMC and CanMEDS) Attributes of a Specialist Anaesthetist (below) are recognized:

- Medical Expert
- Communicator
- Collaborator
- Manager
- Health Advocate
- Scholar
- Professional