



The Royal
Australian &
New Zealand
College of
Psychiatrists



RANZCP CPD Requirements for Doctors on the Substantial Comparability Placement

*Appendix to the
2024 Program Guide*

Disclaimer

The Royal Australian and New Zealand College of Psychiatrists (RANZCP) is accredited by the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) to deliver specialist medical education and training, and professional development programs.

The Committee for Continuing Professional Development (CCPD) has ensured that the RANZCP Continuing Professional Development (CPD) Program is compliant with the requirements of the AMC and MCNZ and that the information contained in this guide is correct at the time of publication. However, please be advised that, as regulatory requirements are periodically updated by the relevant authorities, the RANZCP recommends that CPD participants remain current with the relevant body's requirements.

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RANZCP CPD for Substantial Comparability Placement Candidates

This Appendix to the 2024 RANZCP CPD Program Guide is designed for candidates on the Substantial Comparability Placement (SCP), to assist them in meeting their registration requirements.

Candidates will be contacted directly by the CPD team regarding enrolment in the program, but if you have any questions, please contact the team directly via cpdhelp@ranzcp.org.

RANZCP CPD for SCP Candidates

Introduction

The Continuing Professional Development (CPD) program for candidates on the RANZCP Substantial Comparability Placement (SCP) has been designed to be as simple as possible to complete, with clear instructions in this Appendix, and with easy access to assistance from the CPD Team where necessary.

The Australian Medical Council (AMC) and the Medical Council of New Zealand (MCNZ) now requires the RANZCP to report completion of CPD for all doctors engaged with the RANZCP, including candidates undertaking the SCP.

Please note that no additional fees will be applicable for participation in the RANZCP CPD Program while undertaking the SCP.

RANZCP CPD Home

RANZCP will be your default CPD Home and much of the CPD requirements will be covered by the SCP program itself. This will allow for a smooth transition to Fellowship CPD requirements.

Peer Review Group (PRG) membership will now be as a College member, linked to your RANZCP ID number. This will allow for attendance at meetings to be automatically added to your My CPD page when logged by the coordinator of the group.

Commencement of CPD requirements

To best fulfil the requirements of your registration, your enrolment in the RANZCP CPD Program will begin at the **commencement of the 3-month SCP Orientation period.**

What if I already hold Affiliate status with the RANZCP?

Those who already hold Affiliate status of the College will be aware that it includes the full CPD program (unless other exemptions apply), including a PDP. Your SCP assessments will be uploaded on your behalf - please refer to Table 1. on page 7 of this Appendix.

Automatic entry of SCP assessments into the My CPD system

Most of the SCP program assessments will be uploaded as draft activities on your behalf into the My CPD system by the CPD Team. This will occur throughout the placement, on confirmation of completion of the assessment by the SIMGE Team.

The Substantial Comparability Assessment and Review Panel (SCARP) and the Committee for Specialist IMG Education (CSIMGE) have approved the allocations of hours for the assessments listed in **Table 1**.

The draft activities in the My CPD system will leave space for the reflection on the learning. Reflection on learning is an important part of the regulators' CPD requirements. This will be a simple text entry into the system. The activity can be fully submitted after adding the reflection. The hours will then accrue to your annual total.

Please note that CPD records are routinely checked by CPD staff to ensure that any duplications of activities are addressed with the individual candidate.

Assessments requiring added individual input

There are some SCP assessments that are more individually undertaken, and these will need more input from candidates.

- **The Professional Development Plan (PDP)** requirement of the RANZCP CPD Program is the only one not covered by SCP assessments. This will be made exempt for one year of your tailored SCP CPD program. See the tables in this Appendix for more details about your cohort, the applicable CPD program, and when a PDP will be required.
- **The Indigenous Experience** component varies between candidates, so will require confirmation from the SIMGE Team. Noting that the Indigenous Mental Health Modules on the RANZCP Learn*it* platform will automatically be logged on the My CPD system for you.
- **Individual Supervision** time varies between candidates. The time allocation for Supervisor report meetings will be added to the My CPD system on your behalf, but the individual sessions will need the **submission of a form**. The draft activity will be created for you to finalise by the addition of a brief reflection.

Direct links to the four Indigenous Mental Health modules - log in required:

[Module 1 – Interviewing an Aboriginal or Torres Strait Islander patient](#)

[Module 2 – Developing a mental health management plan for an Aboriginal or Torres Strait Islander patient](#)

[Module 3 – Formulation of a case involving an Aboriginal or Torres Strait Islander patient](#)

[Module 4 – Review a model of mental health service delivery in an Aboriginal and Torres Strait Islander community](#)

The Supervision Record Form can be found of the [SCP CPD page of the College website](#)

Audit of CPD records

SCP candidates' CPD records will be included in the annual random audit of RANZCP CPD records, as per the regulators' requirements of the Medical Colleges.

More information on the audit is included on page 43 of the 2024 CPD Program Guide.

Support and guidance

The RANZCP CPD and SIMGE Teams will work together to assist SCP candidates. The SIMGE Team will confirm with the CPD Team such markers as the commencement of the Orientation Period, commencement of the SCP, and completion of assessments.

There is a dedicated [website page](#) with links to forms and information.

Individual guidance can be given when candidates programs deviate from the standard 12-month program, such as part time programs, or other unplanned breaks.

Support for any unplanned breaks or leave will usually be covered by the [CPD Exemptions Policy](#). Please contact the CPD Team if you have any questions.

- cpdhelp@ranzcp.org
 - simgehelp@ranzcp.org
-

Statements and certificates

The My CPD system allows for the Provision of Statements of Claim and CPD Completion Certificates, via a simple download. These can be used at times of re-registration and workplace re-credentialling.

Table 1. Approved CPD Allocations of SCP Assessments

Activity Title	Details	CPD Section and Hours
Formative CbD	Case summary preparation (1 hour per summary)	3 hours - Section 4 (SGL)
	CbD assessment meeting (1 hour)	1/2 hour - Section 2 (PR) 1/2 hour - Section 3 (PI)
Each Summative CbD	Case summary preparation (1 hour per summary)	3 hours - Section 4 (SGL)
	CbD assessment meeting (1 hour)	1/2 hour - Section 2 (PR) 1/2 hour - Section 3 (PI)
360° Feedback	Preparation and completion (5 hours)	5 hours - Section 3 (PI)
	Feedback discussion with supervisor (1 hour)	1 hour - Section 3 (PI)
Each Supervisor Report	Supervisor report meeting (1 hour)	1 hour - Section 3 (PI)
Individual Supervision	Hours vary per candidate. Completed Supervision Record Form to be supplied to the CPD Team.	Section 2 (PR)
Indigenous Experience	Hours vary per candidate. Hours to be advised by the SIMGE Team	Section 4 (SGL)

What other activities could be used to fill any shortfalls of hours?

Section 2: PRG attendance, other individual or group supervision

Section 3: Hospital meetings such as Mortality and Morbidity, RCA, Critical Incident reviews

Section 4: Congress attendance, private reading, RANZCP Learn*it* modules, webinars and podcasts

CPD Programs for each year of the SCP




Please note:

The tailored CPD programs listed below will *not* be applicable if a candidate also holds Affiliate status with the RANZCP. The SCP assessments will be uploaded on your behalf, but a full CPD program is required by all RANZCP Affiliates unless other exemptions apply. Please contact cpdhelp@ranzcp if you have any questions.

Each cohort of the SCP will have a CPD program tailored appropriately for each year of the placement. This is in line with the RANZCP [CPD Policy](#) and [Exemptions Policy](#).

The timing of the SCP assessments has been taken into account when developing the programs, as well as the Orientation period. **Other independent activities may be required to fill minor shortfalls of CPD hours.**

Please see the tables in the following pages, colour-coded for each cohort:

	February Cohort
	May Cohort
	September Cohort

What if my Orientation period is longer than 3 months?

The tailored CPD programs have been designed to consider the usual 3-month Orientation period.

CPD requirements would be affected if you are working in Australia or Aotearoa New Zealand for longer than 3 months prior to beginning the SCP.

If this occurs, it is important to contact the CPD Team via cpdhelp@ranzcp.org, so they can best assist you with your regulatory requirements.

Please note that individual CPD fees may be applicable in some cases, depending on the amount of time working in Australia or Aotearoa New Zealand prior to beginning the SCP.

What if my Fellowship is unexpectedly delayed after completion of the SCP?

The tailored CPD programs have been designed to consider the usual RANZCP administrative processes that occur on completion of the SCP. CPD requirements would be affected if attainment of Fellowship is delayed for a period greater than that allowed.

If this occurs, it is important to contact the CPD Team as soon as possible, so an individual CPD program can be developed to best assist you with your regulatory requirements.

February Cohort

- The February cohort placement crosses 3 calendar years of CPD – see the tables below for information regarding your CPD program for each of those calendar years.
- Self-reporting of other individually completed suitable activities is encouraged during the orientation period and the SCP itself.

February Cohort - Year 1

Tailored CPD Program - full exemption applies

A full exemption applies.

Please note - contact the CPD team if your Orientation period is **longer than 3 months**, as this may impact your registration CPD requirements.

It is still recommended that candidates upload any CPD activities that they complete during this period - for example, PRG attendance (uploaded by the coordinator of the group), any private reading, Congress attendance etc.

February Cohort - Year 2

Tailored CPD Program - part exemption applies

Section 1: PDP	Exempt
Section 2: Formal Peer Review	Minimum of 10 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 5 hours
Combined Sections 2 and 3	23 hours in total across both sections
Section 4: Self-guided Learning	12.5 hours
Section 5: Additional Hours	12.5 hours

SCP Assessment Allocations and Action Required - Year 2

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
Formative Cbd - preparation of 3 cases	Section 4: Self-guided Learning	3	Add brief reflection to draft activity.
Formative Cbd assessment meeting	Section 2: Formal Peer Review	0.5	Add brief reflection to draft activity.
Formative Cbd assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	0.5	Add brief reflection to draft activity.
3 Summative CbdS - preparation of 3 cases	Section 4: Self-guided Learning	9	Add brief reflection to draft activities.

SCP Assessment Allocations and Action Required - Year 2

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
3 Summative CbDs assessment meetings	Section 2: Formal Peer Review	1.5	Add brief reflection to draft activities.
3 Summative CbDs assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	1.5	Add brief reflection to draft activities.
360° Feedback preparation and completion	Section 3: Practice Improvement / Measuring Outcomes	5	Add brief reflection to draft activity.
360° Feedback discussion with supervisor	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activity.
3 Supervisor Reports assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	3	Add brief reflection to draft activities.
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 2)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

February Cohort - Year 3

Tailored CPD Program - part exemption applies

Section 1: PDP	allocated 2 hours when reflection added
Section 2: Formal Peer Review	Minimum of 8.5 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 4 hours
Combined Sections 2 and 3	19 hours in total across both sections
Section 4: Self-guided Learning	10.5 hours
Section 5: Additional Hours	10 hours

SCP Assessment Allocations and Action Required - Year 3

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 3)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

May Cohort

- The May cohort placement crosses 2 calendar years of CPD – see the tables below for information regarding your CPD program for each of those calendar years.
- Self-reporting of other individually completed suitable activities is encouraged during the orientation period and the SCP itself.

May Cohort - Year 1

Tailored CPD Program - part exemption applies

Section 1: PDP	Exempt
Section 2: Formal Peer Review	Minimum of 10 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 5 hours
Combined Sections 2 and 3	23 hours in total across both sections
Section 4: Self-guided Learning	12.5 hours
Section 5: Additional Hours	12.5 hours

SCP Assessment Allocations and Action Required - Year 1

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
Formative CbD - preparation of 3 cases	Section 4: Self-guided Learning	3	Add brief reflection to draft activity.
Formative CbD assessment meeting	Section 2: Formal Peer Review	0.5	Add brief reflection to draft activity.
Formative CbD assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	0.5	Add brief reflection to draft activity.
2 Summative CbDs - preparation of 3 cases	Section 4: Self-guided Learning	6	Add brief reflection to draft activities.
2 Summative CbDs assessment meetings	Section 2: Formal Peer Review	1	Add brief reflection to draft activities.
2 Summative CbDs assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activities.
360° Feedback preparation and completion	Section 3: Practice Improvement / Measuring Outcomes	5	Add brief reflection to draft activity.
360° Feedback discussion with supervisor	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activity.
2 Supervisor Reports assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	2	Add brief reflection to draft activities.

SCP Assessment Allocations and Action Required - Year 1

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 1)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

May Cohort - Year 2

CPD Program - full program applies

Section 1: PDP	allocated 2 hours when reflection added
Section 2: Formal Peer Review	Minimum of 10 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 5 hours
Combined Sections 2 and 3	23 hours in total across both sections
Section 4: Self-guided Learning	12.5 hours
Section 5: Additional Hours	12.5 hours

SCP Assessment Allocations and Action Required - Year 2

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
1 Summative CbD - preparation of 3 cases	Section 4: Self-guided Learning	3	Add brief reflection to draft activities.
1 Summative CbD assessment meeting	Section 2: Formal Peer Review	0.5	Add brief reflection to draft activities.
1 Summative CbD assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	0.5	Add brief reflection to draft activities.
1 Supervisor Report assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activities.
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 2)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

September Cohort

- The September cohort placement crosses 2 calendar years of CPD – see the tables below for information regarding your CPD program for each of those calendar years.
- Self-reporting of other individually completed suitable activities is encouraged during the orientation period and the SCP itself.

September Cohort - Year 1

Tailored CPD Program - part exemption applies

Section 1: PDP	Exempt
Section 2: Formal Peer Review	Minimum of 5 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 2.5 hours
Combined Sections 2 and 3	12 hours in total across both sections
Section 4: Self-guided Learning	7 hours
Section 5: Additional Hours	4 hours

SCP Assessment Allocations and Action Required - Year 1

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
Formative Cbd - preparation of 3 cases	Section 4: Self-guided Learning	3	Add brief reflection to draft activity.
Formative Cbd assessment meeting	Section 2: Formal Peer Review	0.5	Add brief reflection to draft activity.
Formative Cbd assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	0.5	Add brief reflection to draft activity.
1 Summative Cbd - preparation of 3 cases	Section 4: Self-guided Learning	3	Add brief reflection to draft activities.
1 Summative Cbd assessment meeting	Section 2: Formal Peer Review	0.5	Add brief reflection to draft activities.
1 Summative Cbd assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	0.5	Add brief reflection to draft activities.
1 Supervisor Report assessment meeting	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activities.
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 1)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

September Cohort - Year 2

CPD Program - full program applies

Section 1: PDP	allocated 2 hours when reflection added
Section 2: Formal Peer Review	Minimum of 10 hours
Section 3: Practice Improvement / Measuring Outcomes	Minimum of 5 hours
Combined Sections 2 and 3	23 hours in total across both sections
Section 4: Self-guided Learning	12.5 hours
Section 5: Additional Hours	12.5 hours

SCP Assessment Allocations and Action Required - Year 2

SCP Assessments	RANZCP CPD Section	Hours	Candidate action in My CPD
2 Summative CbDs - preparation of 3 cases	Section 4: Self-guided Learning	6	Add brief reflection to draft activities.
2 Summative CbDs assessment meetings	Section 2: Formal Peer Review	1	Add brief reflection to draft activities.
2 Summative CbDs assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activities.
360° Feedback preparation and completion	Section 3: Practice Improvement / Measuring Outcomes	5	Add brief reflection to draft activity.
360° Feedback discussion with supervisor	Section 3: Practice Improvement / Measuring Outcomes	1	Add brief reflection to draft activity.
2 Supervisor Reports assessment meetings	Section 3: Practice Improvement / Measuring Outcomes	2	Add brief reflection to draft activities.
Individual Supervision	Section 2: Formal Peer Review	variable	Submit form listing session dates and times. Add a brief reflection to draft activity.
Indigenous Experience (if completed in year 2)	Section 4: Self-guided Learning	hours per SIMGE Team advice	Add brief reflection to draft activity.

Links to further information:

[RANZCP Policy and Procedure for CPD Claims](#)

[RANZCP Policy and Procedure for Audit of CPD Claims](#)

[Templates and ideas for CPD activities](#)

[MBA Registration Standards](#)

[MCNZ Recertification and Professional Development](#)

Links to CPD Help:

The CPD Team at the College is available to help if you have any questions about CPD requirements while on the SCP.

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1800 337 448 (toll-free Australia)

0800 443 827 (toll-free Aotearoa New Zealand)

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