



CPD Manual

Australasian College of Cosmetic Surgery
and Medicine (ACCSM)

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AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY AND MEDICINE

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The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advance health through Cosmetic Surgery and Medicine.

ACCSM is governed by the Council. The Council includes the ACCSM office-bearers, who are referred to as 'the Executive'. The Council and its Executive have responsibility for, and oversight of, the core objectives of the ACCSM. The Board of Censors is the committee dedicated to managing the affairs of the ACCSM in relation to the surgical and medical training programs and CPD.

Disclaimer

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) provides training in Cosmetic Surgery and Cosmetic Medicine.

The information contained in this manual is correct at the time of publication.

Regulatory requirements are periodically updated by the relevant authorities, the ACCSM recommends that you check relevant Medical Board requirements to ensure compliance.

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We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging. ACCSM acknowledges Māori as Tangata Whenua and Treaty of Waitangi partners in Aotearoa New Zealand. Together we re-state our shared commitment to advancing Aboriginal, Torres Strait Islander, and Māori health and education.

CPD Requirements

The Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) require that each registered medical practitioner undertakes continuing professional development (CPD) relevant to their scope of practice.

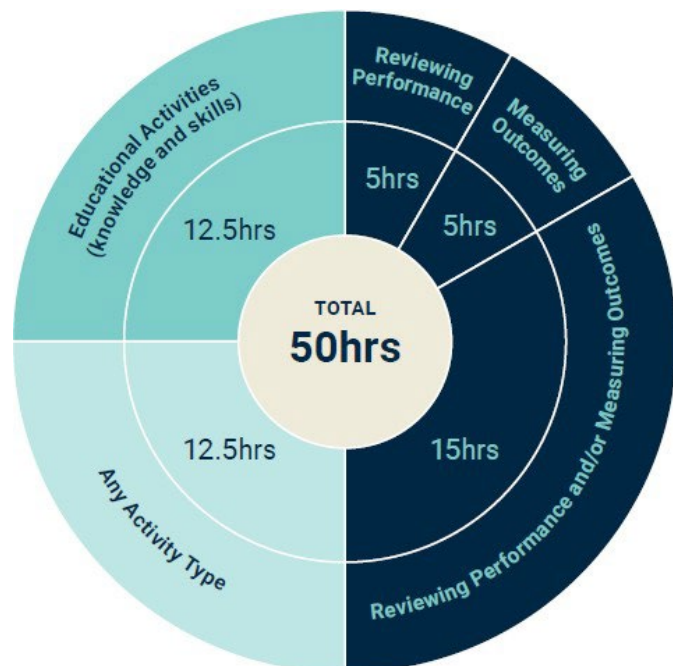
Medical Board Requirements

Log **50 hours CPD each year**, split across a range of activities:

- ✓ **25 hours** - reviewing performance and measuring outcomes:
you decide the best mix of these activities to suit your practice, with five hours minimum of each type.
- ✓ **12.5 hours** - traditional learning or educational activities – reading, lectures, conferences etc
- ✓ **12.5 hours** of activities from any category – you allocate these CPD hours.

Log CPD activities with your CPD home.

CPD Activity
Allocation of hours per
activity type



Your learning must also include activities focussing on Professionalism, Ethical Behaviour, Cultural Sensitivity and Addressing Health Inequalities.

Definition of Activity Type

Doctors are required to do a mix of CPD activities, each activity type is defined below.

Educational activities (knowledge and skills)	Activities that expand your general practice knowledge, skills and attitudes, related to your scope of practice. These activities will be very familiar and include learning opportunities like lectures, webinars, workshops, reading, podcasts and courses.
Reviewing performance	Activities that require reflection on feedback about your work. Feedback might be from patients, peers or even from yourself. In each of these situations, you will receive information about your performance that can either validate what you already do or identify areas for improvement. Meaningful reflection on this information is where the learning occurs and can result in improved capability in your scope of practice.
Measuring outcomes	Activities that use your work data to ensure quality results. When measuring outcomes, you use data from your work to show you are aware of current evidence and best practice in a particular area. You could achieve this by conducting activities like research, audits or evaluations. This type of learning can help you achieve high-quality performance in your scope of practice.

ACCSM Requirements

- ✓ CPD Home completed as per Medical Board requirements.
- ✓ Attend the ACCSM annual conference, Cosmetex, at minimum, every second year.
- ✓ Procedure Audit to be completed annually.
- ✓ CPR Course - must provide proof of a valid CPR certification at least once every three years.

Surgical Fellows will also have to:

- ✓ Attend at minimum one ACCSM Clinical Outcome meeting per year.
- ✓ Present a case at one ACCSM Clinical Outcome meeting (on a rotational basis).

Taken from College By-Laws (Section 6)

Each Fellow must undertake CPD in accordance with this clause 6 to increase, maintain and develop the knowledge and skills needed to provide effective and safe patient care in Cosmetic Surgery (in the case of a Fellow) or Cosmetic Medicine (in the case of a Member).

Mandatory and recommended activities are maintained and published in the ACCSM CPD Handbook. CPD activities must total a minimum of 50 hours per annum in the following categories:

Educational activities – 12.5 hours minimum, 25 hours maximum

Reviewing Performance and Measuring Outcomes – 25 hours minimum including:

Reviewing Performance – minimum 5 hours,

Measuring Outcomes – minimum 5 hours including a peer reviewed audit activity.

What you need to complete annually for the ACCSM

CPD return should be completed annually by the end of April. Each return submitted should include activities for the previous calendar year. CPD forms can be found on the website, once logged in, completed and submitted to the College. Fellows can also complete their CPD online by logging in to the website and visiting the Member Area. The CPD form includes a requirements checklist to ensure compliance.

Submission Process

Each completed ACCSM CPD submission is assessed by the BOC. If further information is required you will be notified and expected to supply that information within a timely manner.

Once approved by BOC your certificate of compliance will be forwarded to you.

New Fellows

Newly convocated Fellows, those individuals who have just been granted Fellowship are exempt from completing CPD with the College until they have completed a full calendar year as a Fellow. This exemption only applies to the College CPD. Appropriate CPD as required from the relevant statutory authority will still be required as part of your annual medical registration.

Once a Member has completed a full calendar year as a Fellow of the College the ACCSM CPD requirement will be compulsory. Fellows must then complete the necessary continuing education, training, and development activities on an annual basis to maintain their Fellowship in good standing going forward.

Osler CPD Home Partnership

Osler CPD Home

The ACCSM and Osler have agreed to work together to support ACCSM Fellows with their CPD Home needs.

The College has partnered with Osler as they remove as much of the administrative time burden as possible, by automating the capture of your learning activities. They support you to find high quality, high value activities that

ensure the time you spend on CPD meets your needs. They provide tools to help you meet hard-to-get targets such as reviewing performance and measuring outcomes.

The Osler Community site includes valuable resources and videos: [Osler Community](#).

Osler provide an app so that users can easily keep track of the CPD, they also provide templates for professional development plans.

Osler CPD Home Cost

The ACCSM offers Fellows voluntary complimentary registration to Osler CPD Homes annually. Fellows need to register directly with Osler for this service annually. The College will refund fees upon submission of receipt received **prior to end of March each year**. Receipts received after this date will not be accepted for refund.

Professional Development Plan - PDP

Professional Development Plans (PDP) are a tool to help make sure CPD is relevant and useful.

The Medical Board requires PDP's be completed annually prior to commencement of CPD activities.

PDPs:

- ✓ help think about lifelong learning, knowledge gaps and learning opportunities
- ✓ connect learning to practice needs
- ✓ match increasing skills and knowledge to changes in practice.

Time spent doing and reviewing a PDP counts towards the 50 CPD hours required each year, as a performance measurement activity. PDPs should not take long to complete and do not need to be a complicated document.

Read more about PDP's [here](#).

ACCSM CPD Governance

Fellows are responsible for complying with the College CPD Program as per the College By-Laws.

The ACCSM Board of Censors (BOC) is responsible for College CPD oversight.

The BOC responsibilities include:

- ✓ Regularly reviewing the aims, content, structure, and definitions of the Continuing Professional Development (CPD) Program for Cosmetic Surgery and Cosmetic Medicine, to ensure that the CPD program meets the requirements of regulatory bodies such as the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ).
- ✓ Management of random audit processes, assessment, and outcomes for CPD.
- ✓ Ensure that the program is being regularly and effectively evaluated.
- ✓ Consider exemptions and variations to CPD participation.
- ✓ Provide specific clinical or educational advice to members seeking support to identify CPD activities within their scope of practice.

- ✓ Provide advice and support to members requiring remediation training.
- ✓ Provide oversight of accreditation of external courses including the development, implementation, and review to ensure continuous quality improvement of the professional development of members.
- ✓ Continually identify CPD education activities, resources and content that align with the CPD categories, and with the core aspects of the *Good Medical Practice* code of conduct.
- ✓ Ensure currency of endorsed CPD Education activities.

Leave of Absence

If you have a continuous 6–12 month absence from practice for parental leave, carers leave, serious illness, cultural leave or other approved circumstances and require exemption due to your circumstances from your ACCSM yearly CPD submission, please email your request to admin@accsm.org.au. Your request will be forwarded to the BOC for consideration and you will be notified of the outcome.

Non-Compliant Fellows

Taken from College By-Laws (Section 7)

Failure to Comply

7.1 Suspension

The Council may suspend the registration of any Fellow who fails to duly comply with any of the requirements of clauses 5, and 6 of these by-laws, and may have his or her name removed from the relevant registers.

7.2 Time to remedy matter leading to suspension

A suspension under clause 9.1 shall initially operate for a period of 14 days or such greater period as the Council in its sole discretion may allow to enable the Fellow or Associate Member concerned to cure the failure within the time concerned and if this occurs the suspension shall become annulled. If the failure is not so cured the suspension shall continue indefinitely and these factors shall be grounds under the Constitution for termination of the membership of the College of the Member or Fellow concerned.

ACCSM Events

The ACCSM hosts a variety of training events that provide an excellent opportunity for Fellows to earn valuable Continuing Professional Development (CPD) hours. Prospective attendees are encouraged to check the College's [website](#), under 'upcoming event' for full details on the event schedule, registration information, and any early-bird discounts.

CPD should be completed in your scope of practice, College training events are an invaluable professional development opportunity that Fellows won't want to miss.

CPD Resources

Medical Board of Australia - [Link](#)

ACCSM Upcoming Events - [Link](#)

Osler Community - [Link](#)

Osler CPD Homes - [Link](#)

Medical Council of New Zealand - [Link](#)