Australian Orthopaedic Association CPD Committee

2026 Continuing Professional Development (CPD) Random Audit Process

Annual Random Audit

In line with the CPD requirements of the:

- Australian Health Practitioner Regulation Agency (AHPRA),
- Australian Medical Council (AMC), and
- Royal Australasian College of Surgeons (RACS),

and in accordance with the AOA *CPD Participation and Compliance Policy*, AOA has resolved to randomly select 5% of program participants annually for verification of CPD activity. Note that previous selection for audit at any time in the past no longer exempts a member from selection in any given year.

Members randomly selected for audit must verify their CPD activity up to the minimum annual requirement (as defined in the *CPD Participation and Compliance Policy*) by providing documentation as evidence of the activities recorded through CPD Online.

The Audit process will review the selected members' CPD record and consider the following questions:

Did the audited member:

- Complete a Learning Plan?
- Claim the minimum number of hours of activity in Reviewing Performance and Measuring Outcomes?
- Demonstrate compliance with ANZASM and AOANJRR data review (as appropriate for their scope of practice)?
- Claim the minimum number of hours of activity in Educational Activities?
- Correctly verify their CPD claim?
- Correctly record their CPD activities?
- Complete a Reflection?
- Meet the minimum CPD Requirements?

Were the activities claimed valuable, relevant and acceptable (as per the Framework for assessing and recognising CPD Activities)?

Random Audit Process

Random Selection

- A query is run on the database to determine a list of participants eligible for random audit
- A random number generator is used to select 5% of participating members

- AOA contacts randomly selected members, in writing, to advise of their selection for audit
- Members are asked to submit verification within 3 weeks (Auditees may request deferral of their audit due to personal circumstances. Consideration is given to verification already held by AOA)

Verification Submitted

- AOA receives submission of verification from audited members
- Receipt of verification is confirmed

- Auditees who have not submitted verification within the required timeframe are sent a reminder
- · Overdue members are asked to submit verification within 1 week of the reminder

AOA analyses the CPD activity and verification data

- Auditees who have not submitted verification within the required timeframe following the 1st reminder are sent a 2nd reminder
- Instances of non-compliance with the audit process will be followed up with the Chair of the CPD Committee

 Auditees who have not submitted verification within the required timeframe following the 2nd reminder are sent a 3rd reminder and letter by Chair of the CPD Committee

 Feedback is prepared and sent to each audit participant on the accuracy and appropriateness of their CPD submission

- An Audit Report is drafted and presented to the CPD Committee
- Following review by the CPD Committee, the audit report is submitted to the AOA Board
- Following approval by the Board the audit report is circulated to audit participants and key findings of the audit report are published
- Compliance is reported to AHPRA in accordance with CPD Policy