

Australian Orthopaedic Association CPD Committee

Continuing Professional Development (CPD) Special Consideration Process

In accordance with the CPD Program Participation and Compliance Policy, under extenuating circumstances, members who have joined the AOA CPD Home, are registered for the AOA CPD Program and who are unable to meet the CPD requirements may be granted an exemption for a given year.

- 2.5.1 Extenuating circumstance warranting special consideration may include:
 - i. Serious Illness
 - ii. Parental Leave
 - iii. Leave of Absence from professional duties
 - iv. Cultural Responsibilities
 - v. Personal Circumstances.
- 2.5.2 The following reasons do not constitute grounds for an exemption from CPD:
 - i. Fellows residing overseas and who retain Australian medical registration are required to meet the Australian CPD Registration Standard by participating in either the AOA CPD Program, the RACS CPD program, or a program provided by an alternative accredited CPD Home.
 - ii. Fellows undertaking sub-specialty training or post-Fellowship training (PFET)
 - iii. Fellows who are retired but maintain registration where there is a regulatory requirement to participate in CPD
- 2.5.3 Applications for special consideration are to be made within the Learning Plan on CPD Online by completing an application form CPD Committee and will only be considered on the grounds outlined above.
- 2.5.4 Applications will be processed according to the Special Consideration process.
- 2.5.5 Members may be granted either a total exemption from the full annual CPD requirements, or a partial exemption (either exemption for a specific category or activity, or pro rata requirements depending on circumstances.)

In considering an exemption, consideration should be given to the following guidance from the Medical Board:

The standard allows for exemptions or variations for between six and 12 months. There should be no exemptions or variations for less than six months absence.

The Board recommends CPD homes consider and apply the following:

- 1.1. variations to CPD requirements should be calculated on a pro-rata basis, which includes a pro-rata reduction in the total amount of CPD required and pro-rata reduction in the hours for each category of activities. A professional development plan is required when the variation is for less than 12 months
- 1.2. the following pro-rata variations are recommended for adoption by CPD homes, noting that some flexibility is allowed to cater for individual circumstances:

Approved Variation/exemption length	Total reduction in required hours	Remaining minimum education activities	Remaining minimum MO and/or RP	Total remaining hours
Less than 6 months (No exemption)	0	12.5	25	50
6 months (but less than 7 months)	24	6	12.5	26 (incl 2 hrs for PDP)
7 months (but less than 8 months)	28	5	10	22 (incl 2 hrs for PDP)
8 months (but less than 9 months)	32	4	8	18 (incl 2 hrs for PDP)
9 months (but less than 10 months)	36	3	6	14 (incl 2 hrs for PDP)
10 months (but less than 11 months)	40	2	4	10 (incl 2 hrs for PDP)
11 months (but less than 12 months)	44	1	2	6 (incl 2 hrs for PDP)
12 months	50	0	0	0 (No PDP required)

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