

| NZOA Policies and Procedures – NZOA CPD NON-COMPLIANCE POLICY | |
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| Document Title – G - 122 | NZOA CPD Non-Compliance Policy |
| Department | Governance |
| Prepared by | NZOA CEO |
| Approved by | NZOA Council |
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Purpose

The NZOA CPD Guidelines require that Full, Senior and Associate members, except Associate members who are required to report to another Medical College, report their CPD activities on an annual basis. Members should have completed their reporting by the end of each reporting year. The purpose of this policy is to outline the process and timeframes for dealing with members who are in breach of their CPD requirements.

Process and Timeframes

Those members who have not met their reporting requirements for the year will be identified by the middle of February in the following year. The following process will then be followed:

1. **Middle of February**
An email will be sent to all members who are not yet compliant reminding them of their reporting requirements.
2. **First week of March**
The CPD team will email the non-compliant members to remind them of their obligations. The members will be given 1 weeks deadline.
3. **Second week of March**
The CPD team will phone the non-compliant members to remind them of their obligations and give them a deadline to report.
4. **Third week of March**
The Chair of the CPD Committee will phone the member to remind them once again of their obligation to report.
5. **First week of April**
The Chair of the CPD Committee will send a letter to non-compliant members. This will explain to the member that he/she is in clear breach of the NZOA's Member Code of Conduct. They will have fourteen days to contact the NZOA Office to give an explanation of their failure to comply.

If the explanation is accepted, more time will be granted to allow completion of the CPD requirements.

If there is no contact with the NZOA or the explanation is deemed unacceptable or inadequate, the member's name will be forwarded to the President of the NZOA. The President will have final authority to forward the member's details and offence to Royal Australasian College of Surgeons (RACS).

Members selected for verification who fail to provide adequate evidence to support verification in the time period required will be deemed to have failed their CPD requirements.

6. The member's details are forwarded to RACS to provide to the Medical Council of New Zealand (MCNZ). The MCNZ may impose punitive action ranging from restricted practice to loss of Practising Certificate.