

NZOA Policies and Procedures – NZOA CPD VERIFICATION POLICY	
Document Title – G - 143	NZOA CPD Verification Policy
Department	Governance
Prepared by	NZOA CEO
Approved by	NZOA Council
Approval Date	18 July 2025
Review Date	

Background

In accordance with requirements set by Te Kaunihera Rata o Aotearoa – Medical Council of New Zealand (MCNZ) NZOA undertakes an annual audit (verification) of participants CPD activities recorded in the CPD programme.

Eligibility and Selection

NZOA audits 5% of members practicing in New Zealand. With the exception of members granted a full exemption for the reporting year, all members are eligible for selection to verify their CPD activities. Participants granted a partial exemption from one or more categories are eligible for selection, but will not be required to verify activity in exempted categories.

The NZOA CPD Committee will randomly select 5% of members to confirm that their CPD data is complete.

Notification of CPD verification

NZOA will provide notification to participants selected to verify their CPD of the requirements in early December. Members will be advised that the verification process will begin in mid January to allow time to collate required documentation. Failure to meet the audit requirements will result in the member being moved to the NZOA Non-Compliance Policy process.

CPD verification requirement

If selected to verify, participants must:

- Provide evidence of participation in the activities to be verified sufficient to meet the annual requirements of those activities.

Acceptable CPD verification documentation

A list that provides examples of evidence of participation that can be used to verify CPD participation will be provided to members selected for verification. This list will also be uploaded to the NZOA website.

Failure to provide verification

Failure to provide adequate evidence to support verification in the time period required will result in that member failing their CPD requirement which will be reported to the Royal Australasian College of Surgeons for providing to the Medical Council of New Zealand. See the NZOA CPD non-compliance policy for more information.

CPD Compliance

- Members who are selected for verification, have provided acceptable evidence of participation and have reported the required number of hours of CPD are deemed to be CPD compliant.
- Members who are not selected for verification and have reported the required number of hours are deemed to be CPD compliant.

This policy is based on the RACS CPD Program – Verification policy