



COSMETIC PHYSICIANS COLLEGE OF AUSTRALASIA

Membership Information Pack

Before you apply for membership please read and understand the college constitution, policies, protocols and guidelines. You are then required to apply online via the membership portal at <http://www.cPCA.net.au/apply-now>. You are required to upload/provide an up-to-date curriculum vitae, as well as copies of certificates related to your qualifications, medical registration, medical indemnity fund membership, memberships of industry related associations/ organisations and provide character references.

National Office
Phone 1300 552 127
Tel (08) 9300 2414
Fax (08) 9300 2412
cPCA@cPCA.net.au
www.cPCA.net.au

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Contact the CPCA

National Office

Email:	cpca@cpca.net.au
Telephone:	9am – 5pm, WST 1300 552 127 (08) 9300 2414 (08) 6201 7317
Facsimile:	(08) 9300 2412
Website:	www.cpcanet.au
Postal Address:	Suite 1, Unit 4, 48 Winton Road JOONDALUP WA 6027

COSMETIC PHYSICIANS COLLEGE *of* AUSTRALASIA

Dear Prospective Member,

The Cosmetic Physicians College of Australasia Ltd (CPCA) is pleased to provide you with an information pack.

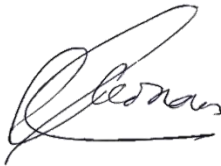
You will find in this booklet, information about the benefits of joining the CPCA. This includes resources you can use to grow your practice, direct referrals from the College's popular website via the *Find-a-Doctor* link, options to further your career with the College's Registrar Training Program, information about the College's strong public presence and recognition of CPD program by Government and Regulators .

The CPCA believes it is imperative to highlight and deliver, wherever the opportunity exists, high standards in skills and knowledge when it comes to the profession of cosmetic medicine.

I look forward to personally welcoming successful candidates as new members of the College.

Yours faithfully

COSMETIC PHYSICIANS COLLEGE OF AUSTRALASIA LTD



Dr Michael Molton

MB:BS Dip. Cosm. & Derm. Laser, FCPCA

President 2018 - 2020

Mission Statement

The College is a public not-for-profit body.

The principal objects of the College are to establish and maintain high standards of learning, skills and conduct in cosmetic medicine.

With the College's strong presence in the media, we continue to raise public awareness regarding safe practices, plus a broader brush stroke of public and professional awareness of the many facets of cosmetic medicine.

We strongly support educational activities including registrar training, on-going focused workshops, journal club, and regular state meetings which form the basis of support for members of the College. Successful registrar candidates acquire coveted Fellowship of the College, as the highest achievement in cosmetic medicine.

College objectives will be furthered by our co-operation with health professionals, like minded associations, institutes, governments, corporations, and medical practitioners, etc., from other medical disciplines that also hold an interest in cosmetic medicine.

With the support of its members, the College aims to maintain itself as the leading representative body for medical practitioners of cosmetic medicine in Australasia.

The Board

MEMBER ELECTED

President	Dr Michael Molton
Vice President	Dr David Kosenko
Secretary	Dr Sean Arendse
Treasurer	Dr John Mahony
Member Liaison Officer	Dr Keturah Hoffman

BOARD ELECTED

Public Relations Officer	Dr Naomi McCullum
Member Representative	Dr Csilla Novak

The Board

President



Dr Michael Molton - Graduated in 1993, with a Bachelor of Medicine, Bachelor of Surgery from the University of Western Australia. Dr Molton gained a wide range of experience in the public hospital system, mostly in Emergency Medicine and subsequently as Registrar in Psychiatry at Royal Perth Hospital (until 1996). During this time, he developed an interest in Body Dysmorphic Disorder (BDD) and while working as a surgical assistant in private practice he developed further interest in the growing field of cosmetic procedures. He has worked full-time in this field ever since, and currently in his practice in Adelaide, South Australia.

Highlights of Dr Molton's career include being a formative, inaugural member of the very first society in Australia that represented doctors practising cosmetic medical procedures: The Cosmetic Physicians Society of Australasia. Dr Molton is immensely proud that these earliest beginnings were carried on by others to become the Cosmetic Physicians College of Australasia of which he is the current President.

Dr Molton holds a special interest in the development of 3D technologies in cosmetic medicine and is co-author of three software engineering technical papers on this subject with colleagues from the University of Western Australia. Dr Molton is an Assistant Investigator with the Computer Science and Software Engineering Department of University of Western Australia which involves the development of 3D technologies that aim to quantitatively measure and realistically predict outcomes in cosmetic medical procedures. He has authored several medical journal articles including, as co-author with Dr Keturah Hoffman (et al), a landmark paper on BDD published in the Journal of RANZCP, which to date is cited in over 100 other Journal articles. Dr Molton has given several presentations at various conferences covering contemporary topics relevant to cosmetic medicine. He has a special interest in light-based therapies and holds a post-graduate Diploma of Cosmetic and Dermatology Laser.

As President, in collaboration and consultation with his peers and colleagues, Dr Molton aims to build upon the work of our College forefathers in maintaining the highest standards for all doctors who practice Cosmetic Medicine through education, benchmarking and continued professional development.

The Board

Vice President



Dr David Kosenko graduated with MBBS from Monash University in 1987 and attained his Fellowship of the Royal Australian College of General Practitioners in 1993. He became a Director of Ti-Tree Family Doctors in 1994, started performing cosmetic procedures in 2007 and founded Impress Cosmetic Medicine in 2010.

He has a diverse experience ranging from acupuncture and injection sclerotherapy in the 1990s to Diving and Underwater Medicine and more recently an interest in general practice dermatology, skin cancer and cosmetic medicine. He has been an examiner to the RACGP, is a current member of the Medical Advisory Committee to Beleura Private Hospital and a clinical supervisor for the Eastern Victorian General Practice Training Program.

He was a member of the CPSA and is a founding member of the CPCA.

He prides himself in honesty and integrity and believes that success comes through doing things to the highest standard, as demonstrated by Ti-Tree Family Doctors being awarded the General Practice of the Year.

He sets up Impress Cosmetic Medicine as a small, bespoke cosmetic practice that specializes in injectable treatments and skin care but his interests in cosmetic medicine are much broader. He is passionate about his work and about cosmetic medicine in general and is horrified by the way that cosmetic medical procedures are at times, portrayed as simple beauty treatments that can be performed without medical supervision.

Secretary



Dr Sean Arendse graduated from King College London in 1996, moved to Australia in 2000 and grew his career as an Emergency Physician. Currently, he continues his role as a senior emergency physician and past Director of Emergency Medicine Training at The Alfred Hospital in Melbourne.

He is the medical director of Flawless Rejuvenation Skin Clinics, and national trainer and regular speaker for Galderma. He also speaks regularly for both Lumenis and Cutera.

Sean completed a Post Graduate Diploma in Clinical Dermatology with Queen Mary's College, University of London in 2016, and his special interests include safety in the Aesthetic industry which prompted him to develop the Emergency in the cosmetic Practice course.

The Board

Treasurer



Dr John Mahony studied Medicine at Sydney University 1980-1984 graduating early 1985. Internship and residency years followed in the Illawarra, covering general medical and surgical terms, paediatrics, O&G, ICU, psychiatry, emergency, etc, until the end of 1990. In 1991 he travelled: through South America, North America, cycled through Europe and visited Gallipoli.

After a range of locum general practice postings including Coonabarabran and Grenfell he took over Newtown Medical Centre in 1993 and remained as practice principal for ten years. The practice was busy, employing up to six other GPs under Dr Mahony's supervision.

Then, after further training with various cosmetic physicians and cosmetic surgeons, and upon passing the relevant exams, Dr Mahony was admitted as an inaugural Fellow of the Faculty of Medicine of the Australasian College of Cosmetic Surgery in 2002 and opened Peach Cosmetic Medicine, in Paddington in 2003.

Dr Mahony has since worked exclusively in Cosmetic Medicine, full time in Paddington, growing the practice largely by word-of-mouth amongst inner Eastern Suburbs locals. His cosmetic interests run to the whole gamut of the field, but there is a particular focus on wrinkle injections, fillers, IPL and laser treatments, and liposuction.

In 2010 Dr Mahony delivered a paper at the Annual Conference of the Australasian College of Cosmetic Surgery on safety in office surgical procedures, reviewing the literature and legislation and regulations pertaining to such procedures, and introduced the concept of mixing prophylactic antibiotic into the tumescent anaesthetic used in liposuction. This ensures high levels of antibiotic are delivered precisely where the suctioning occurs, without relying on the poor and variable delivery that otherwise occurs to fat from IV or PO administration, especially in the presence of adrenaline. Dr Mahony has never had infection complicate a liposuction procedure.

Dr Mahony has also delivered lectures in various fora on topics such as laser and IPL hair removal, wrinkle injection treatments, various fillers, and anti-ageing medicine using certain hormones.

After having spent some time on the Board of the Australasian College of Cosmetic Surgery as a non-executive Director in 2013-2014, now in 2015 Dr Mahony is excited to have been elected as inaugural Treasurer of the Cosmetic Physicians College of Australasia.

The Board

Member Liaison Officer



Dr Keturah Hoffman has been active in medical politics since the 1990s, being the Inaugural president of the Cosmetic Physicians Society of Australasia and having been advisor to the Medical Board of Western Australia, run cosmetic medical conferences and serving on the board of the CPSA for over a decade.

She has nearly 30 years of experience in cosmetic and vascular medicine and continues to maintain an active teaching and administrative role in the specialty.

Her experience in running Day Spas and formulating and manufacturing skincare products as well as medical politics and health administration brings a wide range of contacts and skills in business and people management and she continues to have a keen interest in improving regulation and delivery of medical services in Australia.

Public Relations Officer



Dr Naomi McCullum joined the Cosmetic Physicians Society of Australasia (CPSA) in 1999. When the CPSA became the CPCA in 2015, Dr Naomi was admitted as a Fellow.

Non-surgical cosmetic medicine was Dr Naomi's career choice from when she completed her internship.

Dr Naomi opened her first cosmetic clinic in 2002 in Paddington, in Sydney's Eastern suburbs. She is the founder of The Manse Clinic in Sydney, which has a team of 5 cosmetic doctors. The clinic caters to Australia's most serious beauty achievers.

Dr Naomi is a social media expert and writer and started one of the world's first Cosmetic medical blogs in 2011. Her Instagram account is the most followed in the cosmetic medical industry in Australia, and in the top 10 internationally.

Dr Naomi is also a Fellow and board member of ACAM.

Member Representative



Dr Csilla Novak is a medical practitioner specialising in Aesthetic Medicine. After completing 4 years of dermatology training in 1997 she has focused her practice entirely on aesthetic and laser medicine. She is a Fellow and Queensland representative of the Cosmetic Physician's College of Australasia and is the owner and principal at Elysium Skin Centre in Brisbane. Dr Csilla performs all injectable and light-based therapies and is particularly passionate about the role of energy-based devices in aesthetic medicine.

The Membership Committee

BOARD ELECTED

Dr Douglas Grose
Chair Person



Dr Mary Dingley



Dr Keturah Hoffman



The Education Committee

BOARD ELECTED

Dr Mary Dingley



Dr Douglas Grose



Dr Keturah Hoffman



Dr Paul Spano



Dr Cath Porter

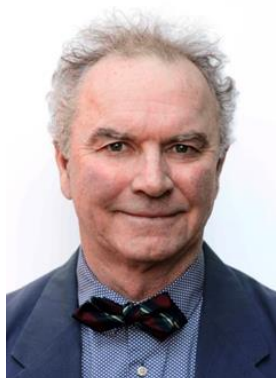


Dr John Mahony



The State Representatives

Dr Adam Rish
NSW & ACT



Dr Csilla Novak
QLD & NT



Dr Keturah Hoffman
WA



Dr Paul Spano
VIC & TAS



Dr Sean Arendse
VIC & TAS



Dr Michael Molton
SA



Membership Levels

The college has several membership levels. The level at which you enter the college will be assessed and determined by the Membership Committee and is based on your level of education, experience and expertise and your contributions to journals, conferences, the training and education of others in the field of cosmetic medicine.

The membership levels are:

Corresponding Member

Brief description:

A registrar in training or medical practitioner not fulfilling the criteria required for the Full or Fellow membership classification.

\$227.27 plus GST – Application Fee (One off, non-refundable).

\$750 plus GST – Annual Membership Fee.

Full Member

Brief description:

A medical practitioner who does not fulfil the criteria required for Fellowship.

\$227.27 plus GST – Application Fee (One off, non-refundable).

\$2000 plus GST – Annual Membership Fee.

Registrar Member

Brief description:

A medical practitioner who has been invited to join the College training program, who does not fulfil the criteria required of a Fellow and who has been approved by the Board.

Fees to be advise.

Fellow

Brief description:

A medical practitioner who is deemed to have fulfilled the criteria for Fellowship, as assessed by the Membership Committee and approved by the Board.

\$227.27 plus GST – Application Fee (One off, non-refundable).

\$2000 plus GST – Annual Membership Fee.

Honorary

Brief description:

A person who, in the opinion of the Board, has made an outstanding contribution to the College.

Life

Brief description:

A person who, in the opinion of the Board, has made a significant contribution to the College.

Corporate Sponsor

Brief description:

A firm, company or organisation which, in the opinion of the Board, is engaged in activities consistent with the objects of the College.

Qualifying for **Corresponding** Membership

Initial entry to the College is as a 'Corresponding Member'*. The Membership Committee encourages progression to Full Member or, alternatively, the option to enter the pathway to Fellowship via the Registrar Training Program.

*Medical Practitioners who hold Recognition of Fellowship equivalence to the CPCA is subject to assessment by the Membership Committee.

Qualifying for **Full** Membership

Registered medical practitioners who have had one year's full time-equivalent experience in a broad range of cosmetic medical practice may qualify for Full Membership (subject to assessment by the Membership Committee).

Qualifying for **Registrar** Membership

Prerequisites apply. Members wishing to undertake the College's Registrar Training Program as the pathway to Fellowship will join the program, as invited and approved by the Board. Members wishing to qualify for Fellowship of the College must undertake, and successfully pass, the Registrar Training Program. Your expression of interest can be provided via the link below. You will then be provided with details of the Registrar Training Program including course outline, duration, semester dates, costs, recommended texts and explanations regarding access to tutorials, educational units and lectures, which are conducted online. Information regarding examinations, competency assessments, mentoring and practical placements will also be provided. An application form will accompany this information, which will be assessed by the Membership Committee once completed and submitted by the applicant.

Meanwhile, if you have any specific enquiries, please do not hesitate to contact the office at cpca@cpca.net.au

REGISTER YOUR INTEREST >>

Qualifying for **Fellowship**

The pathway to Fellowship is via the Registrar Training Program. Medical Practitioners who hold Fellowship that may represent equivalence to that of the College, may be eligible for consideration by the Membership Committee to be awarded Fellowship of the College.

CPCA Membership Benefits

INDIVIDUALS

- Through college representation, you will have a voice to express how the profession in cosmetic medicine develops,

You will:

- Share the College's strong media presence and public visibility
- Access to resources to help grow your practice
- Direct linkage of potential patients to your practice via the College's 'Find a Doctor' popular resource
- Have industry representation when it comes to government lobbying,
- Be kept informed of and have access to a high standard of educational courses,
- Have access and be encouraged to attend regular state CPCA CME Meetings,
- Have opportunities to meet and have discussions with other members in the field of cosmetic medicine,
- Have an opportunity for mentoring and advice when needed,
- Have free or discounted access to cosmetic magazines such as Cosmetic Surgery Magazine,
- Have access to a library of professional articles and journals such as the Dermatological Surgery Journal, etc.,
- Have access to discounted registration rates for annual conferences, and product exhibitions

We aim to provide the public with up-to-date information about cosmetic medicine and help them locate qualified doctors who focus on cosmetic procedures.

Fellows and Full financial members are encouraged to use the CPCA logo. A part of our PR campaign is to inform members of the public to seek CPCA doctors.

A Corresponding Member of the College is NOT permitted to advertise that they are a member. This is only allowed once a Corresponding Member has upgraded to a Full Member or Fellow.

Depending on your level of membership, you will:

- Be entitled to a post nominal,
- Have the option to list your yourself and your practice on the CPCA website,
- Have the right to promote your membership of the college via our logo and branding,
- Have the right to vote on how the college is run,
- Have the option to stand for election to the Board or be elected to a sub-committee or two.
- Much more

Connecting Members

All members, no matter their level of membership, will be entitled to join the CPCA's closed Facebook group.

Being part of this group allows you to receive updates on CME meetings, training courses on offer, newsletters, information on conferences coming up and of course, you can reach out and contact other College members.

Help grow and promote the college that promotes you.

Applying for Membership

Applications are taken via the online portal <http://www.cpga.net.au/apply-now>

To apply for membership of the Cosmetic Physicians College of Australasia Ltd, the prescribed online form must be completed in full.

Before completing the online application form, you are required to read the College's constitution, policies and guidelines which you must abide by to become and remain a member of the College.

Please get your supporting documents ready, according to the file formats and sizes explained in the table below. Then allow up to 20 minutes to complete the form. You **will not** have the option to save the form half-way-through and come back to it later. The form **must be** completed in one sitting.

To help you to prepare, the required information is:

- Personal details, residential & postal addresses, contact details; telephone, email, website, etc.,
- Principal place of practise (where applicable),
- Current university/university of graduation, country, year of graduation, qualifications,
- Current medical registration details,
- Current memberships of industry related associations, societies, etc. (where applicable to cosmetic medicine),
- References (confirmation of cosmetic medical training & education to date, cosmetic medical experience to date, etc.),
- An indication of the cosmetic medical procedures you have performed or currently perform (via tick box) with an indication of your level of experience and expertise (via 0 to 10 rating),
- Information relating to any articles written and published in journal publications (specific to cosmetic medicine), participation in teaching and mentoring others and presentations given,
- Medical indemnity Insurance cover,
- Applicant declaration.

Documentation File Formats & Sizes

DOCUMENTATION TYPE	ACCEPTED FILE FORMAT	SIZE SPECIFICATIONS
Recent head & shoulders photograph (not for publication. Please do not go to any expense).	JPEG or JPG	200kb max
Copy of passport, including the photo	JPEG or JPG	200kb max
Copy of Curriculum Vitae	PDF	100 – 200kb average
Evidence of medical & surgical training or if a student; confirmation of university enrolment	PDF	100 – 200kb average
Copy of current medical registration certificate or annual practising certificate	PDF	100 – 200kb average
Written references (where contact details not provided)	PDF	100 – 200kb average
Certification of memberships with other colleges, associations & societies, etc.	PDF	100 – 200kb average
Copy of medical indemnity fund membership (showing level of cover. Details may be checked to ensure all our members have adequate cover)	PDF	100 – 200kb average
Copy of bank receipt from electronic funds transfer (if not paying via credit card through this website's payment gateway	PDF	100 – 200kb average

Should you have any problem with this, please do not hesitate to contact the administration office on (08) 9300 2414 (WA business hours) or Julie on mobile 0407 788 587.

Your form must contain or be accompanied by:

- ☐ Your own signature
- ☐ A recent head & shoulders photograph (up to 200kb). The college will not use this photo in any publications. Do not go to any expense.
- ☐ A photocopy of your passport, including the photo
- ☐ Copy of your Curriculum Vitae
- ☐ Evidence of medical and surgical training or, if you are a student:
 - ☐ Confirmation of university enrolment
 - ☐ Copy of current medical registration/annual practising certificate
 - ☐ Written references, where contact details for verbal references have not been provided
 - ☐ Details of other cosmetic medicine association, society and college memberships
 - ☐ Copy of current medical indemnity fund membership, showing level of cover (Details will be checked by CPCA Membership Committee to ensure all our members have adequate cover.)
- ☐ Payment of \$250 (GST inclusive) one-off application fee (non-refundable) must accompany your application form.

The following payment options are available to you:

- Payment via credit card: We accept Visa or Master card. American Express is **not** accepted.
 - * Via telephone 1300 552 127
- Payment via direct credit to the college bank account, details are; Bankwest, BSB # 306-089, ACCT # 343-239-3, Account Name: Cosmetic Physicians College of Australasia Ltd.
 - *You must email a remittance advice to cpc@cpca.net.au
- Cheque made payable to *Cosmetic Physicians College of Australasia Ltd.*

Tax invoices and or cash receipts will be sent on receipt of application fee. Once application has been accepted and membership entry level has been assessed by the MRC an applicable tax invoice will be issued for the balance of the membership fee.

Constitution, Policies, Protocols & Guidelines

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Rules	Link
CPCA Constitution	https://cpca.net.au/wp-content/uploads/2019/08/2019-Amended-CPCA-Constitution-ASIC-Doc-Id-02059876-v1-15.6.19-final.pdf

CPCA Owned

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Adopted Policies

Policy	Link
Regulating Agency Guidelines:	
<ul style="list-style-type: none"> National Standard: Accreditation of Cosmetic Clinics 	https://cpca.net.au/wp-content/uploads/2019/03/NS10010-2007-ACCREDITATION-OF-COSMETIC-CLINICS.pdf
TGA: Advertising	http://www.comlaw.gov.au/Details/F2007L00576
Medical Board of Australia/AHPRA: <ul style="list-style-type: none"> Codes & Guidelines (All) Code of Conduct Advertising Regulated Health Services Continuing Professional Development Registration Standard Telemedicine Policy 	<ul style="list-style-type: none"> http://www.medicalboard.gov.au/Codes-Guidelines-Policies.aspx http://www.medicalboard.gov.au/Codes-Guidelines-Policies/Code-of-conduct.aspx http://www.medicalboard.gov.au/Codes-Guidelines-Policies/Guidelines-for-advertising-regulated-health-services.aspx https://cpca.net.au/wp-content/uploads/2018/09/Medical-Continuing-Professional-Development-Registration-Standard.pdf https://cpca.net.au/wp-content/uploads/2018/09/Medical-Board-Guidelines-Technology-Based-Consultations.pdf
RACGP: Your Practice	http://www.racgp.org.au/your-practice/
RACGP: Infection Control	https://www.racgp.org.au/running-a-practice/practice-standards/standards-for-other-health-care-settings/view-all-health-care-standards/infection-prevention-and-control
RACGP: Managing Patient Records	https://www.racgp.org.au/download/Documents/e-health/2017/Privacy-and-managing-health-information-in-general-practice.pdf
RACGP: Managing External Requests for Patient	https://cpca.net.au/wp-content/uploads/2018/09/managing-external-requests-for-patient-information.pdf
RACGP: Computer and Information Security Standards	https://www.racgp.org.au/running-a-practice/security/
RACGP: Health Promotion & Preventative Care	https://www.racgp.org.au/your-practice/standards/standards4thedition/practice-services/1-3/health-promotion-and-preventive-care/
RACGP: eHealth Policy	https://www.racgp.org.au/your-practice/ehealth/
RACS: Discrimination, Bullying and Sexual Harassment Policy	https://cpca.net.au/wp-content/uploads/2018/09/2017-05-25_pol_rel-gov-028_discrimination_bullying_and_sexual_harassment.pdf
NHMRC: Australian Prevention & Control of Infections	https://nhmrc.gov.au/health-advice/public-health/preventing-infection
AMA: Code of Ethics	https://cpca.net.au/wp-content/uploads/2018/09/ama_code_of_ethics.pdf
AMA & MIIAA: Clinical Images and the Use of Personal Mobile Devices	https://www.dermcoll.edu.au/wp-content/uploads/2015/03/FINAL_AMA_Clinical_Images_Guide1.pdf

Advertising Guidelines

Current November 2019

Advertising is common in cosmetic medicine and there is a variety of requirements which must be satisfied to avoid invoking the wrath of various societies, medical boards or the Therapeutic Goods Administration.

While each individual member should satisfy him- or herself that all state, national, Society and college requirements have been satisfied, the following may be a guide as it lists the most important points or the most common problems encountered within our field.

Full descriptions of requirements may be found at:

- www.medicalboard.gov.au or www.ahpra.gov.au
- www.tgacc.com.au
- www.cosmeticsurgery.org.au

Advertising must not:

- Be false, misleading or deceptive;
- Offer discounts, inducements or special offers;
- Use testimonials or purported testimonials;
- Create unreasonable expectations or promote unnecessary use of services.

In advertising, claims must be able to be substantiated and comparisons should not be made with other health professionals.

Photos of treatments must only depict actual patients of the mentioned doctor or clinic and must show the result of only the advertised treatment.

Written consent must be gained to use these photos in advertising. Before and after photos must have consistency in position, lighting, expression, make-up, etc. and must state that the referenced change is due to the cited procedure.

S4 medication names must not be used in advertising. Neither the trade nor generic name nor any corruption thereof may be used. BOTOX, botulinum toxin, BTX-A, Btox, Restylane, Juvederm, hyaluronic acid injections and others are all not permitted. Terms such as “cosmetic injections”, “wrinkle-relaxing injections”, “dermal filler injections” and “sweat-reducing injections” are all permitted.

YOU are responsible for your advertising, not any staff member or administrator. Employed doctors and those that work out of others’ clinics are expected to take reasonable steps to ensure that advertising of that clinic or on their behalf complies with guidelines.

CPCA members, other than Fellows, Full, Life & Honorary members, are **not permitted** to claim membership of the College or use the College logo in advertising. Fellow, Full, Life & Honorary members **may** claim College membership and use the College logo in their advertising. However, **only** Fellows (and Fellows that become Life or Honorary members) are permitted to use “FCPCA” as a post nominal.

As part of the application process your website will be reviewed by our Membership Committee. We have a high number of applications requiring multiple website checks. This is very time consuming and frustrating for all concerned. It is worthwhile educating oneself as to the official advertising requirements (as stipulated by the above organisations). Repeated breaches will make one liable to disciplinary action by the TGA or the MBA/AHPRA. The CPCA does not wish to, itself, be held in breach by association with doctors who flaunt such guidelines.

Applicable from 1st November 2019, to maintain membership, members are required to submit a signed Advertising Compliance Declaration by the 31st March for each new membership term 1st July to 30th June.

CME/CPD Policy

Current September 2017

The Medical Board of Australia requires all medical practitioners who are engaged in any form of practice to participate regularly in continuing medical education that is relevant to their scope of practice to maintain, develop and enhance their knowledge skills and performance and so ensure that they deliver appropriate and safe care. The College has developed a program which meets the Medical Board requirements but **also meets the requirements of the College to retain membership level within the College**. All members are required to submit evidence of CME/CPD to the College annually, online, to comply with this requirement. A facility to do this has been created within the member area of the CPCA website.

Complaints Protocol

Current August 2015

If you are wishing for the CPCA to pursue a complaint (for example unsupervised nurse injectors etc.) then these are the steps that you have to follow:

Address your complaint in writing to the President of the CPCA;

- You must detail in your complaint what areas of your state health act, TGA or other relevant legislation is being breached;
- If possible, identify if there is a medically registered practitioner involved;
- If your complaint involves advertising please attach a copy/scan of the advertisement, keeping in mind that the date of the advertisement should be shown. It can be useful to screen capture websites when appropriate.
- Send the letter to CPCA head office addressed to the President:
 - Via post:
Suite 1, Unit 4, 48 Winton Road,
Joondalup, WA, 6027
 - Via email: cpcapca.net.au or
 - Via fax: (08) 9300 2412.

Your complaint will then be assessed by the Board of the CPCA and formalized if deemed appropriate. The more information that you provide the better the chances of resolution.

CPCA Conflict of Interest Policy

Current February 2015

Article I: Purpose

The purpose of this conflict of interest policy is to establish the procedures applicable to the identification and resolution of conflicts of interest in the context of transactions or arrangements entered into by Cosmetic Physicians College of Australia (CPCA) where an Interested Person (defined below) may have a Financial Interest (defined below) in or Fiduciary Responsibility (as defined below) towards an individual or entity with which CPCA is negotiating a transaction or arrangement. The determination that a conflict of interest exists does not prohibit the CPCA from entering into the proposed transaction or arrangement provided that the procedures set forth in Article III below are followed. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable corporations.

To view the full policy, please go to https://cpcapca.net.au/wp-content/uploads/2018/09/CPCA_Conflict_of_Interest_Policy_and_Acknowledgement_form_Updated_03.12.15.pdf

Credit Card Payment Policy

April 2019

This policy is subject to periodical revisions. Please contact the office for a copy if required.

Protocol for Delegated Cosmetic S4 Injections

Current May 2019

The CPCA recognises that there are two main forms of delegated cosmetic injectable treatments. The first occurs when a cosmetic physician provides a face to face (FTF prescribing) consultation at their Practice and delegates the treatment to be performed to a suitably qualified registered nurse. The second occurs when the consultation is not face to face but performed as a Technology Based Consultation (remote prescribing) with the patient and the registered nurse.

The CPCA believes that **best practice** for delegated cosmetic S4 injections requires that suitably- trained registered nurses may administer S4 medicines for cosmetic purposes after a doctor has consulted in person, face-to-face with a patient and formulated a specific written treatment plan. Whilst the CPCA does not believe that Technology Based Consultations are best practice, and in fact carries additional risks to the prescribing doctor, the Medical Board of Australia has allowed the use of Technology Based Consultations for this purpose. In addition to the Protocol the CPCA has produced for FTF prescribing, a list of additional requirements catering for remote prescribing has been developed for our members.

Whether the consultation is performed face-to-face or via technology, the doctor assumes responsibility for the procedure and the patient must know the doctor's contact details including how to contact the doctor in case of issues arising after the treatment.

Face to Face Prescribing for Delegated S4 Injections

A written **Treatment Plan**, formulated after the doctor's consultation with the patient should:

1. Cover a time period no greater than 1 year
2. Stipulate the specific areas to be treated
3. Provide a specific **Written Order** as to which S4 injectable is to be used in each particular area including specific dosages
4. Set the maximum number of procedures

The **Treatment Plan** and **Written Order** should be reviewed by the doctor and discussed with the patient:

1. At the expiration of the set time period.
2. If an unexpected side effect or complication occurred.
3. If the patient or nurse were unhappy with the results of the treatment being performed.
4. If a new indication or area of treatment for the ordered medications was to be contemplated.
5. If any change to the specific Written Order was to be contemplated.
6. If the presentation of the patient has changed (eg pregnancy, breast feeding, illness, medications, allergy etc)

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If any medications taken by the patient alter, the delegated nurse must check with the supervising doctor prior to the procedure occurring to ensure there are no contraindications to proceeding with the planned treatment.

The doctor should meet and have a professional relationship with the nurse and ensure that the nurse is fully competent and capable to carry out all injections that are delegated. The supervising doctor must be capable of performing these procedures themselves and should perform any procedures that fall outside the nurse's capabilities or expertise.

In the event of an emergency, the supervising doctor, or other suitably trained and competent doctor within the practice must be available to attend within 15 minutes.

It is **not lawful** for any individual to on sell S4 medications and devices. This includes a doctor selling S4 injectables to a delegated nurse.

Registered nurses performing such procedures must:

1. Have current national registration.
2. Be covered by the practice insurance policy, or in the case of an independent contractor, have his or her own policy.
3. Have had adequate training in the particular procedure/s they are performing.
4. Have been certified as competent where certification exists, or deemed competent by a trainer or supervising doctor within the practice.
5. Be approved by the supervising doctor.
6. Not perform procedures which have not been prescribed. i.e. that **are not** on the Treatment Plan or **are not** covered specifically by the Written Order.
7. Not perform procedures which are beyond their level of training and capability.

The CPCA does not endorse the use of injectors whose qualifications or experience is less than that stated above and is vehemently opposed to injections being given by non-paramedical persons such as beauty therapists.

All members should ensure there are no additional requirements relevant to the advertising, acquisition, storage, transport or administration of S4 medications pertinent to their own state or territory which must be fulfilled.

Remote Prescribing for Delegated S4 Injectables

The CPCA is committed to setting and promoting the standards in Cosmetic Medicine and believes that Remote Prescribing for Delegated S4 Injectable cosmetic treatments is **not Best Practice**.

It is important to recognise that as the prescribing doctor they are responsible for the outcome of any delegated procedure being performed by a non-medical practitioner and have a duty of care to the patient as if they had personally treated them.

If a member is providing remote prescribing services via a technology based consultation, they need to ensure that they comply with the following requirements **in addition to those for FTF prescribing**:

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1. Ensure that all State & Federal Laws are complied with including those governing advertising, acquisition, storage and transport of S4 medications and devices.
2. Ensure that they have a good understanding of the various regulations and guidelines governing this area, including but no limited to; MBA Guidelines for technology based consultations, MBA Good Medical Practice and Code of Conduct for doctors in Australia, MBA Guidelines for registered medical practitioners who perform cosmetic medical and surgical procedures as well as an awareness of the various Nursing and Midwifery Board Guidelines.
3. Ensure they have adequate Professional Indemnity to provide Technology Based Consultations and remote delegation of S4 injectables.
4. Ensure the Technology Based Consultation fulfils MBA requirements including full past medical history including medications, allergies and pregnancy status, history of presenting concern, discussion of treatment options, explanation of proposed treatment, full informed consent and a specific written treatment plan.
5. Keep a contemporaneous record of the consultation and consent. The delegated nurse injector is also required to keep their own record of this.
6. Provide a specific written prescription to the registered nurse delegated to perform the procedure. It must include the patients name, the date, your contact details, the specific S4 to be used including the dose and which areas are to be treated and must be done prior to the procedure being performed. Many States will not accept an electronic signature.
7. Be able to provide adequate supervision and be able to respond to any side effects or complications, in person if medically required, and in a timely manner.
8. Ensure that the remote delegated injector is well trained in the management of acute complications including vascular occlusion and has at least five ampules of hyaluronidase available for use.
9. The CPCA member should not provide Remote Prescribing services for more than five delegated nurse injectors.

The CPCA will require their members to certify that they comply with CPCA policy annually at the time their membership fees fall due.

Use of TGA Registered Medical Devices Policy

Current August 2014

The Cosmetic Physicians College of Australasia requires all members to use only TGA-registered medical devices.

At CPCA conferences, all medical devices sold and displayed by trade must be TGA-approved and proof of this approval must be available for viewing on request. For new devices for which TGA approval has not yet been finalised, a clearly visible and legible sign must be affixed to the device stating that the device is not for sale and it is not TGA-approved.

Policy Regarding Attendance at CPCA Events

Current August 2014

Preamble

A CPCA Event is defined as being any meeting organised, co-organised, co-hosted, or cross-promoted by CPCA. Examples include:

Procedural:

CPCA Board meetings

CPCA Annual General Meeting

Educational:

CPCA Introduction to Cosmetic Medicine Courses

CPCA State Branch Educational Meetings

CPCA Annual Scientific Meetings (For 2015, this will be run in conjunction with Australasian Society of Aesthetic Plastic Surgery for a trial period and then reviewed. Prior to this, since 2009, these were run in conjunction with ACCS).

This Policy is designed to outline the default restrictions on attendance at such meetings. Variations to this Policy for any specific event must be pre-approved by the CPCA board, or as outlined below.

Restrictions

CPCA Board Meetings: Only CPCA Board members may attend these meetings. In addition, a designated CPCA staff member may attend for the purposes of recording minutes. On occasion, there may be an invited participant who attends for a specific purpose and is only present for the time taken to deal with that purpose.

CPCA Annual General Meetings: Only financial CPCA members may attend and vote. In addition, a reasonable number of CPCA staff may attend for the purposes of manning the doors, distributing paperwork, managing floor microphones and recording minutes.

CPCA Introduction to Cosmetic Medicine Courses: Any registered medical practitioner may attend these courses, upon payment (in full) of the registration fee. The introductory courses are restricted to medical practitioners, **invited industry/trade representatives, volunteer procedural subjects ("models"), and anaesthetists/emergency physicians or others whose presence is required during procedural demonstrations.**

CPCA State Branch Educational Meetings: By default, only financial CPCA members, invited speakers **[and invited industry/trade representatives]** may attend such meetings. Doctors who have applied for, or are considering applying for, CPCA membership may also be allowed to attend, at the discretion of the CPCA Member organising the event. In addition, doctors who work with CPCA Members in their cosmetic practices may attend at the discretion of the CPCA

Member organising the event, after the employing CPCA Member has confirmed such status with the organizing CPCA Member. This privilege is extended on a once-only basis. Such doctors are expected to join the Society if they wish to attend future meetings.

By default, non-doctor practice staff members of CPCA Members are excluded from attending such events. Exceptions to this restriction can only be made by prior decision of the CPCA Board.

Policy Regarding Attendance at CPCA Events

Current August 2014

Continued.....

CPCA Annual Scientific Meetings

The Policy regarding these meetings is necessarily more complex (as many different types of events are scheduled), warranting consideration under a separate heading.

It is also important to note that some flexibility is required in the application of CPCA's policy in this setting, as traditionally these meetings have been co-hosted by CPCA with one or more other specialist medical group/s.

Ultimately, the admissions policy for these meetings will be determined by their Organising Committees. The following policy statement is intended to establish CPCA's "default" position, for the guidance of CPCA's representatives on such Committees.

Plenary sessions: open to all delegates.

Workshops and training sessions: open to Full and Fellow delegates only (unless otherwise specified by the Organising Committee, on an event-by-event basis). Paramedical delegates may attend if the number of Full/Fellow delegates is not at capacity, preferably in association with their supervising doctors.

Paramedical training course: Workshops designed for Paramedical delegates may be attended by those delegates only, unless Full/Fellow delegates are required for supervision or demonstration purposes.

Trade display: open to all delegates.

The CPCA does not believe that workshops presented at the Annual Scientific Meeting in any way constitute training. Delegates, be they Full/Fellow or Paramedical, should not believe themselves "trained" in any technique after observing a demonstration.

It is the responsibility of CPCA members to train their own staff to their satisfaction or to organize such training and ensure they are aware of their staff members' capabilities.

Injectables Party Policy

Current August 2014

The CPCA considers the administration of anti-wrinkle injections or any dermal filler, or the performance of any cosmetic medical procedure, in a party setting, to be incompatible with good medical care. The CPCA believes these types of non-invasive and minimally-invasive cosmetic procedures are medical procedures which should be conducted in the appropriate medical setting.

The CPCA, with reference to the CPCA Protocol for Delegated Cosmetic S4 Injections, endorses individual face-to-face consultations with each patient, to be performed by the doctor performing the treatment or supervising the registered nurse to whom the procedures are delegated. A full medical history should be gained and examination performed by the doctor to ensure that the intending patient is psychologically and physically suited for treatment.

The CPCA does not condone the performance of cosmetic medical procedures in a setting where:

- The medical practitioner is not supervising the delegated injector;
- The medical practitioner is “prescribing” the medication after the administration takes place or not providing a written order at all;
- The medical practitioner is prescribing the medication without personally conducting an in-person face-to-face consultation, history-taking and examination of the patient;
- Consent is gained in a coercive or peer-pressure-related environment;
- Consent is gained after imbibing alcoholic beverages or other not-medically-necessary mind- or mood-altering substances.

The CPCA does not endorse the administration of anti-wrinkle injections or dermal fillers by delegated injectors with a lesser qualification than registered nurse. All such registered nurse injectors must hold appropriate independent indemnity insurance, if not covered by the doctors’ practice insurance as employees, and legitimate registration in the state or territory in which they are working.

The CPCA maintains that all doctors must maintain their medical registration in the state or territory in which they conduct their practice(s).

The CPCA does not consider supervision to be adequate if the registered nurse delegated injector is effectively operating independently of the supplying doctor.

With regards to the injection of dermal fillers, the CPCA does not believe any advanced techniques, such as deep filling along the orbital rim, the use of a sub-dermal cannula, or the equivalent placement with a long, sharp needle, to be within the scope of practice of a registered nurse. These advanced techniques and other off-label use of cosmetic medicines should be performed by the doctors themselves.

The CPCA does not in any circumstances condone the use of any cosmetic injectable substances, or use of pieces of electronic medical equipment, that are not TGA-approved for use in Australia.

Privacy Policy

Current July 2015

Introduction

We are committed to protecting the privacy of our members' and applicants' information and to handling such information in a responsible manner in accordance with the Privacy Act 1988 (Cth), the Privacy Amendment (Enhancing Privacy Protection) Act 2012, the Australian Privacy Principles and relevant State and Territory privacy regulation (referred to as privacy legislation).

This Privacy Policy explains how we collect, use and disclose your personal information, how you may access that information and how you may seek the correction of any information. It also explains how you may make a complaint about a breach of privacy legislation.

This Privacy Policy is current from 1st March, 2014. From time to time we may make changes to our policy, processes and systems in relation to how we handle your personal information. We will update this Privacy Policy to reflect any changes. Those changes will be available on our website.

Collection

We collect information that is necessary and relevant to assess applications for membership, provide services for our members and promote cosmetic medicine, generally. This information may include your name, practice address/es, contact details, date of birth, registration and medical insurance details as well as information about the nature of your practice and your curriculum vitae. It may also include credit card details should you decide to pay your membership this way. This information may be stored on our office computer system as well as paper records.

Wherever possible we will only collect information from you, personally, however we may also need to collect information from other sources such as referees.

We collect information in various ways such as over the phone, in writing or over the internet depending on your method of contact. We may also collect information in person at courses or conferences. This information may be collected by our members or staff.

This information will generally be retained however it may be archived if membership becomes inactive.

Use and Disclosure

We will treat your personal information as strictly private and confidential. However, it is a privilege of membership that members' practice contact details are displayed on our website, unless we are otherwise instructed not to do so.

Applicants' details will be shared among our Advisory Panel members to seek approval for membership. We may seek clarification of certain details from you in the event of a query.

We may ask that you seek clarification from your Medical Defence Organisation about aspects of your application.

Privacy Policy

Current July 2015

Continued.....

There may be circumstances where we may be permitted or required by law to disclose your personal information to third parties such as police, solicitors, government regulatory bodies or courts of law.

We may disclose information about you to outside contractors to carry out activities on our behalf, such as an IT service provider, solicitor or debt collection agent. We impose security and confidentiality requirements on how they handle your personal information. Outside contractors are required not to use information about you for any purpose except those activities we have asked them to perform.

Date Quality and Security

We will take reasonable steps to ensure that your personal information is accurate, complete, up to date and relevant. For this purpose, we request that you inform us of address and contact changes as soon as possible. We request also that you let us know if any of the information we hold about you is incorrect or out of date.

Personal information that we hold is protected by:

- Securing our office premises which are protected by alarms
- Providing locked cabinets for physical record storage
- Placing passwords on computers to limit access and protect electronic information from unauthorised interference, access, modification and disclosure
- Backup data is stored offsite in encrypted form.

Corrections

If you believe the information we have about you is not accurate, complete or up to date, we ask that you contact us in writing.

Access

You are entitled to request access to your records. We request that you put your request in writing and we will respond to it within a reasonable time. There may be a fee for the administrative costs of retrieving and providing you with copies of your records.

We may deny access to your records in part or full in certain circumstances permitted by law. We will tell you why access is denied and the options you have to respond to our decision.

Complaints

If you have a complaint about the privacy of your personal information, we request that you contact us in writing. Upon receipt of a complaint, we will consider the details and attempt to resolve it in accordance with our complaints handling procedures.

If you are dissatisfied with our handling of a complaint, you may make an application to the Australian Information Commissioner or the Privacy Commissioner in your state or territory.

Privacy Policy

Current July 2015

Continued.....

Overseas Transfer of Data

We will not transfer your personal information to an overseas recipient unless we have your consent or we are required to do so by law.

Contact

Please direct any enquires, complaints and requests for access to:

The Secretary
Cosmetic Physicians College of Australasia Ltd.
Joondalup Professional Centre
Suite 1, Unit 4, 48 Winton Road
JOONDALUP, WA, 6027

Tel: 1300 552 127
Tel: (08) 6201 7317
Fax: (08) 9300 2414
Eml: cpca@cpca.net.au

Refund & Returns Policy

Current February 2015

Returns Policy

The college does not provide products that can be returned.

Refund Policy

In the event of an accidental overpayment, a full refund will be issued. Please follow the instructions below. There will be no time restrictions applied to your notifying the office of your error. Please allow the office up to fourteen (14) days to confirm your overpayment and issue the refund. The payment will be made according to terms 1 to 3 below.

After a submission of an application for membership, if you feel the need to withdraw said application, you must do so in writing. Please state your reason for revoking the application.

Notice of intention to withdraw application must be received at the administration office within fourteen (14) days of date of submission for a full refund to be approved.

All refunds are to be at the discretion of the College. If the application for membership has been processed by the College, then the College reserves the right to charge an administration fee out of the application fee or prior to refund.

Refund & Returns Policy

Current February 2015

Continued.....

Annual membership part refunds

In the event of member retirement from medical practice due to disability or death, the College may at its discretion make a partial refund of current year annual fees on request in writing with reason for discontinuation stated.

Where to send the notice:

The Membership Review Committee
Cosmetic Physicians College of Australasia Ltd
Joondalup Professional Centre
Suite 1, Unit 4, 48 Winton Road
JOONDALUP WA 6027

Email to: cpca@cpca.net.au

Fax to: (08) 9300 2412

The date of submission will be deemed to be;

- (a) In the case of online submission via the CPCA website facility: The date of the submission as captured by this facility
- (b) In the case of a faxed submission: The date as recorded on the received and printed document
- (c) In the case of a mailed or delivered (Australia Post or courier) submission: The date the item was received or delivered to the office of administration.

On refund approval, the payment will be processed according to the below terms:

- (1) If the original payment was paid by cheque or direct credit to the CPCA bank account, the refund must be made payable to the same payer and be paid into the same bank account from which the payment originated*.
- (2) If the application fee was paid via credit card, the refund can only be processed back to that same credit card from which the payment originated*.
- (3) * You will be required to provide proof of payment method as some specific payment details (i.e. credit card numbers) are not captured and stored.

Please allow the office up to fourteen (14) days to confirm your payment and issue the refund.

Professional Relationships between CPCA Members and Non-Doctor Aesthetic Staff

Current August 2014

Background

As the practice of cosmetic medicine becomes ever more complex, most cosmetic physicians will at some point find themselves working alongside both nurses and non-medically trained aestheticians such as beauticians and laser therapists, either as employers, supervisors, or possibly business partners.

Aestheticians in particular are (unlike doctors) not bound by any clearly recognised set of ethical or professional standards and are unlikely to have received any ethical training. Hence the decisions and recommendations they make to their clients are in most cases likely to be commercially driven. This situation appears to enjoy tacit acceptance by the community at large; however, where medical practitioners interact with aestheticians and aesthetic nurses, the higher ethical standards to which doctors adhere to may at times clash with the commercial considerations driving such businesses.

It is therefore incumbent upon CPCA members to understand their ethical obligations in such circumstances. This document is intended to provide broad guidelines for correct and ethical practice when interacting with non-doctor aesthetic staff in various situations.

Definitions

Aesthetic treatments: including (but not limited to) laser and IPL treatments; administration of scheduled substances such as botulinum toxin and dermal fillers; skin needling (e.g. with dermal rollers); cosmetic tattooing; microdermabrasion; radiofrequency skin treatments; assistance at procedures; formulation of skin care plans; advice and dispensing of skin care products.

Aesthetic nurse: a qualified nurse (RN or EN) who engages in aesthetic treatments.

Aesthetician: any person other than a registered medical practitioner or nurse, who engages in aesthetic treatments.

Cover: Supervision (in any way) of the delivery of an aesthetic treatment by a CPCA doctor.

Examples of professional relationships between CPCA members and aesthetic staff

There are many different possible types of professional relationships between a CPCA doctor and non-doctor aesthetic staff. Some examples include:

- Aesthetic nurse or aesthetician employed at a CPCA doctor's practice;
- Aesthetic nurse or aesthetician working under contract at a CPCA doctor's practice;
- CPCA doctor working as a locum at an outside practice which employs nurses or aestheticians;
- CPCA doctor working as an employee or under contract at a beauty salon, laser clinic, or other business offering aesthetic medical services;
- CPCA doctor covering aesthetic services at an offsite location;
- Others.

The critical consideration is that wherever a CPCA doctor practices, their scope of medical influence constitutes a bona-fide medical practice to which all the ethical standards of the profession (including CPCA's own member standards) apply.

Professional Relationships between CPCA Members and Non-Doctor Aesthetic Staff

Current August 2014

Continued.....

Hence it is essential that the CPCA doctor's scope of practice be well-defined and agreed to by all parties to the commercial arrangement. This is particularly relevant where the doctor is working at another clinic (or salon) which operates at least partially outside that doctor's control.

This scope of practice should specify whether the doctor is "covering" any or all of the aesthetic treatments offered at that location.

Supervision of aesthetic service delivery by CPCA doctors - "on-site"

The NSW Medical Board in its "Supervision Policy" document identifies three levels of supervision:

- Level 1: direct supervision
- Level 2: indirect, on-site supervision
- Level 3: indirect supervision

In most cases, the CPCA doctor will be directly or indirectly supervising services provided by staff on that doctor's own premises (Levels 1 & 2).

In this case, the level of supervision required will depend on the patient's presenting condition, the type of service being administered, and the level of qualification and experience of the aesthetic staff delivering the service.

Any of these levels may be appropriate for a given situation involving a CPCA doctor's patient being treated by an aesthetician. However, certain principles apply:

- The appropriate Federal and State laws must at all times be complied with;

In the case of administration of scheduled substances by nurses, the CPCA Protocol for Delegated Cosmetic S4 Injections must also be followed.

In the specific case of laser and IPL treatment, the following principles apply:

- All operators should hold a recognised Laser Safety Officer's Certificate or suitable equivalent qualification;
- Where an operator is in training and has not yet achieved certification, direct supervision is compulsory;
- All patients must first be consulted in person by a doctor, preferably the CPCA member, or alternatively the member's trainee or another doctor with suitable training and experience in laser/IPL medicine; where a doctor is being trained by the CPCA member, the level of supervision can be at the discretion of the member, based on the trainee's skill and experience level at the time.

Supervision by CPCA doctors of aesthetic service delivery - "off-site"

In this situation, the CPCA member will not be available to provide direct supervision on demand. Hence a different set of principles will apply.

Professional Relationships between CPCA Members and Non-Doctor Aesthetic Staff

Current August 2014

Continued.....

Firstly, it is essential that the precise scope of the CPCA doctor's practice is understood by all parties. This could exist at two different levels:

- The clients are effectively the CPCA doctor's patients, and the doctor is delegating their treatment to an aesthetic nurse or aesthetician;
- The clients are not the CPCA doctor's patients, but the doctor assumes responsibility for the overall quality of service delivery for certain procedures.

In the first case, the following principles apply:

- The appropriate Federal and State laws must at all times be complied with;
- In the case of administration of scheduled substances by nurses, the CPCA Protocol for Delegated Cosmetic S4 Injections must also be followed;
- The CPCA doctor must personally ensure that all operators are skilled at the procedures being performed;
- The CPCA doctor must ensure that a detailed and up-to-date
- "operations manual" exists for all medical procedures performed at the location, and that appropriate medical records are kept;
- For laser and IPL treatment, all operators should hold a recognized Laser Safety Officer's Certificate or suitable equivalent qualification;
- Any patient seeking treatment must be seen by the CPCA doctor prior to treatment. The CPCA doctor must then provide a written treatment protocol for the patient;
- Where any service delivery is undertaken on a client without prior assessment by the CPCA member or another appropriately-qualified doctor, it must be of an essentially non-medical nature. It should be clear that these clients are not patients of the CPCA doctor and are undergoing non-medical treatments. CPCA doctors should not practice at locations where treatments requiring medical supervision are allowed to take place without appropriate medical supervision.

In the second case, the following principles apply:

- The appropriate Federal and State laws must at all times be complied with;
- The CPCA doctor must personally ensure that all operators are skilled at the procedures being performed;
- The CPCA doctor must ensure that a detailed and up-to-date "operations manual" exists for all medical procedures performed at the location, and that appropriate medical records are kept;
- For laser and IPL treatment, all operators should hold a recognised Laser Safety Officer's Certificate or suitable equivalent qualification;
- Administration of scheduled substances, treatment for leg veins, pigmented lesions other than simple freckles, vascular malformations other than isolated telangiectasias, or treatment to areas of skin containing undiagnosed skin lesions, should not be undertaken at that location unless they are being supervised by another appropriately-qualified doctor. CPCA doctors should not be associated with locations where such treatments are allowed to take place without appropriate medical supervision.

Social Media Policy

Current August 2014

1. The doctor is responsible for any social media that pertains to their clinical activities.
2. Social media, like other forms of advertising, cannot be seen to promote time limited specials, use illegal terminology including brand names, misleading advertising in the form of written word or photographs, or use testimonials. Nor should it involve children under the age of 18 years where there is direct or implied reference to minors having cosmetic medical procedures.
3. Conversational input from colleagues, clients, or staff that breaches such rules must be removed immediately. For example, a client cannot write that Dr X is the greatest at treatment Y.

Any reference to other social media or websites that have breaches makes the original referring site in breach too.

The CPCA does not condone breaches of advertising in any form whether they were intentional or not. Unintentional breaches by CPCA members must be removed or rectified as soon as it comes to their attention. The CPCA recommends members to contact and be aware of their MDO recommendations concerning social media.

Persistent or recurrent breaching by members may result in disciplinary action against the member, which may include suspension or loss of membership.

Policy for Solarium Use

Current August 2014

While acknowledging that ultraviolet (UV) light under medical supervision may be useful in treating some skin conditions (e.g. PUVA for vitiligo), the CPCA believes that solarium use is generally harmful and condemns its use for all cosmetic purposes.

Skin damage from exposure to UV light is cumulative and leads to photo-ageing of the skin and significantly increases the risk of skin cancer in the Australian population, which is already at a high risk of this.

Use of a Post Nominal & Advertising of Membership of the College

Current February 2015

Post Nominal

Post nominal are abbreviations of qualifications held by a person and placed immediately after or immediately below their printed name. The most common are University degrees such as Bachelor and Master Degrees.

Use of a Post Nominal & Advertising of Membership of the College

Current February 2015

Continued.....

Membership

Membership of an organisation which did not require sitting additional examinations but is part of your profession comes under the heading of “Memberships and Affiliations” and would include such organisations as the AMA, International Academies, Craft organisations such as CPSA and many others. It is perfectly reasonable and correct to advise people of your professional affiliations as it is an indication of continuing professional development and involvement with your peers. However, Membership of an organisation, even a College, is not a professional qualification and cannot be used as a post nominal.

Use of Post Nominal FCPCA

Only Fellows of the Cosmetic Physicians College may use the post nominal FCPCA or Fellow CPCA. Those who are Members may not use a post nominal but may mention their CPCA Membership on their business documents. Corresponding Members are not permitted to mention their affiliation to the College in any documents.

Incorrect use of a post nominal by members of the College will bring disciplinary action by the College Council. Refusal to correct inappropriate use of post nominal or incorrect information about your relationship to the CPCA may lead to loss of membership at the discretion of the College Council.