



COSMETIC PHYSICIANS
COLLEGE
OF AUSTRALASIA

Policy - Exemptions and Variations

Policy Domain:	
Policy Area:	
Policy Author:	
Contact:	
Version:	
Approval Details:	
Effective Date:	
Review Date:	
Related Documents:	

1. Purpose

To ensure that the CPD Home consistently implements processes for application, review, and decision in regard to exemptions or variations to complete the CPD program.

2. Policy statement

The CPCA is committed to implementing a systematic, consistent, and flexible approach to exemptions and variations to ensure that CPD Home members are supported in safe and culturally appropriate ways.

Exemptions and variations may be requested due to:

- continuous absence from practice of at least six months and up to and including 12 months for parental or carer leave
- serious illness or
- other approved circumstances, such as
 - cultural responsibilities including
 - applications on the basis of Aboriginal and Torres Strait Islander cultural responsibilities, and
 - other cultures
 - limited registration in the public interest or limited registration for teaching or research (to demonstrate a procedure or participate in a workshop) and who have been granted registration for no more than four weeks
 - Medical practitioners with non-practising registration (<https://www.medicalboard.gov.au/Registration/Types/Non-Practising-Registration.aspx>)

3. Responsibility

Implementation of this policy is the responsibility of the CPD Home Committee. Activities as outlined in the procedure may be conducted by authorised representatives with all outcomes and actions reported through to the CPD Home Committee and CPCA Board (if required).

4. Scope

This policy applies to registered practitioners of the CPD Home.

5. Procedure

Application

1. All applications must be made in writing as per the Exemption / Variation Application form, which is available in the CPD Wizard or through specific request.
 - a. Application can also be made via email as advertised in the form / website.
2. The applicant must supply supporting documents that confirm the circumstances for which they are applying.
 - a. Supporting documents will be reviewed by the CPD Home representative to confirm authenticity.
 - i. If documents are unable to be verified more information will be requested from the applicant
 - b. to support applications for cultural reasons (Aboriginal and Torres Strait Islanders or any other cultures), the applicant may provide evidence from their cultural leader, or recognised representative / elder.
 - i. Verification of cultural exemptions / variation requests may include discussions with the elders or leaders identified. Where needed expert organisations or individuals will be consulted.
3. Once verification steps are completed, regardless of if they were successful or not, the application will be forwarded to the CPD Home Committee for review and decision.
4. The CPD Home representative will inform the practitioner that their application has been forwarded to the CPD Home Committee and that they can expect a decision within 14 working days.
5. The CPD Home will review the application and if necessary, contact the applicant to clarify the request.
 - a. Requests for more information may extend the decision process outside the 14-day guarantee. If this is the case, the applicant will be informed in writing.
 - b. Requests for more information may be either in writing or via phone.
6. Once a decision has been reached, the applicant will be informed in writing via email.
 - a. A quorum must be reached for a decision to be final.

Determinations

The following are determinations that the CPD Home Committee may make after review of all provided evidence:

1. Not granted - The request for exemption, variation, or deferral of CPD requirements for the current CPD year is not accepted.
2. Granted - The request for exemption, variation, or deferral of CPD requirements for the current CPD year has been accepted under the following terms:

- a. Exemption - will be for the CPD year indicated in the application
 - b. Variation - the minimum hours for each of the CPD requirements for the indicated CPD year will be reduced in proportion with the period that the practitioner is not practicing medicine. 3 months = 25%, 6 months = 50% etc
3. Deferred - Can be granted where exemption or variation is not approved. This does not reduce the requirements but provides the practitioner with additional 3 months to complete the requirements.

Appeal

1. If the application is denied the applicant will have the opportunity to appeal.
2. Appeals must be made within 14 days of the decision being received.
3. All appeals are made and handled as per the Appeals and Complaints Policy.

Record Keeping

1. All records of decisions will be maintained in the CPD Home Committee minutes
2. Additionally, the CPD Wizard will be updated for the practitioner to include notification or any exemptions or variations that have been applied to their record.

5. Supporting Documents / Systems

- CPCA Website
- Exemption / Variation Application Form
- Appeals and Complaints Policy
- CPD Home Committee Terms of Reference

6. Review

This policy will be reviewed no less than annually at the time of use to ensure it remains fit for purpose.

7. Version Control

Version	Date	Changes Made	Approved By
DRAFT	11/09/2022	New document created	Dr Michael Molton
V2	15/05/2023	HT - Added in "Determinations"	