CONJOINT COMMITTEE FOR THE RECOGNITION OF TRAINING IN CT CORONARY ANGIOGRAPHY (CTCA)

REPRESENTED BY:

AANMS | CSANZ | RANZCR

CT Coronary Angiography (CTCA) Frequently Asked Questions

Recertification

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General CTCA Recertification Information

1. When did the changes to the CTCA Training Requirements commence?

The new CTCA Training Requirements commenced on 1 July 2024. All recertification applications submitted after this date will be processed based on the recertification options provided.

2. How do I find when my recertification for CTCA is due?

You will need to recertify once every 3 years. Please check the letter you were sent at your last recertification or the CTCA Specialist Register on the ANZCTCA website.

3. When will reminders be sent out regarding my CTCA recertification?

Reminders regarding your CTCA recertification will be sent out at regular intervals in the lead up to your recertification due date, e.g., 3 months before, 1 month before and after the due date, 1 week after and 1 month after.

It is also recommended that you add a reminder to your calendar when your recertification is due to assist you in submitting your recertification documentation on time.

4. What if I have not received any reminder emails regarding my CTCA recertification?

Please contact the CTCA secretariat as soon as possible to ensure your details are up to date by phoning +61 2 9268 9703 or by emailing ctca@ranzcr.edu.au . It is your responsibility to update your contact details with the CTCA secretariat should they change during your recertification period.

Please also ensure that you add your recertification date to your calendar to remind you to submit in a timely fashion.

5. I submitted my recertification late, but I need to be recertified as soon as possible, what should I do?

Please contact the CTCA secretariat as soon as possible to discuss your options by phoning +61 9268 9703 or by emailing ctca@ranzcr.edu.au . Please note the CTCA Committee only meet once every 3 months.

6. What happens after I have submitted my recertification application and supporting documentation?

A confirmation email will be sent to you within 5 business days. A preliminary check will also be carried out, and you will be contacted if further information is required. Within a few weeks of receipt, you will also be invoiced and an email with instructions on how to pay your invoice will be sent to you.

You will then be notified of the outcome of your recertification application 2-3 weeks after the Committee meets and send a recertification confirmation letter. The CTCA specialist register will also be updated with your new recertification due date.

Please note – there are often large numbers of applications that are being processed and finalised in the same round as your application. It would be appreciated all applicants could please be patient and ensure that they submit their applications correctly and on time as this improves the application processing time.

7. What happens if there are any documents missing or incorrect information in my CTCA application form?

The CTCA secretariat will contact individual CTCA specialists for the following reasons:

- Missing documentation, e.g. CPD evidence documents
- Incorrect documentation
- Documentation in incorrect format, e.g. logbooks not in Excel format (files from Apple computers will need to be converted to a Microsoft format like Excel)
- Missing information in application form

- Logbook cases – not enough correlated cases, missing DLPs or cases outside of your recertification period
- Unpaid invoices

All of the above issues will mean that your application may be delayed if you do not submit the correct information by the deadline and you may miss the next Committee review period. Your application will then be delayed to the following meeting provided that the application and supporting documentation are correct.

Applicants are responsible for the following:

- Correct information in application form
- Correct type of application form (e.g. recertification or conversion)
- Submission of all documentation in a clear and readable format
- Advising of any change of contact information (e.g. address, phone number etc.)
- Paying their invoice in a timely manner

Please note – if you make an error on your application form **please contact the CTCA secretariat as soon as possible**. If you fail to notify the CTCA secretariat before the next meeting date, then your application will be assessed as it has been submitted. For example, if you submit the recertification application form when you intended to convert to a Level B then it is your responsibility to contact the CTCA secretariat to have the recertification form cancelled and then resubmit a conversion form. **This must be done before the Committee meets and your application is finalised**. Conversion is only allowed at the end of a recertification period. You cannot be recertified and then apply for conversion, you will need to wait 3 years until you are due to recertify again to apply for conversion.

Please also note that failure to pay the invoice will mean that your recertification date will not be updated on the CTCA register of specialists and your certification may be removed if you do not pay by the deadline.

8. What should I do if I am due to recertify but having difficulty meeting the requirements. What should I do?

Please contact the CTCA secretariat as soon as possible to discuss your options by phoning +61 2 9268 9703 or by emailing ctca@ranzcr.edu.au .

We recommend you start getting organised 3 months prior to your recertification date so you are aware of any requirements you may still need to meet. **Please note that it is your responsibility to ensure you meet the CTCA requirements**. These are also listed in your CTCA recertification letter if you recertified from 2024 onwards.

9. I took a break in practice during my recertification period and was not reporting CTCA for an extended period, what do I need to do?

Recognised CTCA Specialists may seek to formally suspend their CTCA Registration on compassionate grounds for a period of up to twelve months during their three-year recertification cycle. Reasons for CTCA Registration suspension may include sabbatical leave, parental leave, or illness.

Any CTCA cases performed during the period of suspension by the CTCA Specialist will not be eligible for use in their recertification logbook, and Medicare Australia will be advised of the CTCA Specialist's temporary suspended registration. The validity of 'compassionate grounds' will be considered on a case-by-case basis by the Committee where these are ambiguous.

Applications for Suspension of CTCA Registration are assessed by the Conjoint Committee for the Recognition of Training in CT Coronary Angiography (CTCA). Following the approval of an application for suspension of registration, applicants will be notified and their recertification due date updated.

Please contact the CTCA secretariat to request the Suspension application form by phoning +61 9268 9777 and selecting 'CPD' or by emailing ctca@ranzcr.edu.au .

10. How can I check how many recertification cycles I have completed for CTCA?

You can check the recertification letters you were sent at your last recertification or the CTCA Specialist Register on the ANZCTCA website.

Please see the below timeline example regarding recertification cycles for **Level A**:

Level A Certification Stage	Cycle	Year of Cycle	Example	Requirements
Initial Certification	-	-	2023	
Recertification Year 1	1	Year 1	2024	
Recertification Year 2	1	Year 2	2025	
Recertification Due (cycle 1)	1	Year 3	2026	Submit a logbook with 150 cases and evidence of 4 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	2	Year 4	2027	
Recertification Year 2	2	Year 5	2028	
Recertification Due (cycle 2)	2	Year 6	2029	Submit a logbook with 150 cases and evidence of 4 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	3	Year 7	2030	
Recertification Year 2	3	Year 8	2031	
Recertification Due (cycle 3)	3	Year 9	2032	Submit a signed statement declaring that you are still active in reporting CTCA and evidence of 4 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	4	Year 10	2033	
Recertification Year 2	4	Year 11	2034	
Recertification Due (cycle 4)	4	Year 12	2035	Submit a signed statement declaring that you are still active in reporting CTCA and evidence of 4 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification cycles ongoing	-	-	2036	

Please see the below timeline regarding recertification cycles for **Level B**:

Level B Certification Stage	Cycle	Year of Cycle	Example	Requirements
Initial Certification	-	-	2023	
Recertification Year 1	1	Year 1	2024	
Recertification Year 2	1	Year 2	2025	
Recertification Due (cycle 1)	1	Year 3	2026	Submit a signed statement declaring more than 300 cases over 3 years and evidence of 6 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	2	Year 4	2027	
Recertification Year 2	2	Year 5	2028	
Recertification Due (cycle 2)	2	Year 6	2029	Submit a signed statement declaring more than 300 cases over 3 years and evidence of 6 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	3	Year 7	2030	
Recertification Year 2	3	Year 8	2031	
Recertification Due (cycle 3)	3	Year 9	2032	Submit a signed statement declaring more than 300 cases over 3 years and evidence of 6 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification Year 1	4	Year 10	2033	
Recertification Year 2	4	Year 11	2034	
Recertification Due (cycle 4)	4	Year 12	2035	Submit a signed statement declaring more than 300 cases over 3 years and evidence of 6 hours of cardiac imaging CPD per year in a minimum of 2 out of 3 CPD categories.
Recertification cycles ongoing	-	-	2036	

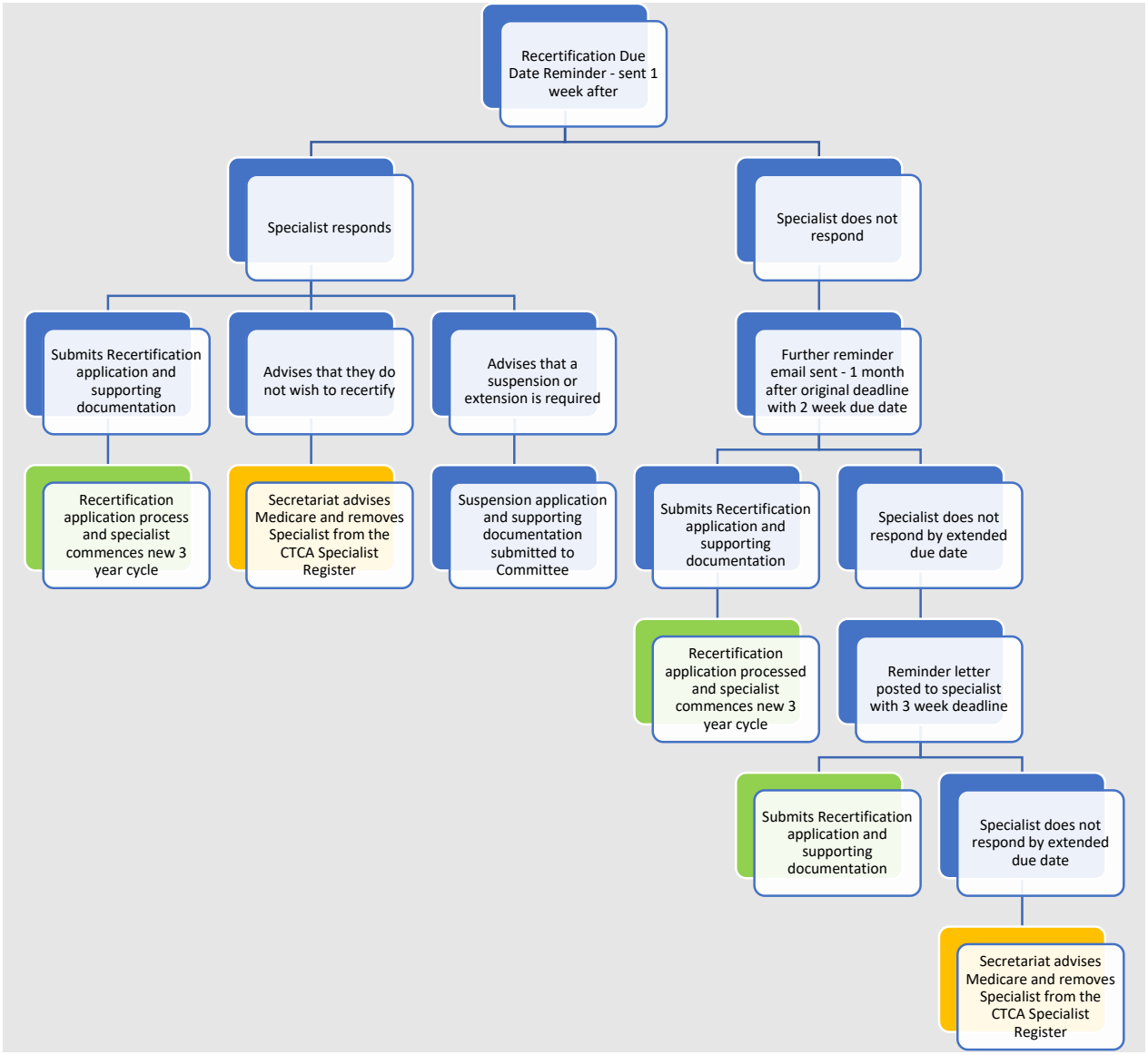
11. What happens if I am overdue with my CTCA recertification?

Should your recertification not be submitted by the due date, 2 reminder emails will be sent at 1 week and then at 1 month after the due date. If no response is received a hard copy letter will be sent to you.

If by the end of the 3rd month (3 months after your original due date) you have not responded, then the Secretariat will contact Medicare to advise them you have been deregistered and the CTCA Specialist Register on the ANZCTCA website will be updated. After deregistration should a specialist wish to reapply for CTCA certification, they will need to complete the initial registration process and meet the requirements.

It is the responsibility of the CTCA specialist to ensure that their contact details are kept up to date and to put a reminder in their own calendar of their recertification due date.

Please see the flow chart below of the overdue recertification process:



CTCA Continuing Professional Development (CPD) Information

12. Who needs to complete CTCA-specific CPD activities as part of their CTCA certification?

If you are currently certified as a CTCA specialist (both Level A and Level B) you will be required to complete CTCA-specific CPD activities as part of your recertification cycle.

13. What are the CPD requirements for recertification?

- **Level A** – 4 hours of CTCA-specific CPD activities for each year of your recertification cycle in 2 out of 3 CPD categories (Medical Board of Australia CPD requirements)

Please note there are 2 types of Level A recertification depending on how many recertification cycles you have completed.

  - **If you are Level A and it is your first or second recertification cycle** you will also need to submit a logbook of 150 cases completed during your recertification cycle (20 correlated cases and 50% of cases should have DLPs listed). This logbook and evidence of your 4 hours a year of CTCA-specific CPD activities will need to be submitted for recertification.

  - **If you are a Level A and it is your third or later recertification cycle** you will need to complete the declaration form as well as provide evidence of your 4 hours a year of CTCA-specific CPD activities will need to be submitted for recertification.

- **Level B** – 6 hours of CTCA-specific CPD activities for each year of your recertification cycle in 2 out of 3 CPD categories (Medical Board of Australia CPD requirements). Please note you do not need to submit a logbook.

Please check the CTCA register of specialists for details regarding your recertification due date or contact the CTCA Secretariat by phoning +61 2 9268 9703 or by emailing ctca@ranzcr.edu.au .

14. What CPD activities can I use as evidence of CTCA-specific CPD?

Each year you should be completing CTCA-specific CPD activities (4 hours a year for Level A and 6 hours a year for Level B) in 2 of the 3 CPD categories. Please ensure that you keep records of this so you can submit this information as part of your CTCA recertification every 3 years.

Your CPD activities should be activities eligible under the RANZCR or the RACP CPD Programs (or another accredited CPD Home).

The 3 CPD categories are:

- Educational Activities
- Reviewing Performance and Reflecting on Practice
- Measuring and Improving Outcomes

Examples of CPD activities can include web-based learning, journal reading, conferences, workshops, clinical meetings, multidisciplinary team meetings, peer review, research, publication of a journal article, audit of your CTCA cases etc.

Please note - a CPD certificate of completion from your CPD Home (RANZCR or RACP) is not sufficient as evidence of cardiac imaging CPD activities.

15. How should I structure my CTCA-CPD activities to ensure I meet the recertification requirements?

There are many ways in which you can meet the CTCA-CPD requirements. It is recommended that you keep a record or plan how you are going to meet this when you start a new CTCA recertification period. You need to have CTCA -specific CPD activities across 2 of the 3 Medical Board of Australia CPD categories.

Level A
Currently Level A is required to complete 4 hours a year (12 hours in total) of CTCA-specific CPD activities in 2 out of 3 CPD activities. An example of how this would look is as follows:

- Year 1 – 2 hours of journal reading (Educational Activities) and 2 hours of correlation meetings (Reviewing Performance and Reflecting on Practice)
- Year 2 – 3 hours of auditing CTCA cases (Measuring and Improving Outcomes) and 1 hour of web-based learning (Educational Activities)
- Year 3 – 1 hour of peer review meetings and 3 hours of CTCA lectures at a conference

Level B
Currently Level B is required to complete 6 hours a year (18 hours in total) of CTCA-specific CPD activities in 2 out of 3 CPD activities. An example of how this would look is as follows:

- Year 1 – 2 hours of web-based learning (Educational Activities), 1 hour of making a presentation (e.g. GPs or other consultants) on CTCA (Educational Activities) and 3 hours of multidisciplinary meetings (Reviewing Performance and Reflecting on Practice)
- Year 2 – 3 hours of auditing CTCA cases (Measuring and Improving Outcomes), 2 hours of correlation meetings (Reviewing Performance and Reflecting on Practice) and 1 hour of web-based learning (Educational Activities)
- Year 3 – 4 hours of peer review meetings and 2 hours of CTCA lectures at a conference

The evidence of these CPD activities should then be uploaded in your CTCA recertification application.

Please note - a CPD certificate of completion from your CPD Home (RANZCR or RACP) is not sufficient as evidence of cardiac imaging CPD activities.

Please refer to the RANZCR or RACP CPD Program documentation available on their website for more detailed information. These documents (e.g. RANZCR CPD Handbook) also list acceptable evidence types for each CPD activity type.

16. How does it work if I have to do CTCA-specific CPD each year, but my recertification period starts mid-year?

Years for CTCA recertification period commence from your start date, for example if your last recertification start date was 31 May 2024 then year 1 finishes 31 May 2025, year 2 finishes 31 May 2026 and year 3 finishes 31 May 2027.

- If you are Level A you need to complete 4 hours per year in 2 out of 3 CPD categories.
- If you are Level B you need to complete 6 hours per year in 2 out of 3 CPD categories.

17. What are the requirements for submitting a logbook or documentation that has patient information?

If you are a Level A and need to submit a logbook of cases, please ensure that you have used the current logbook template on the ANZCTCA website. A logbook only needs to be submitted if you are recertifying as a Level A and it is your first- or second-time recertifying (3 years and 6 years after initial certification). Please note that Level B CTCA specialists no longer need to submit a logbook of cases for recertification.

Please ensure that you do not include identifiable patient information, e.g. names in your logbook. Should you send CTCA documentation that contains identifiable patient information **it will not be accepted**. Where applicants submit logbooks which contain identifiable patient information these will be immediately deleted, and the applicant will be responsible for resubmitting an updated version of the logbook with de-identified information.

Any logbooks that do not meet the requirements will be sent back to the applicant to resolve and may cause delays in processing the recertification application.

18. How should I collate my CPD evidence to prepare to recertify?

- Keep a Word document or Excel spreadsheet on your computer with a log of the CTCA-specific activities you have completed
- Keep a folder of all evidence of CTCA-specific CPD activities, e.g. certificates of attendance
- If you use RANZCR as your CPD Home please upload these activities with evidence to the ePortfolio and add CTCA to the Description field in the CPD Activity form as this enables RANZCR staff to search for them when you are due to recertify
- Add reminders to your calendar to assist you in completing your CTCA-specific CPD and the due date of your recertification.