

AUSTRALIAN AND NEW ZEALAND BOARD OF PERFUSION Examination Policy

POLICY PROVISIONS

1. Purpose

- a) To define the principles, procedures and responsibilities governing the eligibility, planning, administration, facilitation, marking and review of all Australian and New Zealand Board of Perfusion (ANZBP) examinations.
- b) This policy ensures to maintain the integrity and credibility of ANZCP Certification and uphold the standards of competency required for safe and effective clinical perfusion practice in Australia and New Zealand.
- c) The primary purpose of the ANZBP examination process is to protect patient safety. Cardiovascular perfusion involves complex, high-risk procedures, and it is essential that only individuals who demonstrate safe, consistent, and competent practice are certified. The examinations therefore establish and uphold the minimum competency standards required to practice as a Clinical Perfusionist in Australia and New Zealand.

2. Scope

This policy applies to all examinations conducted by the ANZBP for:

- a) Local Trainee candidates sitting local candidate (CCP) certification examinations for CCP (ANZ) status
- b) Overseas Trained Perfusionists sitting overseas trained perfusionist (OTP) equivalency examinations for OTP (ANZ) status.

3. Certification Outcomes

- a) Local registered ANZBP Trainees;
 - i) Provided with the opportunity to sit local candidate (CCP) certification examinations as their standard CCP certification exam,
 - ii) Once successful at local candidate CCP certification examinations, will receive CCP (ANZ) status.
- b) Overseas Trained Perfusionist candidates:
 - i) Provided with the opportunity to sit overseas trained perfusionist (OTP) equivalency examinations as an equivalency assessment to confirm that their prior perfusion

education and clinical requirements meet the minimum standards required for competency as set by the ANZBP.

- ii) Once successful at the overseas trained perfusionist equivalency examination, will receive OTP (ANZ) status.

4. Principles

- a) The ANZBP examination process is guided by the following principles:
 - i) **Fairness:** All candidates will be treated equitably, without bias or discrimination.
 - ii) **Transparency:** Examination procedures will be clear and accessible.
 - iii) **Validity:** The examination will accurately assess the underlying knowledge, skills, and competencies required for safe perfusion practice and rationale underlying practice.
 - iv) **Reliability:** The examination will consistently measure candidate performance.
 - v) **Integrity:** The examination process will be conducted with the highest ethical standards, ensuring confidentiality and security.
 - vi) **Professionalism:** All individuals involved in the examination process will act with professionalism and respect.

5. Definitions

- a) **ANZBP:** Australian and New Zealand Board of Perfusion
- b) **ANZCP:** Australian and New Zealand College of Perfusion
- c) **Candidate:** An individual registered to sit an ANZBP examination
- d) **Component:** Distinct exam section (e.g., MCQ, SAQ, Viva).
- e) **Course Coordinator:** ANZBP member responsible for overall exam administration.
- f) **Examiners:** College approved examiners who will assist with either marking of written papers, or as examiners in the Viva Exam
- g) **Local trainee candidates:** Individuals who are formally registered with the ANZBP and are employed as trainee perfusionists at an accredited ANZBP Training Site with ANZBP approved supervision, and are progressing through the approved local training pathway toward CCP (ANZ)
- h) **Overseas trained perfusionist candidates:** Individuals who have completed perfusion education and training outside of Australia and New Zealand, and who have been formally registered by the ANZBP as progressing through the OTP pathway in accordance with the requirements of the Overseas Trained Perfusionist Policy
- i) **CCP (ANZ):** Certified Clinical Perfusionist (ANZ), being the certification awarded by the ANZBP to an individual who has successfully completed the ANZBP-approved local training pathway under direct ANZBP oversight, including the required academic, clinical, supervisory, research, examination, and other certification requirements determined by the ANZBP.

- j) **OTP (ANZ):** Overseas Trained Perfusionist (ANZ), being the designation awarded by the ANZBP to an individual whose perfusion education and training were completed outside Australia and New Zealand without direct ANZBP oversight, and who has subsequently satisfied the requirements of the ANZBP-approved OTP pathway, such that the ANZBP has determined their qualifications, training, and competence to be broadly comparable for the purpose of OTP (ANZ) recognition.

ELIGIBILITY AND PRESENTATION FOR EXAMS

6. Examination Eligibility

a) General Eligibility Principles

- i) Eligibility to sit ANZBP examinations is limited to candidates who are formally recognised by the ANZBP as progressing through an ANZBP pathway.
- ii) No person is eligible to sit the Local Candidate (CCP) Certification Examinations or the Overseas Trained Perfusionist (OTP) Equivalency Examinations unless they have met the requirements of the relevant ANZBP pathway and have been confirmed as eligible by the ANZBP.
- iii) For the avoidance of doubt, performance of duties related to extracorporeal circulation does not confer eligibility to sit ANZBP examinations.
- iv) Only the ANZBP may determine whether a candidate has satisfied the requirements to present for examination.

b) Local Trainee Candidates

- i) To be eligible to sit the local candidate (CCP) certification examinations, the candidate must:
 - a. meet ANZBP trainee registration requirements, including concurrent clinical training and be registered with the Board.
 - b. Have completed an ANZBP-approved Master's degree in perfusion, satisfying the academic requirements of the ANZBP.
 - c. Have completed all clinical and non-clinical training requirements as determined by the ANZBP, including but not limited to; competency requirements, 200 case logbook requirements, case observations and other required evidence.
 - d. Have been confirmed as eligible by the ANZBP.
- ii) Candidates must complete all training requirements prior to sitting for the exam.
- iii) The Course Coordinator must be contacted to assess eligibility and will liaise with the supervisor and trainee regarding any outstanding documentation.

c) Overseas-Trained Perfusionists Candidates

- i) To be eligible to sit the overseas trained perfusionist (OTP) equivalency examinations, the candidate must;
 - a. Meet all requirements set out in Phases 1 and 2 of the OTP Policy; and
 - b. Satisfy any pathway-specific academic, documentation, clinical, employment, supervision and currency requirements as determined by the ANZBP; and
 - c. Have been confirmed as eligible by the ANZBP.

7. Eligibility Requirements for local candidate (CCP) certification examinations

To be eligible to sit the CCP(ANZ) certification examination, a local trainee candidate must satisfy all requirements of the ANZBP local training pathway and provide all required documentation to the ANZBP by the time specified by the Board.

Without limitation, a local trainee candidate must:

- a) have successfully completed all coursework required by the ANZBP-approved training provider;
- b) provide certified copies of the following documents:
 - i) undergraduate academic transcript;
 - ii) undergraduate qualification or degree;
 - iii) photographic identification;
 - iv) postgraduate perfusion program transcript; and
 - v) postgraduate perfusion qualification or degree;
- c) have submitted the required clinical training documentation at the required intervals, including every 20 cases where required by the ANZBP:
 - i) case logbook;
 - ii) case evaluation forms signed by the supervisor and trainee; and
 - iii) case reflection documentation;
- d) submit a clinical case logbook demonstrating completion of all required training period cases, including:
 - i) a minimum of 200 cases;
 - ii) case observations and completed reflections as required by the ANZBP;
 - a. observation of 10 paediatric cases where trained in an adult unit; **or**
 - b. observation of 10 adult cases where trained in a paediatric unit; **and**
 - c. a minimum of 5 cases observed at another unit;
 - iii) provide a supervisor declaration or attestation document confirming the accuracy of the logbook and the trainee's completion of the required clinical training;
- e) complete and present a research project at the Annual Scientific Meeting, or, where presentation will occur after the certification examination, provide a research project declaration in the form required by the ANZBP confirming the obligation to present;

- i) Note: Where presentation of the research project will occur after the certification examination, the candidate will be awarded Provisional Certification pending completion of that requirement, subject to any declaration or condition required by the ANZBP.
- f) be familiar with, and understand the inherent requirements of, the following ANZCP and ANZBP policies and standards:
 - i) ANZCP Rules;
 - ii) ANZCP Standards and Guidelines;
 - iii) Code of Ethical Standards and Professional Conduct;
 - iv) ANZCP Mandatory Declarations Policy;
 - v) ANZCP Competency Standards;
 - vi) ANZCP Certification Policy; and
 - vii) ANZCP Continuous Professional Development Program;
- g) Pay the applicable certification examination fee two (2) weeks prior to the examination

Candidates must communicate with the Course Coordinator regarding any issue affecting their ability to provide required documentation or satisfy examination eligibility requirements. Failure to complete the above requirements may result in the candidate being deemed ineligible to sit the certification examination.

8. Eligibility Requirements for Overseas Trained Perfusionist (OTP) Equivalency Examinations

To be eligible to sit the OTP equivalency examination, an OTP candidate must satisfy all applicable requirements of the OTP Policy Phases 1 and 2, and provide all documentation and evidence required by the ANZBP by the time specified by the Board.

Without limitation, an OTP candidate must:

- a) where required by the ANZBP, complete any ANZBP-approved academic program, bridging requirement, formal education requirement, or pathway-specific educational condition prior to sitting the examination;
- b) be familiar with, and understand the inherent requirements of, the following ANZCP and ANZBP policies and standards:
 - i) ANZCP Rules;
 - ii) ANZCP Standards and Guidelines;
 - iii) Code of Ethical Standards and Professional Conduct;
 - iv) ANZCP Mandatory Declarations Policy;
 - v) ANZCP Competency Standards;
 - vi) ANZCP Certification Policy;

- vii) ANZCP Continuous Professional Development Program; and
- viii) the applicable OTP Policy;
- c) pay the applicable OTP examination fee two (2) weeks before the examination; and
- d) provide any additional declaration, attestation, verification, or supporting documentation reasonably required by the ANZBP to determine examination eligibility.

Candidates must communicate with the Course Coordinator regarding any issue affecting their ability to provide required documentation or satisfy examination eligibility requirements. Failure to complete the above requirements may result in the candidate being deemed ineligible to sit the OTP equivalency examination.

9. Exam Registration and Documentation

- a) Candidates are responsible for ensuring that all required forms, declarations, evidence and supporting documentation are submitted by the required deadlines.
- b) It is the joint responsibility of the candidate and supervisor to monitor clinical training progression and determine the anticipated date on which the candidate will achieve the minimum required cases (ie 200 cases for trainees).
- c) This must be discussed between the candidate and supervisor
- d) The ANZBP will not independently track, prompt, or chase candidates regarding case progression or examination readiness.
- e) Submission of an Exam Registration application does not guarantee eligibility to sit the examination.

EXAMINATION

10. Examination Structure

- a) Local candidate (CCP) certification examinations
 - i) Examinations occur over two consecutive days and consist of two parts:
 - a. CCP Certification Written Component
 - Multiple Choice Section
 - Reading Time – 10 minutes (no pen)
 - 120 Questions – 2 hours duration
 - Short Answer Section
 - Reading Time – 10 minutes (question sheet and pen)
 - 10 Questions – 3 hours duration

- b. CCP Certification Viva Voce Component
 - Oral (Viva Voce) Section
 - 5 minutes reading time (question sheet and pen)
 - 15 minutes per question

- b) Overseas Trained Perfusionist (OTP) equivalency examinations
 - i) Examinations occur over two consecutive days and consist of two parts:
 - a. OTP Equivalency Written Component
 - Clinical Applications Short Answer Component
 - Reading Time – 10 minutes (question sheet and pen)
 - 10 Questions – 3 hours duration
 - b. OTP Equivalency Viva Voce Examinations
 - Clinical Applications Oral (Viva Voce) Section
 - 5 minutes reading time (question sheet and pen)
 - 15 minutes per question

11. Examination Transition Arrangements

- a) To ensure that the ANZBP examinations continue to reflect contemporary standards of safe and competent perfusion practice, the Board may revise pass marks and assessment structures from time to time.
- b) Previous Standards (until December 2026):
 - i) Pass mark: 60%
 - ii) Viva voce: 4 questions
- c) Future Standards (for all examinations) (effective January 2027):
 - i) Pass mark: 70%
 - ii) Viva voce: 6 questions
 - iii) Written component: (Date TBC)
 - a. The current MCQ examination will be phased out. The structure of the written assessment component beyond June 2027 is under review and will be confirmed (TBD) by the Board following consultation and benchmarking.
 - iv) Practical component: (Date TBC)
 - a. The current MCQ examination will be phased out and replaced with a practical assessment. This is anticipated to involve simulation-based, case-based scenarios or case observations, that test the candidate's ability to apply

theoretical knowledge, demonstrate safe circuit management, and make sound clinical decisions under pressure.

- b. The exact format and assessment criteria are under review and will be confirmed (TBD) by the Board following consultation and benchmarking.
- d) These staged increases are designed to progressively align the examination with international benchmarks and reinforce the high standards of practice expected of Clinical Perfusionists in Australia and New Zealand. Any changes to the format or standards of assessment will be communicated to candidates with sufficient notice to ensure fairness and transparency.

12. Examination Process and Conduct

a) Preparation

- i) The ANZBP Course Coordinator will provide candidates with a secure link to authorised practice material. These are the only preparatory resources supplied by the College and the Board.
- ii) These materials are confidential and are the exclusive property of the ANZBP and the ANZCP.
- iii) Candidates are strongly advised to seek clarification or advice directly from the ANZBP. Information obtained from informal sources within the community may be inaccurate or misleading.
- iv) Unauthorised sharing, reproduction, or distribution of any examination materials is strictly prohibited and is in direct violation of the Mandatory Declarations Policy of the ANZCP.

b) Scheduling

- i) Examinations are held twice per year, with dates advertised on the ANZCP website
- ii) Dates, times and locations are set by ANZBP and published no less than twelve (12) weeks in advance.

c) Examination Fees

- i) Exam fees must be paid prior to sitting. Information on fees can be found on the College website.
- ii) Payment details will be provided upon approval to undertake examination.

d) Identification

- i) Candidates are required to present a certified copy of identification as per the Certification Policy.

e) Examiners

- i) Examiners must be currently certified with the ANZBP and all efforts will be made to ensure they are not clinical supervisors for an active trainee or OTP candidate.

- ii) Any examiner who supervises a trainee and/or OTP candidate, must recuse themselves from any examination activities.
 - iii) All examiners are expected to abide by the code of conduct and maintain confidentiality with respect to exam information and proceedings.
- f) Special Arrangements
- i) Reasonable adjustments will be provided for documented needs (e.g., disability).
 - ii) All candidates are examined under identical conditions. No special allowances are made outside those provided under documented 'Special Arrangements'
- g) Academic Integrity
- i) Any form of cheating, plagiarism, inappropriate sharing of examination material or dishonest conduct will result in immediate disqualification from the examination.
 - ii) This is a violation of the ANZCP Code of Conduct, and applies to all participants, including candidates and their clinical supervisors, and may result in action taken.
 - iii) Trainees and OTP's are required to sign the mandatory declarations policy at the certification exams.

ASSESSMENT STANDARDS

13. Minimum Marks Required

- a) As of January 2027:
 - i) The passing mark for each written component will be 70%.
 - ii) The pass mark for the viva component will be 5 out of 6 questions.
- b) This threshold is established by the ANZBP to ensure all candidates demonstrate a comprehensive understanding of the subject matter and sets the minimum standard of knowledge required.
- c) No aggregate compensation is permitted between components.
- d) No additional marks will be awarded to students who fall short of this minimum passing score, regardless of the margin. This includes requests for "aggregate passes" or appeals for single marks to achieve the passing grade.
- e) Our grading system is designed to objectively assess performance, and maintaining a consistent standard is crucial for academic integrity, as well as safety for the public.
- f) This minimum passing score is subject to periodic review by the ANZBP to ensure its continued relevance and alignment with professional standards.

14. Marking

- a) All examination components will be marked by qualified and trained examiners according to pre-defined rubrics and marking schemes.
- b) Marking will be standardised to ensure consistency and fairness.

RESULTS AND PROGRESSION

15. Results

- a) Results are released in writing within four to six weeks of the exam date, however, may be prolonged if additional examiners are required.
- b) Candidates will only receive the overall outcome (Pass/Fail) and structured feedback as outlined in this Policy.

16. Outcome

- a) Successful Local Trainee candidates will be eligible for CCP (ANZ) status, provided all other mandatory requirements are met.
- b) Successful Overseas-Trained Perfusionist candidates will be eligible for OTP(ANZ) status, provided all other mandatory requirements are met.

17. Examination Materials

- a) All examination materials, including but not limited to written papers, answer scripts, examiner notes, marking keys, ad viva voce records, are the sole property of the ANZBP.
- b) Candidates shall have no right to access, retain, circulate, or request copies of these materials under any circumstance, and remain the property of the ANZBP
- c) The ANZBP will not release examination materials at any stage of the certification or appeals process. This measure is implemented to maintain the integrity, security, and standardisation of the examination process.

18. Feedback

- a) Candidates are entitled to receive formal feedback on their performance in accordance with ANZBP policy.
- b) Feedback will be structured to highlight areas of strength and areas requiring improvement, with reference to the examination domains and assessment criteria.
- c) To protect the integrity and confidentiality of the examination process, original examination materials (e.g., candidate scripts, marking keys, examiner notes, viva records) will not be released under any circumstances.
- d) The format and level of detail of feedback will be determined by the ANZBP to ensure consistency and fairness across all candidates. Candidates may not dictate the nature or scope of the feedback provided.

FAILURE AND RESIT PROVISIONS

19. Failures

- a) Candidates who fail one or more components must resit all components of the examination, effective January 2026.
- b) Full exam payment for the resit will be required prior to resitting the exam.

20. Resits

- a) There is no provision for partial resits, extensions, or supplementary assessments outside of scheduled ANZBP examinations.
- b) Exam dates are set by the board in advance and if a resit is required, this will take place at the next scheduled exam.
- c) Any determination under Clauses 18 and 19 will be made at the discretion of the ANZBP, having regard to examination performance, workplace-based performance, supervisor input, remediation undertaken, professional conduct, and patient safety considerations.

21. Local Trainee Resit Examination

- a) Local Trainee candidates may be permitted a maximum of three attempts, in total, to complete the CCP (ANZ) certification examination process.
- b) If Where a Local Trainee candidate is unsuccessful after three attempts, the ANZBP, in consultation with the candidate's lead clinical supervisor, may determine whether any further pathway toward CCP (ANZ) certification remains available.
- c) In making this determination, the ANZBP may consider one or more of the following outcomes:
 - i) Completion of additional directly supervised cases before any further examination attempt is considered
 - ii) Targeted remediation addressing areas of deficiency in knowledge, judgement, technical performance, communication or professional behaviour
 - iii) Supervision by ANZBP-appointed supervisors or additional oversight arrangements approved by the Board.
 - iv) Requirement to complete further academic study or other educational activities before further examination attempt is considered.
 - v) Finding of ineligibility for CCP (ANZ) Certification - where the candidate is unable to demonstrate the required standard despite remediation, the ANZBP may determine that no further examination pathway remains available if there are inherent safety risks.
 - vi) Recommendation of unsuitability for the profession under ANZBP pathways – where the knowledge, performance, conduct, judgement, and clinical decision making raises significant concerns for patient safety and below the standards set by the ANZBP, the

ANZBP may recommend that the candidate is not suitable for recognition within the profession under the Australian and New Zealand College of Perfusion.

22. OTP Resit Equivalency Examinations

- a) OTP Candidates may be permitted a maximum of three attempts, in total, to complete the equivalency examination process.
- b) Where an OTP candidate is unsuccessful, the ANZBP may determine, on a case-by-case basis, whether any further pathway toward OTP (ANZ) remains available.
- c) In making this determination, the ANZBP may consider one or more of the following outcomes:
 - i) Retraining through the local training pathway – The candidate may be required to enter the local training program and complete the approved academic and clinical requirements required, including the academic program and 200 supervised cases.
 - ii) Further formal education – the candidate may be required to complete an ANZBP-approved academic program, such as the Monash Entry Pathway 2 Program, before being considered for a further examination attempt
 - iii) Further supervised clinical practice – The candidate may be required to complete a period of directly supervised clinical practice, before any further exam attempt is considered.
 - iv) Finding of ineligibility for OTP (ANZ) recognition - where the candidate is unable to demonstrate the required standard despite remediation, the ANZBP may determine that no further examination pathway remains available if there are inherent safety risks.
 - v) Recommendation of unsuitability for the profession under ANZBP pathways – where the knowledge, performance, conduct, judgement, and clinical decision making raises significant concerns for patient safety and below the standards set by the ANZBP, the ANZBP may recommend that the candidate is not suitable for recognition within the profession under the Australian and New Zealand College of Perfusion.
- d) Note: Enrolment is subject to eligibility as per Monash University entry requirements
- e) Note: OTPs must maintain a clinical load that meets the requirements of the CPD policy to retain currency of practice. Evidence will be requested prior to exams. The OTP must meet the timeframe expectations to be eligible to re-sit exams. Refer to the OTP Policy for specific requirements.

INTEGRITY, CONFIDENTIALITY AND APPEALS

23. Fairness and Transparency

- a) The ANZBP examinations are conducted under rigorous and transparent processes designed to uphold the highest standards of fairness. Written examinations are independently assessed by two examiners using a structured marking rubric and guide.
- b) Where candidate marks are borderline, or where examiner scores vary by more than 5%, a third examiner who has not been involved in the process will be engaged to provide an independent assessment. This ensures consistency and integrity in all examination outcomes.

24. Grounds for Appeal

- a) Candidates may appeal their examination result only on the following grounds:
 - i) Procedural irregularity – a significant departure from established examination procedures that may have materially affected the outcome.
 - a. Example: A viva examination being interrupted due to a technical failure.
 - ii) Exceptional circumstances – serious and verifiable circumstances beyond the candidate's control that are judged to have had a material impact on performance.
 - a. Example: A documented acute medical event during the examination, such as hospitalisation.
- b) Appeals will not be considered solely based on disagreement with the academic judgment of examiners.
- c) Where a third marker has already been engaged under the above process, the examination result is considered final.

25. Confidentiality

- a) All examination materials and candidate exams remain confidential.
- b) All committee deliberations are confidential, and candidates will only receive final decisions (Pass/Fail) and brief rationale/feedback, and areas to improve marks if failed.

26. Candidate Responsibilities

All candidates are expected to uphold the standards of professionalism and integrity required by the ANZBP. By registering for an ANZBP examination, candidates acknowledge and accept the following responsibilities:

- a) Policy Familiarity
 - i) Candidates must familiarise themselves with this Examination Policy in full. Lack of awareness of policy requirements will not be accepted as grounds for appeal or exemption.
- b) Eligibility and Documentation

- i) Candidates are responsible for ensuring they meet all eligibility criteria and for submitting all required documentation by the specified deadlines.
- ii) Incomplete applications may result in ineligibility to sit the examination.
- c) Registration and Payment
 - i) Examination fees must be paid in full 2 weeks prior to exam.
 - ii) Non-payment will result in withdrawal from the examination.
- d) Preparation
 - i) Candidates are responsible for their own preparation. For OTP candidates, this includes drawing on the underlying knowledge and competencies from their original education and training programs.
 - ii) Only authorised practice materials supplied by ANZBP should be used. The use of unauthorised materials (e.g., old question banks) may constitute misconduct.
- e) Professional Conduct
 - i) Candidates must act with professionalism, honesty, and respect toward examiners, supervisors, staff, and peers at all times.
 - ii) Any form of misconduct (academic, professional, or behavioural) will be treated as a breach of the ANZBP Code of Conduct.
- f) Examination Attendance
 - i) Candidates must attend examinations at the scheduled time and place.
 - ii) Non-attendance without prior approval or documented exceptional circumstances will be counted as an attempt and no refund will be provided.
- g) Confidentiality
 - i) Candidates must respect the confidentiality of examination materials and processes.
 - ii) Sharing or reproducing any exam content is strictly prohibited and will result in disciplinary action, and impact to any CCP/OTP status if you are successful

POLICY REVIEW AND ADMINISTRATION

27. Policy Review

- a) This policy will be reviewed periodically, at least every 2 years by the ANZBP to ensure its continued relevance, effectiveness, and alignment with best practices in professional certification.
- b) Any amendments to this policy will be communicated to all relevant stakeholders in a timely manner.

28. Related Documents

This policy should be read in conjunction with:

- a) ANZCP Certification Policy
- b) ANZBP Clinical Supervision Policy
- c) ANZBP Training Accreditation Policy
- d) ANZCP Standards and Guidelines
- e) Code of Ethical Standards and Professional Conduct

29. Administration Authority

- a) The ANZBP retains authority to interpret and apply this policy and to make decisions concerning examinations, provided these decisions are consistent with the purposes of the Policy and patient safety