



Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease

RACDS

My OMS CPD Home User Guide

ORAL AND MAXILLOFACIAL SURGERY





How do I log in to *My OMS CPD Home* platform?

Sign in to the [RACDS website](#) with your username and password. From your member dashboard, click on the *CPD* tab.

Members Menu

> Open Invoices

> My Events

> E-Learning

> CPD

The *My OMS CPD Home* now contains three tabs:

My CPD Home

CPD Goals	CPD Logbook	CPD Professional Development Plan
-----------	-------------	-----------------------------------

CPD Professional Development Plan

By 28 February of each year, participants must ensure they have reflected on their learning goals from the previous year and added new learning goals for the current year.

At least one learning goal must be entered per year before the “Add/+” button will be enabled in the CPD Logbook.



How do I complete my Professional Development Plan (formerly Learning Plan)?

In the 'CPD Professional Development Plan' tab, select the relevant 'Add/+' button to add learning goals and reflections.

My CPD Home

The screenshot shows the 'My CPD Home' interface. At the top, there are three tabs: 'CPD Goals', 'CPD Logbook', and 'CPD Professional Development Plan'. The 'CPD Professional Development Plan' tab is selected and highlighted with an orange box. Below the tabs, the title 'CPD Professional Development Plan' is displayed. A paragraph explains that the Professional Development Plan forms the basis for planning, structuring, and monitoring continuing medical and dental education activities. The 'Learning goals' section follows, with a sub-header and a paragraph explaining that users should outline their annual learning goals relevant to their scope of practice. Below this, there is a table with columns for 'Entered Date', 'CPD Year', and 'Learning Goal'. The table is currently empty, with the text 'There are no records.' displayed. An 'Add' button is highlighted with an orange box in the top right corner of the table. The 'Reflection' section follows, with a sub-header and a paragraph explaining that users should complete the self-evaluation of their goals and achievements at the end of the year. Below this, there is a table with columns for 'Entered Date', 'CPD Year', and 'Reflection'. The table is currently empty, with the text 'There are no records.' displayed. An 'Add' button is highlighted with an orange box in the top right corner of the table.

When adding a learning goal at the start of the year, select the year and enter your learning goal in the pop-up box and press 'Save & Close'. Repeat this step to add more learning goals.

When adding a reflection at the end of each year/beginning of a new year, select the year, enter your reflection in the pop-up box and press 'Save & Close'. Repeat this step to add more reflections.

Once entered and saved, goals and reflections can be edited or deleted.

↓ Entered Date	CPD Year	Learning Goal	
27/02/2023 4:43 PM	2022	Develop skills in....	Edit ✖

During the 2022 to 2023 transition, if you submitted a Professional Development Plan (previously Learning Plan) using the PDF template for 2022, an automatic message will be displayed as below. Please note that users who did not enter their learning goals at the start of 2022 will need to retrospectively add their goals for 2022 and then reflect on these.

CPD Professional Development Plan

The Professional Development Plan forms the basis for planning, structuring, and monitoring continuing medical and dental education activities. The RACDS CPD Program encourages participants to consider their learning needs, connect their learning needs to suitable education activities, obtain credit for the activities, and contemplate their progress and the activities in a way that may change current practice and guide future development.

Learning goals

Outline your annual learning goals relevant to scope of practice. Please note that at least one goal must be entered per year before your CPD Logbook will allow activities to be entered.

↓ Entered Date	CPD Year	Learning Goal	
1/03/2023 1:42 PM	2022	Complete	Edit ✖

Reflection

Complete the self-evaluation of your goals and achievements at the end of the year, in preparation for your professional development plan for the following year. Time spent completing and reviewing your PDP can count towards the 50 hours of CPD required each year as a performance measurement activity and can be claimed under Category 3: Self Evaluation and Reflection.

↓ Entered Date	CPD Year	Reflection	
1/03/2023 1:42 PM	2022	Complete	Edit ✖

CPD Logbook



How do I add CPD activities and upload evidence?

After entering any required learning goals and/or reflections, click on the 'CPD Logbook' tab then the 'Add/+' button.

My CPD Home

CPD Goals **CPD Logbook** CPD Professional Development Plan

Requirements

All practicing OMS specialists must undertake a minimum of 50 hours of CPD activities per year aligned with the RACDS CPD Framework:

- at least 12.5 hours in educational activities
- at least 25 hours in activities focused on reviewing performance and measuring outcomes, with a minimum of five hours for each category, and
- the remaining 12.5 hours, and any CPD activities over the 50-hour minimum across any of these types of CPD activity.

Please note that New Zealand practitioners must engage in structured conversations (Category 3) about their clinical practice with a peer, colleague, or employer.

CPD Logbook

↓ Start Date Category Course Description Hours Evidence **Add**

Participants must add at least one learning goal in their Professional Development Plan for each year before entering CPD activities, otherwise the 'Add/+' button will still be disabled and the following prompt will appear:

Professional Development Plan

X

You currently have no Professional Development Plan learning goals for this year. Please create learning goals before adding activities to your CPD Logbook.

Add

X

• Start Date

• End Date

• Category

(Select) ▾

Course Provider

• Course Description

• Hours

0

Evidence

Select

Types: pdf, doc, docx, jpg, png
Maximum 109.77 MB

Save & Close

Cancel

CPD Goals



How can I view my overall progress? How do I download a transcript of activities, statement of participation or annual certificate of compliance?

- Click on the 'CPD Goals' tab to view the trackers showing your overall goal and progress for each category. CPD goals refresh on a 15-minute schedule. Any new activities will be reflected in line with this schedule.
- Click on 'Download statement' for a letter confirming your participation in the RACDS Program for the selected year.
- Click on 'Download transcript' for a copy of your CPD activities from a specified period.
- Click on 'Certificate' for a copy of your Annual Certificate of Compliance. The annual certificate becomes available when participants meet the requirements after the closing date of 28 February (except those selected for audit).

CPD Goals

CPD Logbook

CPD Professional Development Plan

Welcome

Goal Complete

Overall Goal

Goal end date: 31/12/2022

Completed 58.00

Goal Amount 50.00

Goal Complete

Professional Development Plan

Goal end date: 31/12/2022

Completed 1 Learning goal / 1 Relection

Goal Amount 1 Learning goal / 1 Relection

Goal Complete

Category 1 Goal

Goal end date: 31/12/2022

Completed 34.50

Goal Amount 12.50

Goal Complete

Category 2 Goal

Goal end date: 31/12/2022

Completed 15.50

Goal Amount 5.00

Goal Complete

Category 3 Goal

Goal end date: 31/12/2022

Completed 8.00

Goal Amount 5.00

94%

Category 2 & 3 Combined Goal

Goal end date: 31/12/2022

Completed 23.50

Goal Amount 25.00

CPD Goals

Year	Category 1 Hours	Category 2 Hours	Category 3 Hours	Category 2&3 Hours	Overall Hours	Goal Met	Certificate	Statement
2023	0.00	0.00	0.00	0.00	0.00	No		
2022	34.50	15.50	8.00	23.50	58.00	No		

Download Transcript→

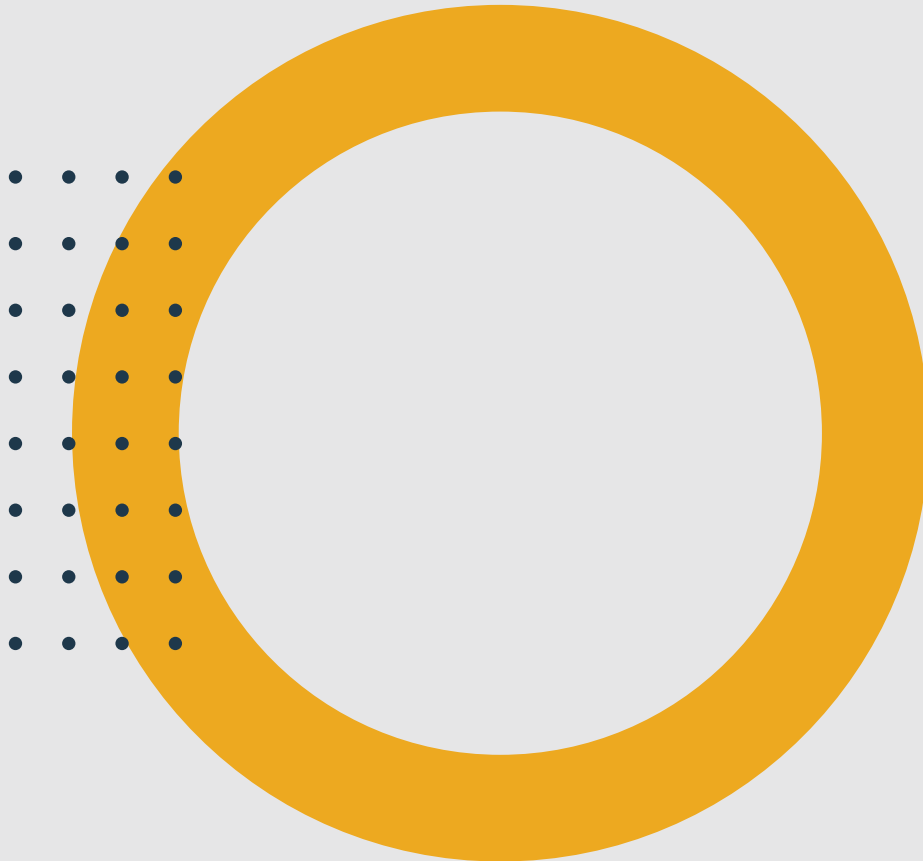
Document information

Document Number	EXT_ACA_232_2.0
Nature of Document	Guide
Contact Officer	Education Manager - OMS
Authoriser	Education Manager - OMS
Approved	Education Manager - OMS
Date Effective	March 2023
Date of Next Review	January 2025
Related documents/policies	<ul style="list-style-type: none">• OMS CPD Mandatory Compliance Policy• OMS CPD Standard



Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease



Contact Us



www.racds.org



omsfellow@racds.org



+61 2 9262 6044



Level 13, 37 York St Sydney,
NSW 2000