



Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease

ROYAL AUSTRALASIAN COLLEGE OF DENTAL SURGEONS

CONTINUING PROFESSIONAL DEVELOPMENT

CPD for OMS STANDARD

Last Updated: 1 July 2019

INTRODUCTION

The Royal Australasian College of Dental Surgeons (RACDS) is the specialist medical and dental college accredited by the Australian Medical Council, the Australian Dental Council, the Medical Council of New Zealand and the Dental Council of New Zealand to set the Continuing Professional Development (CPD) standard for Oral Maxillofacial Surgery (OMS).

CPD for OMS is a continuing professional development standard designed to facilitate participants' planning, monitoring and recording of continuing medical and dental education activities.

CPD for OMS incorporates the concepts of continual learning and 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.

KEY PRINCIPLES

The RACDS *CPD for OMS* standard is based on a three-year cycle, with triennial and annual pro-rata requirements.

It is the responsibility of all Oral and Maxillofacial Surgeons to make sure they meet the *RACDS CPD for OMS Standard* and the *OMS Continuing Professional Development Mandatory Compliance Policy* in order to maintain registration.

CPD activity must align with the requirements of the four categories of teaching, assessing and research; group learning activities; practice review; and self-education and participation as outlined in this Standard.

All participants are expected to produce evidence of compliance with the *RACDS CPD for OMS Standard* if randomly selected for audit by the College. Participants should record, monitor and provide evidence of their CPD activities in accordance with the CPD OMS Compliance Framework (page 5-6).

REQUIREMENTS

The current CPD triennium is from **1 January 2019 to 31 December 2021**.

Participants are required to gain **150 points per triennium** in order to obtain a Certificate of CPD Compliance. Participants must also meet annual pro-rata requirements for each of the categories across each calendar year to obtain an Annual Statement of Participation. It is also a requirement to complete a **CPD Learning Plan** and to **log CPD using the RACDS CPD Tracker**. The CPD Learning Plan will be mandatory from 1 January 2020.

Participants are required to obtain CPD points per triennium and pro-rata each calendar year across the following four categories:

- Category 1 – Teaching, Assessing and Research
- Category 2 – Group Learning Activities
- Category 3 – Practice Review
- Category 4 – Self Education and Participation

Refer to the CPD OMS Compliance Framework at the end of this Standard.

COMPLIANCE

To be compliant participants must obtain 150 points per triennium across the following categories in accordance with the CPD OMS Compliance Framework:

- A minimum of 60 points per triennium must be achieved by completing activities from Categories 1 and 2.
- A minimum of 30 points per triennium must be completed from Category 3.
- The additional 60 points may be obtained from additional activities in Categories 1, 2 or 3 or from Category 4.

Refer to the *OMS Continuing Professional Development Mandatory Compliance Policy* for further information on compliance, exemptions from participation, Fellows residing overseas and the process for non-compliance.

CPD LEARNING PLAN

A CPD Learning Plan will be mandatory from 1 January 2020.

The CPD Learning Plan forms the basis for planning, structuring, and monitoring of continuing medical and dental education activities. It is a requirement to have an active CPD learning plan for the CPD triennium, which can subsequently be updated over the period as required.

CPD for OMS supports the tenet of continual learning and 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.

OMS Fellows should apply these concepts to the development of their CPD Learning Plan for each triennium.

- **Consider your learning needs**
Participants should consider their current learning needs and create a plan for future involvement. Giving careful consideration to the style of learning which the participant is most receptive to is helpful (for example, auditory – lectures, interactive - group discussion, tactile – workshops and hands on activities).
- **Connect needs with activities**
Participants should actively seek suitable professional development activities and participate in those which fulfil identified learning needs.
- **Credit activities online**
The online RACDS CPD Tracker must be used by participants to keep a current log of all activities completed. The web page allows participants to record the number of hours and easily calculate the credit points.
- **Contemplate your learning experiences**
Research suggests that effective continuing professional development involves a participant critically examining learning experiences and consciously determining how the experience can strengthen the quality and effectiveness of their work.

CPD for OMS involves an online recording mechanism which allows participants to enter their completed activities, in accordance with the CPD OMS Compliance Framework and identify areas in which they may need to concentrate future learning efforts.

DOCUMENTATION

The *CPD for OMS Standard* requires maintenance of a portfolio, which facilitates the documentation of the CPD learning plan, completed learning activities, and personal evaluation of CPD, as well as providing a record of CPD participation for audit purposes.

For more information please refer to the 'Verification' column in the CPD OMS Compliance Framework.

AUDIT AND VERIFICATION

A random sample of ten percent of participants are selected to be audited within three months of Certificates of CPD Compliance being issued by the College.

Participants are expected to maintain evidence of their involvement in CPD for the first five years after the triennium; in case they are in the audit sample. Fellows may be subject to additional periods of record retention requirements from regulatory bodies.

Unless selected in the audit sample, participants are not required to submit supporting documentation to substantiate credit points and be issued the Certificate of CPD Compliance.

CPD OMS COMPLIANCE FRAMEWORK

CATEGORY	ACTIVITY	CREDIT	VERIFICATION	EXAMPLES
<p>Category 1</p> <p>Teaching, Assessing and Research</p>	<ul style="list-style-type: none"> Teaching including supervision, mentoring, ward rounds - Supervisors of Training only Formal Presentations at conferences or meetings – per presentation Examiner in RACDS or university examinations Writing Examination Questions Accreditor – RACDS accreditation reviews Panel Member – Assessment of International Medical Graduates Clinical Training Assessments (CTA) Publication 	<p>MINIMUM 60 POINTS PER TRIENNIUM</p> <p>1 credit point per hour</p> <p><i>except for the following</i></p> <p>2 credit points per hour seminar/workshop</p>	<ul style="list-style-type: none"> Timetable Highlighted program or abstract Letter of invitation Signed CTA Reprint of publication 	<ul style="list-style-type: none"> Teaching Timetable Statement of teaching sessions signed by appropriate supervisor Written invitation or thank you email/letter of involvement as Examiner, Accreditor or assessment panel member, detailing dates Copy of Clinical Training Assessment, signed by the participant as the assessor Highlighted program or abstract Reprint of publication Signed letter from the journal, listing the articles you have peer reviewed
<p>Category 2</p> <p>Group Learning Activities</p>	<ul style="list-style-type: none"> Lectures Meetings/Conferences Seminars/Small Group Discussion Workshops including Supervisor Training sessions 	<p>3 credit points per hour CTA</p> <p>5 credit points per hour publication</p>	<ul style="list-style-type: none"> Registration receipt and highlighted program Certificate of Completion including number of hours 	<ul style="list-style-type: none"> Registration receipt plus program with attended activities highlighted Certificate of Completion with statement indicating the number of hours
<p>Category 3</p> <p>Practice Review</p>	<ul style="list-style-type: none"> Practice/Clinic/Institution Audits Critical Incident Reporting / Monitoring Case conferencing / morbidity and mortality meetings Medico legal reports Peer review (case conferencing of a Fellow's patient) Practice Peer Review – Participant and Reviewer 	<p>MINIMUM 30 POINTS PER TRIENNIUM</p> <p>1 credit point per hour</p>	<ul style="list-style-type: none"> Details on the type of activity, date, duration and level of involvement Signed letter from Chair or Head of Dept 	<ul style="list-style-type: none"> Details on the type of activity, date, duration and level of involvement Signed letter from the Head of Department or Chair of the meeting confirming attendance. Must include date and duration De-identified copies of the minutes taken, which list the participant's name as an attendee

CATEGORY	ACTIVITY	CREDIT	VERIFICATION	EXAMPLES
<p>Category 4</p> <p>Self-Education And Participation</p>	<ul style="list-style-type: none"> • Grand Rounds • Journal Clubs • Reading Journals/texts • Information searching • Preparation for teaching or publications • Participation in recognised RACDS Committee business 	<p>1 credit point per hour</p>	<ul style="list-style-type: none"> • Notice of Meeting, Agenda or Minutes • Detailed diary entries • 	<ul style="list-style-type: none"> • Notice of Meeting, Agenda or Minutes • Receipt of journal subscription (notes of reading) • Detailed diary entries (preparation of teaching etc)