



Royal Australasian College
of Dental Surgeons
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OMS CONTINUING PROFESSIONAL DEVELOPMENT MANDATORY COMPLIANCE POLICY

1 July 2019

Document Information

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1. Purpose and scope

The purpose of this policy is to facilitate the participation of Oral and Maxillofacial Surgeons (OMS) – Fellows and specialists in effective Continuing Professional Development (CPD) for OMS within their scope of practice and to comply with relevant legislative requirements.

2. Background

Compliance with CPD is mandated by the Royal Australasian College of Dental Surgeons (RACDS) and is a requirement for specialist registration with the Medical and Dental Boards of Australia and the Medical and Dental Councils of New Zealand. This policy defines the compliance requirements for Fellows of the RACDS in OMS and should be read in conjunction with the *RACDS CPD for OMS Standard*.

3. POLICY STATEMENT

3.1. CPD for OMS Standard

- 3.1.1. The RACDS CPD for OMS requirements are based on a three-year cycle, with triennial and annual requirements.
- 3.1.2. All Fellows and specialists must comply with the *RACDS CPD for OMS Standard* in order to receive an Annual Statement of Participation or the Certificate of CPD Compliance at the completion of the triennium.
- 3.1.3. All practicing OMS Fellows and specialists must ensure that their CPD activity aligns with the requirements of the CPD OMS Compliance Framework as listed in the *RACDS CPD for OMS Standard*
- 3.1.4. Participants record, monitor and provide evidence of their CPD activities in accordance with the CPD OMS Compliance Framework.
- 3.1.5. All participants are expected to produce evidence of compliance with the *RACDS CPD for OMS Standard* if randomly selected for audit by the College.
- 3.1.6. An annual statement of participation will be available provided that the participant demonstrates CPD activity that meets the annual pro-rata requirements, the establishment of a CPD learning plan, and the logging of a minimum pro-rata CPD activity for that year. The requirement for a CPD learning plan will be mandatory from 1 January 2020.

3.2. Compliance

- 3.2.1. Compliance with the *CPD for OMS Standard* is mandatory for:
 - 3.2.1.1. All RACDS OMS Fellows and specialists who are in active practice in Australia, New Zealand or overseas
 - 3.2.1.2. Specialist international medical graduates (SIMGs) undergoing assessment by RACDS
- 3.2.2. Compliance with the *CPD for OMS Standard* is **not** mandatory for those listed under section 3.3 *Exemptions*.
- 3.2.3. The CPD requirements remain the same regardless of whether Fellows practice part-time or otherwise
- 3.2.4. Fellows who are living outside Australia or New Zealand must participate in the CPD for OMS program or elect to participate in an alternative program offered by an approved provider, such as a College or association within their country of practice. Such Fellows should apply to the CPD Committee in writing, with a certificate of compliance from their overseas approved provider for consideration.
- 3.2.5. Applications from non-Fellows who wish to participate in CPD for OMS will be considered on a case by case basis and will be charged an annual fee.
- 3.2.6. New Zealand Participants should be aware that before the Medical Council of New Zealand will issue an Annual Practising Certificate, doctors must be able to demonstrate that they are participating in approved CPD offered by a College or a branch advisory body for their vocational scope. The RACDS is the branch advisory body for Oral and Maxillofacial Surgery
- 3.2.7. Fellows must advise the College of any change to their regulatory registration status and/or if they are under investigation by a regulatory authority, in writing to oms@racds.org within 30 days.

3.3. Exemptions:

- 3.3.1. Exemptions from participation may be granted to Fellows in certain circumstances, and will be considered on application, in writing, to the CPD Committee. Grounds from exemption may include:
 - 3.3.1.1. RACDS Fellows on medical, parental or carer's leave
 - 3.3.1.2. RACDS Fellows with non-practising registration. Fellows in this category should refer to the relevant regulatory authority in regard to meeting their CPD requirements
 - 3.3.1.3. Fellows and specialists who do not maintain their OMS registration post-retirement

3.4. Non-compliance

- 3.4.1. Should a Fellow fail to demonstrate compliance with the *RACDS CPD for OMS Standard* for annual pro-rata and triennium requirements, the following actions will be taken:
 - 3.4.1.1. Notification will be sent to the Fellow informing them of their failure to demonstrate compliance and seek a response. This correspondence will include the expectations of the College and of the Medical Board of Australia or Medical Council of New Zealand or the Dental Board of Australia or the Dental Council of New Zealand with regard to CPD.
 - 3.4.1.2. Fellows will be offered assistance to comply with College requirements.
 - 3.4.1.3. Fellows who are unable to comply will not receive a Certificate of CPD Compliance for the triennium. The Fellow will automatically be audited at the end of the next triennium.
 - 3.4.1.4. If the Fellow does not respond to the initial correspondence, a final, notification will be forwarded to the Fellow. Fellows will respond within 30 days of receipt of the final notification.
 - 3.4.1.5. Continued non-participation and non-compliance with the *CPD for OMS Standard* will ultimately result in the withdrawal of their Status of Good Standing with the College, and advice being sent to the relevant regulatory authority.

3.5. Recording and reporting CPD Activity

- 3.5.1. From 1 January 2020, it will be mandatory for all OMS Fellows and participants to use the RACDS CPD Tracker to log their CPD activity. Participants who are participating in an external CPD program must also log their CPD with RACDS.
- 3.5.2. All CPD activity logged on the RACDS CPD Tracker must align to the categories as detailed in the CPD OMS Compliance Framework within the *CPD for OMS Standard*.
- 3.5.3. All participants will be provided with an Annual Statement of Participation and a Certificate of CPD Compliance provided they meet the requirements of the *CPD for OMS Standard*.

3.6. Reconsideration Review and Appeals

- 3.6.1. Fellows who are dissatisfied with the outcome of a determination in relation to this policy can appeal in accordance with the RACDS' Reconsideration Review and Appeal Policy.

