



Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease

RACDS

Continuing Professional Development Guide 2022-2024

ORAL AND MAXILLOFACIAL SURGERY





Who is required to participate?

Compliance with CPD is mandated by the Royal Australasian College of Dental Surgeons (RACDS) and is required for:

- All practising Fellows and OMS specialists
- Specialist international medical graduates undergoing assessment by RACDS
- Specialist registration with the Medical and Dental Boards of Australia and the Medical and Dental Councils of New Zealand



Can I be exempt?

Exemptions may be granted for:

- RACDS Fellows on medical, parental, or carer's leave
- Those with non-practising registration
- Those participating in an alternative program offered by an approved provider



What are the current CPD requirements?

- 150 hours of activities per triennium
- 50 hours of activities per year:
 - 12.5 hours in Educational Activities (Category 1)
 - 25 hours in Outcome Measurements (Category 2) and Performance Review (Category 3), with a minimum of five hours in each category
 - 12.5 hours from any category
- Maintain a CPD portfolio which includes a CPD learning plan, professional peer interactions (mandatory for New Zealand practitioners), completed activities, personal evaluation of CPD and a record of participation for audit purposes
- Log annual activities and completed learning plans by 28 February of the following year
- Meet requirements regardless of working full-time or part-time
- Maintain evidence of CPD for five years after the triennium finishes



What is a learning plan?

- Involves the planning, structuring, and monitoring of continuing medical and dental education activities. It is a requirement to have an active CPD learning plan for the triennium, which can be updated over the period as required.
- Participants should:
 - Consider learning needs and create a plan for future involvement
 - Connect needs with activities
 - Credit activities through the CPD tracker
 - Contemplate learning experiences and determine how to strengthen the quality and effectiveness of work



What is the CPD Framework?

Category 1: Educational Activities

Includes participation in independent learning, College activities, and educational events.

Examples:

Self-directed learning	journal clubs, professional reading, online courses
Group learning	lectures, meetings, workshops, conferences (including presenting)
Teaching, assessing, and research	supervision and mentoring, RACDS OMS examiner, research (supervisor, projects, publications)
Committee work	RACDS and external medical/dental working groups, committees, boards or advisory bodies
Cultural competency and cultural safety programs	developing skills and knowledge to work effectively and respectfully with patients and communities across multiple cultural dimensions

Category 2: Outcome Measurement

Includes a systematic analysis of outcomes of care and reflection on patient outcomes.

Examples:

Audits and data review	clinical and surgical audits, comparison of processes and health outcomes with best practice, analysis of patient outcomes
Review of medical records	medico-legal work, clinical case reviews
Review of data or measurement of outcomes	in educational resources, publications, reports, quality programs
Participation in OMS accreditation	site visits, progress reviews, reporting

Category 3: Performance Review

Includes self-evaluation and peer-review of work processes.

Examples:

Self-evaluation and reflection for any activity	reviewing performance and measuring outcomes
Peer conversations (mandatory for New Zealand practitioners)	a structured conversation (at least annually) with a peer about your clinical practice, to reflect on development needs
Peer review and feedback	practice peer review (participant or reviewer), peer groups, teaching or supervision related feedback
Clinical meetings	case reviews, morbidity and mortality meetings, multidisciplinary grand rounds



How do I access and use the CPD Tracker?

The CPD Tracker for OMS Fellows and registered specialists can be accessed via the [RACDS website](#).

Sign-in

Click the sign in link in the top right-hand corner of the homepage. Use the forgot username or password links if needed. Click on My CPD Tracker from the right-hand Members Menu.

Activity Summary

The tracker shows your current triennium and annual pro rata progress. This will update when you enter a new record and refresh your browser. There are also trackers for each category.

Logging Activities

Click the plus (+) symbol in the CPD Activities section. Complete the required fields and upload any supporting documentation (optional) then click save and close.

Export a Report

Enter your required date range in the Report and Export section and click find. Click export and choose your preferred format (e.g., excel, PDF).

Download a Statement of Participation

Click on the download statement of participation button under the CPD Activities section.



How will the College determine compliance?

The CPD Committee will randomly select 10% of OMS participants annually to verify their CPD activities. Participants who successfully verify their CPD activities will not be randomly selected for verification for the next three years.

Participants who do not meet the annual CPD requirements by 28 February of the following year or who do not successfully verify their CPD data if selected to do so will be considered non-compliant.



How can I get support?

Participants who need assistance with the CPD tracker or who may have difficulty complying with CPD requirements are encouraged to contact the College immediately by email at oms@racds.org or phone +61 2 9262 6044.

Fellows can also view relevant regulatory CPD information and contact details via the following links:

Australian Health Practitioner Regulation Agency (AHPRA)

www.ahpra.gov.au/About-Ahpra/Contact-Us.aspx

Medical Council of New Zealand (MCNZ)

www.mcnz.org.nz/about-us/contact-us/

Dental Council of New Zealand (DCNZ)

www.dcnz.org.nz/about-the-dental-council/who-we-are/contact-us/



Related Documents

Royal Australasian College of Dental Surgeons

www.racds.org/policy/

- OMS CPD Mandatory Compliance Policy 2022 – 2024
- OMS CPD Standard 2022 – 2024
- OMS CPD Activity Approval Procedure (for education providers)
- Reconsideration, Review and Appeals Policy

Medical Board of Australia

www.medicalboard.gov.au/codes-guidelines-policies.aspx

- Medical Board of Australia CPD Registration Standard
- Medical Board of Australia Professional Performance Framework Strengthening CPD

Medical Council of New Zealand

www.mcnz.org.nz/registration/maintain-or-renew-registration/recertification-and-professional-development/

- Medical Council of New Zealand Recertification and CPD Guide
- Medical Council of New Zealand Recertification Requirements for Vocationally Registered Doctors in New Zealand

Dental Board of Australia

www.dentalboard.gov.au/codes-guidelines/policies-codes-guidelines.aspx

- Dental Board of Australia Guidelines on CPD

Dental Council of New Zealand

www.dcnz.org.nz/resources-and-publications/resources/policies/

- Dental Council of New Zealand Recertification of Oral Health Practitioners Policy
- Dental Council of New Zealand CPD Activities Policy



