



Royal Australasian College
of Dental Surgeons
Let knowledge conquer disease

OMS CPD MANDATORY COMPLIANCE POLICY

JUNE 2022

Document Information

Document Number	EXT_ACA_202_3.0
Nature of Document	Policy
Contact Officer	Director of Education
Authoriser	Board of Studies - OMS
Approved	Education Policy Board
Date Effective	01 June 2022
Date of Next Review	01 June 2025
Related documents/policies	Reconsideration, Review and Appeals Policy OMS CPD Standard

Purpose

This policy outlines the requirements for participation and compliance of RACDS Oral and Maxillofacial Surgery (OMS) Fellows and specialists in effective Continuing Professional Development (CPD) within their scope of practice following regulatory requirements.

OMS Fellows and specialists are responsible for being aware of all regulatory requirements that apply individually for medical and dental specialist registration purposes in Australia and New Zealand.

Background

Compliance with CPD is mandated by the Royal Australasian College of Dental Surgeons (RACDS) and is required 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 practicing OMS specialists and should be read in conjunction with the RACDS CPD for OMS Standard and other related regulatory documents.

Definitions

RACDS / the College	the Royal Australasian College of Dental Surgeons
Continuing professional development (CPD)	How health practitioners maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.
OMS Fellow	OMS specialists that have been admitted to Fellowship of the RACDS (OMS).
OMS Specialist	For the purposes of this policy, OMS specialists are non-OMS Fellows registered to participate in the OMS CPD program.
Scope of practice	The professional role and services that an individual health practitioner is trained, qualified and competent to perform.
Non-practising registration	Practitioners who no longer wish to practise the profession but wish to remain registered.
Approved education provider	An education provider considered by the CPD Committee to have met the CPD activity approval assessment criteria for the activity they are applying for.

Policy Statement

1. PROGRAM REQUIREMENTS

- 1.1. The program requirements are on a three-year cycle, with triennial and annual requirements. All practicing OMS Fellows and specialists must ensure that their CPD activities align with the RACDS CPD Framework requirements regardless of hours worked.

- 1.2. All participants must undertake 50 hours of CPD activities per year (i.e., 150 hours total per triennium), complete an annual CPD Learning Plan, log CPD activities, and completed learning plans in the RACDS CPD Tracker by 28 February of the following year to receive an Annual Statement of Participation or the Certificate of CPD Compliance after the triennium. New Zealand practitioners must also engage in peer conversations.
- 1.3. All participants must complete a minimum of 12.5 hours of educational activities (Category 1); 25 hours in outcome measurements and performance review (Category 2 and 3) with five hours minimum of each type; and 12.5 hours from any category.
 - a) Educational activities (Category 1) include participation in independent learning, College activities, and educational events.
 - b) Outcome measurement (Category 2) includes a systematic analysis of outcomes of care and reflection on patient outcomes.
 - c) Performance review (Category 3) includes self-evaluation and peer-review of work processes.
- 1.4. RACDS Fellows may be exempted from participating in certain circumstances, subject to the approval of a written application to the CPD Committee. Grounds for exemption may include RACDS Fellows on medical, parental, or carer's leave and those with non-practising registration. Fellows in this category should refer to the relevant regulatory authority regarding meeting their CPD requirements.
- 1.5. RACDS is responsible for determining which CPD activities are appropriate for the OMS scope of practice. The RACDS OMS Procedure for CPD Activity Approval details the process for education providers applying for approval of CPD activities for OMS specialists. The document reflects the need for medical colleges to strengthen their CPD programs to ensure educational activities are tailored to individual professional development needs. The outcome of this process allows approved education providers to promote the event as approved for CPD tracking for OMS specialists.

2. COMPLIANCE

- 2.1. Compliance with the RACDS CPD for OMS Standard is mandatory for all practicing Fellows and specialist international medical graduates undergoing specialist assessment by RACDS. The CPD requirements remain the same regardless of whether OMS specialists practice part-time or otherwise.
- 2.2. Fellows living outside Australia or New Zealand must participate in the OMS CPD 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.

- 2.3. New Zealand medical practitioners must demonstrate that they participate in an approved CPD Program by a College or a branch advisory body for their vocational scope to receive an Annual Practising Certificate from the Medical Council of New Zealand.
- 2.4. Non-Fellows who wish to participate in the OMS CPD Program will be considered by the CPD Committee on a case-by-case basis and will incur an annual fee.
- 2.5. Fellows must advise the College of any change to their regulatory registration status or if they are under investigation by a regulatory authority, in writing within 30 days.
- 2.6. The CPD Committee will randomly select 10% of Fellows annually to verify their CPD activities. Fellows who successfully verify their CPD activities will not be randomly selected for verification for the next three years.

3. NON-COMPLIANCE

- 3.1. Participants who have not applied for an extension and who do not meet the annual CPD requirements by 28 February of the following year, or participants who were granted an extension but do not meet the annual CPD requirements at the end of the three (3) calendar month extension are non-compliant.
- 3.2. The CPD Committee will notify the OMS specialist for failure to demonstrate compliance and seek a response within four (4) weeks from the date of the letter. This correspondence will include the expectations of the College and the appropriate regulatory authority. If the Fellow does not respond to the initial correspondence, a final notification will be forwarded to the Fellow. Fellows need to respond within 30 days of receipt of the final notification.
- 3.3. 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.

4. COLLEGE SUPPORT

- 4.1. Fellows who may have difficulty complying with the CPD requirements are encouraged to contact the College immediately for support. It may include requests for further training or remediation of underperforming OMS specialists.
- 4.2. The College will consider each request on a case-by-case basis in collaboration with the relevant Regional Surgical Committee, employing hospital, private practice, or regulatory bodies.

5. RECONSIDERATION, REVIEW AND APPEALS

5.1. 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.

6. RELATED DOCUMENTS

6.1. This policy must be read with reference to the following:

- a) Medical Board of Australia CPD Registration Standard
- b) Medical Board of Australia Professional Performance Framework Strengthening CPD
- c) Medical Board of Australia Recency of Practice Registration Standard
- d) Medical Council of New Zealand Recertification and CPD Guide
- e) Medical Council of New Zealand Recertification Requirements for Vocationally Registered Doctors in New Zealand
- f) Medical Council of New Zealand Restoration to the Register Policy
- g) Medical Council of New Zealand Returning to Practice Policy
- h) Dental Board of Australia Guidelines on CPD
- i) Dental Council of New Zealand Recertification of Oral Health Practitioners Policy
- j) Dental Council of New Zealand CPD Activities Policy
- k) RACDS CPD for OMS Standard
- l) RACDS OMS Procedure for CPD Activity Approval
- m) RACDS Reconsideration Review and Appeals Policy