



Royal Australasian College  
of Dental Surgeons  
*Let knowledge conquer disease*

# OMS CPD PARTICIPATION AND COMPLIANCE POLICY

**MARCH 2024**

### **Document Information**

|                            |   |
|----------------------------|---|
| Document Number            | EXT_ACA_202_4.0   |
| Nature of Document         | Policy  |
| Contact Officer            | Director of Education   |
| Authoriser                 | Board of Studies - OMS  |
| Approved                   | Education Policy Board  |
| Date Effective             | 03/06/2024  |
| Date of Next Review        | 03/06/2027  |
| Related documents/policies | OMS CPD Standard<br>OMS CPD Verification Policy<br>OMS CPD Exemption Policy<br>Enrolment in the RACDS CPD Program Policy<br>OMS Approval of CPD Activities Policy<br>Reconsideration, Review and Appeals Policy<br>OMS CPD Guide for Participants<br>My OMS CPD Home Tracker User Guide |

## Purpose

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

## 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 Fellows and 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 RACDS CPD Program requirements align with the regulatory standards established by the Medical and Dental Boards of Australia and the Medical and Dental Councils of New Zealand.

In adherence to these standards, practicing OMS specialists must ensure that their CPD activities align with the RACDS CPD Framework requirements.

1.2. OMS specialist 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 category; 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.

## **2. PARTICIPATION AND COMPLIANCE**

2.1. Compliance with the RACDS CPD for OMS Standard is mandatory for practicing OMS Specialists 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, unless granted an exemption from participation (refer to OMS CPD Exemptions Policy).

2.2. OMS specialists must complete an annual Learning Plan, undertake 50 hours of CPD activities per year, and log CPD activities in the RACDS online CPD tracker (My OMS CPD Home) by 28 February of the following year to receive a Certificate of Compliance. New Zealand practitioners must also engage in peer conversations.

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. 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 each year from their overseas approved provider for consideration.

2.5. If an OMS Specialist would like to participate in the MSF process, they can contact the College and the College will organise that for them.

2.6. If an OMS Specialist would like to participate in the Collegial Practice Visit process, they can contact the College and the College will organise that for them.

2.7. The CPD Committee will randomly select 10% of OMS specialists annually through a computer-generated algorithm to verify their CPD activities and provide documentation to support their participation in activities (refer to OMS CPD Verification Policy)

## **3. NON-COMPLIANCE**

- 3.1. OMS specialists who have not applied for exemption or an extension and who do not meet the annual CPD requirements by 28 February of the following year, or 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 OMS specialist does not respond to the initial correspondence, a final notification will be forwarded to the OMS Specialist. OMS Fellows need to respond within 30 days of receipt of the final notification.
- 3.3. Continued non-participation and non-compliance by the OMS Fellow with the CPD for OMS Standard will result in the withdrawal of their Status of Good Standing with the College and advice being sent to the relevant regulatory authority.
- 3.4. OMS specialists residing in Australia who do not comply with annual CPD requirements may be reported to the relevant regulatory authority in their jurisdiction. In New Zealand, OMS specialists who do not comply will be reported to the MCNZ.

#### **4. COLLEGE SUPPORT**

- 4.1. Fellows who have difficulty complying with the CPD requirements are encouraged to contact the Education Officer by e-mail at [omsfellow@racds.org](mailto:omsfellow@racds.org) or phone +61 2 9262 6044 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. OMS specialists 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) Enrolment in the RACDS CPD Program Policy
- m) RACDS OMS CPD Exemption Policy
- n) RACDS OMS CPD Verification Policy
- o) RACDS OMS Approval of CPD Activities Policy
- p) RACDS Reconsideration Review and Appeals Policy
- q) RACDS OMS CPD Guide for Participants
- r) RACDS My OMS CPD Home Tracker User Guide