



Royal Australasian College  
of Dental Surgeons

*Let knowledge conquer disease*

# RACDS

# Continuing Professional Development Guide

## ORAL AND MAXILLOFACIAL SURGERY



## Document Information

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Related documents/policies	<ul style="list-style-type: none"><li>• OMS CPD Participation and Compliance Policy</li><li>• OMS CPD Standard</li></ul>

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## Who is required to participate?

Compliance with the Royal Australasian College of Dental Surgeons' (RACDS) Continuing Professional Development (CPD) program is required for:

- All practising OMS Fellows and 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?

- 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 professional development 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 by 28 February of the following year
- Meet requirements regardless of working full-time or part-time
- Maintain evidence of CPD for three years after the end of each one-year cycle.



## What is a professional development plan?

- Involves the planning, structuring, and monitoring of continuing medical and dental education activities. It is a requirement to have an active professional development plan for the year, 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:

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

### Suggested Evidence

- Receipt of journal subscription
- Detailed diary entries or notes of professional reading
- Certificate of completion or letter of confirmation (indicating number of hours where possible)
- Registration receipt and highlighted program of attended activities
- Program detailing presentation / letter of thanks for presenting
- Reprint of publication
- Teaching timetable
- Letter of appointment
- Statement of teaching sessions signed by appropriate supervisor
- Written invitation or thank you email/letter of involvement as examiner
- Copy of Clinical Training Assessment signed by participant as the assessor
- Preparation for teaching notes
- Agenda or minutes listing participant in attendance



## Category 2: Outcome Measurement

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

Examples:

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

### Suggested Evidence

- Letter from peer or head of department
- Letter from journal, listing articles that have been peer reviewed
- Email/letter confirmation of accreditor or assessment panel member
- Copy of part of report, listing accreditation/assessment team

## Category 3: Performance Review

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

Examples:

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

### Suggested Evidence

- Details of the type of activity, date, duration and level of involvement
- Signed letter from Head of Department/ meeting Chair confirming attendance
- Letter from hospital confirming supervision or teaching
- Letter from hospital confirming participation in audits - individual or departmental performance reviews
- Agenda or minutes listing participant in attendance
- Completing Professional Development Plan / Learning Plan



## How do I access and use the online CPD tracker (*My OMS CPD Home*)?

OMS Fellows and specialists can access the online CPD tracker via the [RACDS website](#). Please refer to the User Guide.



## How will the College determine compliance?

The CPD Committee will randomly select 10% of OMS participants annually to verify their CPD activities.

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 of CPD Home are welcome to contact the College to discuss their specific needs to comply with CPD to meet individual requirements. For assistance, please contact the College by email at [oms@racds.org](mailto: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](http://www.ahpra.gov.au/About-Ahpra/Contact-Us.aspx)

### **Medical Council of New Zealand (MCNZ)**

[www.mcnz.org.nz/about-us/contact-us/](http://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/](http://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/](http://www.racds.org/policy/)

- OMS CPD Participation and Compliance Policy
- OMS CPD Standard
- OMS CPD Activities Approval Policy (for education providers)
- Reconsideration, Review and Appeals Policy

### **Medical Board of Australia**

[www.medicalboard.gov.au/codes-guidelines-policies.aspx](http://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/](http://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](http://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/](http://www.dcnz.org.nz/resources-and-publications/resources/policies/)

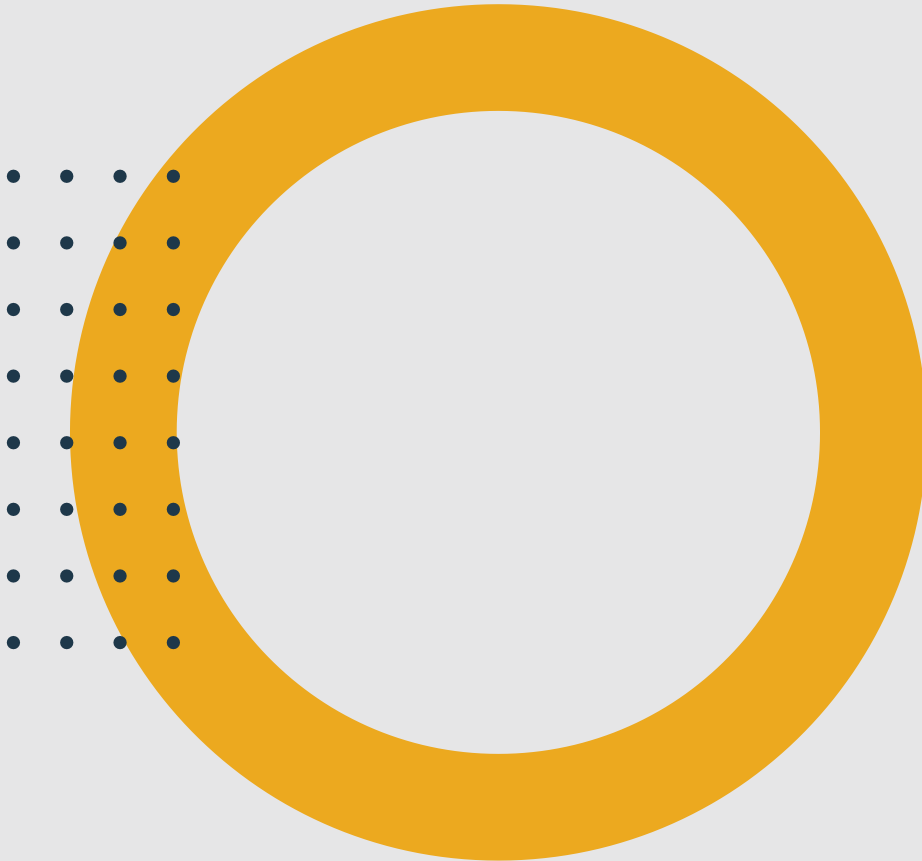
- Dental Council of New Zealand Recertification of Oral Health Practitioners Policy
- Dental Council of New Zealand CPD Activities Policy





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## Contact Us



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