



Royal Australasian College
of Dental Surgeons
Let knowledge conquer disease

OMS CPD VERIFICATION POLICY

MARCH 2024

Document Information

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Contact Officer	Director of Education
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Related documents/policies	OMS CPD Standard OMS CPD Participation and Compliance Policy OMS CPD Exemption Policy Enrolment in the RACDS CPD Program Policy OMS Approval of CPD Activities Policy Reconsideration, Review and Appeals Policy OMS CPD Guide for Participants My OMS CPD Home Tracker User Guide

Purpose

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

Background

As mandated by accreditation standards for CPD providers in Australia and New Zealand, the College conducts an annual audit (verification) of participants' CPD activities within the CPD Program.

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. SELECTION AND NOTIFICATION

- 1.1. Following the CPD submission deadline, 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.
- 1.2. The College will notify the OMS specialist selected and allow them up to four (4) weeks to provide suitable evidence.

2. REQUIREMENTS

2.1. Selected OMS specialists must verify participation in CPD activities relevant to their scope of practice and provide adequate evidence to meet the minimum annual requirements in each category.

2.2. The following table outlines examples of activity that can be used to verify CPD participation.

Category 1: Educational activities include participation in independent learning, College activities, and educational events.

- 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.

- 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.

- 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

3. COLLEGE SUPPORT

3.1. OMS specialists who have difficulty complying with the CPD verification requirements are encouraged to contact the Education Officer by e-mail at omsfellow@racds.org or phone +61 2 9262 6044 for support.

4. RECONSIDERATION, REVIEW AND APPEALS

4.1. 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.

5. RELATED DOCUMENTS

5.1. 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 Participation and Compliance Policy
- n) RACDS OMS CPD Exemption 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