



Royal Australasian College
of Dental Surgeons
Let knowledge conquer disease

OMS CPD ACTIVITIES APPROVAL POLICY

MARCH 2024

Document Information

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

Purpose

This policy establishes the criteria for approval of activities within the Royal Australasian College of Dental Surgeons (RACDS) Continuing Professional Development (CPD) Program for Oral and Maxillofacial Surgery (OMS).

Background

The RACDS CPD Program for OMS is aligned with the CPD registration standard of the Medical Board of Australia (MBA) and the Dental Board of Australia (DBA), and the recertification requirements established by Medical Council of New Zealand (MCNZ) and Dental Council of New Zealand (DCNZ).

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. CRITERIA FOR APPROVAL

- 1.1. Organisations or individuals can seek RACDS approval for their CPD activities if they meet the following criteria:
 - 1.1.1. Learning objectives are clearly defined and are relevant to the scope of practice of OMS specialists.
 - 1.1.2. The activity promotes a high standard of clinical and ethical care.
 - 1.1.3. The learning environment allows participants to meet the objectives of the course.
 - 1.1.4. A process for evaluating the activity against the learning objectives is established.

- 1.1.5. OMS specialists have been involved in developing and conducting the activity where feasible.
- 1.1.6. Suitable evidence for verification of attendance can be provided for each participant.

2. APPROVAL PROCESS

- 2.1. To seek approval for a CPD activity, the education provider is required to submit the completed application form (FOMS 19) to the College via email and pay an application fee. The CPD Committee will assess the application and communicate the outcome within a four-week period.
- 2.2. Approval is valid for a duration of 12 months, after which a new application along with payment must be submitted for renewal. In instances where there are modifications or new content requiring approval, the identical application process and fee structure will be applicable.

3. AUDIT OF PROVIDERS

- 3.1. Annually, 10% of all approved activities will undergo an audit to ensure the RACDS upholds and endorses the highest standards of medical education and CPD. The provider selected for audit is obligated to submit additional evidence of their activity for thorough review. The required evidence must be provided by the provider within 28 days of receiving the audit notification.
- 3.2. As part of the audit process, the College may, at its discretion, arrange for a RACDS staff member or a nominated Fellow to attend the CPD activity. In such cases, the provider will receive notification at least two weeks prior to the event.

4. COLLEGE SUPPORT

- 4.1. OMS specialists can contact the Education Officer by e-mail at omsfellow@racds.org or phone +61 2 9262 6044 for support.

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) RACDS OMS CPD Participation and Compliance Policy
- m) RACDS OMS Enrolment in the RACDS CPD Program Policy
- n) RACDS OMS CPD Exemption Policy
- o) RACDS OMS CPD Verification Policy
- p) RACDS Reconsideration Review and Appeals Policy
- q) RACDS OMS CPD Guide for Participants
- r) RACDS My OMS CPD Home Tracker User Guide