



Dental Board of Australia

GUIDELINES: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2015

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Introduction

These guidelines provide information about how to meet the Dental Board of Australia's (the Board) Registration standard: Continuing professional development (CPD). You are expected to understand and apply these guidelines together with the CPD standard.

Do these guidelines apply to me?

These guidelines apply to all dentists, dental therapists, dental hygienists, dental specialists, oral health therapists and dental prosthetists, except those who have one of the following types of registration:

- non-practising registration
- limited registration in the public interest
- limited registration to sit an examination, or
- student registration.

What must I do?

The Board encourages you to engage in CPD activities each year, gradually accumulating a minimum of 60 hours over the three-year CPD cycle. The minimum number of hours spent on clinical or scientifically based CPD within the cycle must be 48 hours (80 per cent). You may spend a maximum of 12 hours (20 per cent) on non-scientific activities within the cycle.

What is the CPD cycle?

Each three-year CPD cycle covers three registration periods from 1 December to 30 November.

The Board will publish the CPD cycle dates on its website.

Excess CPD activities accumulated in one three-year cycle cannot be rolled over to the next three year cycle.

What type of activities can I do?

The Board has not specified any mandatory CPD

activities and expects you to engage in a **range of CPD activities in line with the objectives of CPD and your own learning needs.**

Other than the requirement that a minimum of 48 hours of CPD must be clinically or scientifically based, there are no set limits on the number of hours you can spend on particular types of CPD activities. However, it is expected that you will undertake a variety of CPD activities.

Clinically or scientifically based activities

For an activity to be recognised as **clinically or scientifically based**, it must relate to the scientific, clinical or technical aspects of oral health care. For example, activities about infection prevention and control, cardiopulmonary resuscitation (CPR), patient record keeping or dento-legal responsibilities would be classified as clinical/scientific, as would topics relating to oral health or particular dental procedures such as endodontics, caries treatment, crown preparations, and so on.

Non-scientific activities

Non-scientific activities are those that are indirectly related to but supportive of dental care, and include courses about practice management. Subjects that relate to a dental practitioner's financial wellbeing (such as marketing or personal finance) would be considered non-scientific. The activities need to contribute to the maintenance and enhancement of your knowledge, skills and performance of oral health care.

Board approved programs of study

If you are already registered by the Board and are undertaking either an **approved program of study** or an **approved program to extend scope** the contact hours and non-contact hours undertaken as part of the program of study can be counted towards the CPD requirements. If there are sufficient hours and a variety of activities, this can make up the entire 60 hours CPD requirement.

Hours spent studying in formal courses that award a

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qualification (but not one that is required for registration) that is of benefit to the practice of dentistry can be counted in full towards the clinical or scientific component of CPD hours if the course of study also meets the definition for clinically or scientifically-based CPD activities.

Other formal courses that award a qualification (but not one that is required for registration) that do not meet the definition for clinically or scientifically-based CPD activities, but are in line with the definition of non-scientific activities, can be counted toward the hours of non-scientific CPD.

Clinical supervision activities

If you undertake clinical supervision as part of an employment role, this **cannot** be counted towards the CPD requirements.

What are the requirements if I am returning to practice after an absence?

You must demonstrate 40 hours of CPD in your first registration period (1 December to 30 November each year) if you are returning to practice after an absence and:

- have not practised for more than two years (whether registered or not), or
- have held non-practising registration for more than two years.

The Board may consider CPD activities undertaken in these preceding two years as contributing to these 40 hours. You will be required to provide evidence of CPD completed.

What are the requirements if I am applying for registration for the first time?

If you are registered for the first time as a dental practitioner during the three-year CPD cycle, the

minimum required CPD hours will be calculated pro rata. The formula used to calculate the pro rata hours is provided in Attachment A.

What are the requirements if I have a condition on my registration to complete a required amount of CPD?

If you have a condition on your registration to complete a required amount of CPD, the Board requires you to undertake this CPD in addition to the requirement of 60 hours CPD over the three-year cycle.

How do I choose appropriate CPD activities?

You must determine the appropriateness of the CPD activities undertaken.

You should choose activities that demonstrate the following characteristics:

- open disclosure about monetary or special interest the course provider may have with any company whose products are discussed in the course
- the scientific basis of the activity is not distorted by commercial considerations. For example be aware of embedded advertising and direct commercial links
- the learning objectives, independent learning activities and outcomes
- articles from peer-reviewed journals and/or be written by a suitably qualified and experienced individual
- address contemporary clinical and professional issues, reflect accepted dental practice or are based on critical appraisal of scientific literature
- the content of CPD activities must be evidence-based
- where relevant, select CPD activities where you can enquire, discuss and raise queries to ensure that you have understood the information
- if the CPD activity includes an assessment or

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feedback activity this should be designed to go beyond the simple recall of facts and seek to demonstrate learning with an emphasis on integration and use of knowledge in professional practice, and

- an opportunity to provide feedback to the CPD provider from participants on the quality of the CPD activity.

CPD programs alone cannot be used to increase scope of practice¹.

You must be aware that undertaking a single CPD activity may not provide you with sufficient clinical experience to incorporate techniques and procedures into your practice. CPD relied upon to improve or broaden knowledge should provide experience in the technique or procedure. This may be in a simulated environment.

How do I keep a record of my CPD activities?

You are responsible for providing evidence of your compliance with the CPD standard.

You must keep a record of your CPD activities to meet the requirement of the CPD standard. This record will need to be provided when requested by the Board, such as during a compliance audit or investigation of a notification. The Board publishes a template on its website.

The entry needs to contain at least the following information for each activity:

- the CPD activity provider's name
- CPD activity name
- journal name, article name, author (where applicable)
- online content/title, DVD title, CD title (where applicable)
- date, time and location of the CPD activity
- number of CPD hours (excluding breaks), and

- type of CPD hours (scientific/non-scientific) that are awarded as a result of completing the activity.

Where you have been provided with documentation of participation in a CPD activity this should be included as part of your record. This documentation would usually be included on a certificate of attendance or other form of verification of attendance. Such certification need not be a formal document; it could be an email or an end of year summary from the course provider.

Authority

Guidelines are developed under section 39 of the National Law and are subject to wide ranging consultation.

Definitions

Continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

National Law means the Health Practitioner National Law as in force in each state and territory.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge (working) in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

References

Dental Board of Australia, *Scope of practice registration standard*

Dental Board of Australia, *Guidelines for scope of practice*

¹ You should refer to the Board's *Scope of practice registration standard* and *Guidelines for scope of practice* for information on scope of practice.

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Review

This guideline will be reviewed from time to time as required. This will generally be at least every five years

Last reviewed: 1 December 2015

This guideline replaces the previously published guideline that was in effect from 1 July 2010.

Appendix A

Pro rata adjustment of CPD hours

The only time CPD hours are adjusted is if you are registered for the first time part way through a CPD cycle.

The number of CPD hours to be completed is calculated on a pro rata basis using the following formula.

1. Pro rata allocation of hours based on when a dental practitioner registers

A	B	C	D	E
Year	Quarter	Cumulative quarters	Cumulative pro rata hours (5 x C)	Adjusted hours to be completed by practitioner (60 - D)
1	1st	1	5	55
1	2nd	2	10	50
1	3rd	3	15	45
1	4th	4	20	40
2	1st	5	25	35
2	2nd	6	30	30
2	3rd	7	35	25
2	4th	8	40	20
3	1st	9	45	15
3	2nd	10	50	10
3	3rd	11	55	5
3	4th	12	60	0

Notes:

- Pro rata adjustments are calculated on a monthly amount of CPD of 1.66 hours (60 hours ÷ 36 months)
- The number of pro rata hours per quarter is calculated as $1.66 \times 3 = 5$ hours
- CPD three-year cycle: 1 December to 30 November
The quarters are:
1st quarter = December, January, February
2nd quarter = March, April, May
3rd quarter = June, July, August
4th quarter = September, October, November
- The number of adjusted hours are rounded to the nearest whole hour.