



Frequently Asked Questions on CPD

December 2015

1. The CPD three year cycle start and end dates are changing in 2016 from 1 July – 30 June to 1 December – 30 November. As a result of this, how many hours of CPD activities do I have to complete for 2016?

The current three year CPD cycle is due to end on 30 June 2016. You need to complete the 60 hours for this time.

The next cycle will start on 1 December 2016 and run until November 2019. You need to complete the 60 hours for this time also.

This means there is a 5 month period for transition between cycles from 1 July 2016 to 30 November 2016. During this time of transition we encourage you to continue to undertake CPD activities. You do not need to complete any additional requirements for this five months however any CPD activities that you do complete will count towards the new cycle starting on 1 December 2016. CPD hours completed in this five month period cannot count towards the cycle ending on 30 June 2016.

2. I registered for the first time part way through a CPD cycle. How many hours of CPD activities do I have to complete?

Your CPD hours will be calculated on a pro-rata basis. Attachment A of the *Guidelines on Continuing Professional Development* provides further information on how to calculate pro rata adjustments.

3. What type of CPD activities can I undertake?

The *Registration Standard on Continuing Professional Development* (the Standard) is very flexible in its approach to the types of continuing professional development (CPD) activities you may undertake and the number of hours you can spend on each activity to meet the Board's requirements.

We expect you to undertake a variety of CPD activities to meet your learning needs.

4. Can I undertake CPD activities outside my usual practice of area?

Yes. Your CPD activities may include activities in dentistry outside your usual practice. For example, dental prosthetists may undertake study about implants, drug therapies and digital radiography; dental therapists and hygienists may undertake study on prosthetics and occlusal therapy or orthodontics. Similarly, specialists do not have to attend CPD activities limited to their area of specialty.

Dental practitioners are encouraged to reflect on their own practice and identify areas where they can gain maximum benefit from CPD activities.

5. Are there any CPD courses or CPD course providers approved by the Board?

No. The Board does not review or approve CPD courses or CPD course providers. You, as a registered health professional, need to make a professional judgement about the appropriateness the CPD activities you undertake.

The *Guidelines on Continuing Professional Development* provide direction on the characteristics you should consider when choosing your CPD activities.

6. I work as a dental practitioner on a part time basis. Do I need to complete 60 hours of CPD activities over a three-year CPD cycle?

Yes. The number of hours that you work does not change the minimum requirements to complete 60 hours of CPD activities over a three-year CPD cycle.

Patients are entitled to expect the same level knowledge and skill whether you practise full-time or part-time. Therefore, the CPD requirements are the same.

7. I have a non-practising registration. Do I need to complete 60 hours of CPD activities over a three-year CPD cycle?

No. If you have non-practising registration, you are exempt from the requirements of the CPD registration standard.

However, you must meet the CPD requirements if you apply for and are granted general registration. The *Guidelines on CPD* set out the requirements for return to practice after an absence.

8. Am I able to claim CPD hours for supervising exams, delivering lectures and training for other dental practitioners?

CPD is a process by which individual practitioners continue to meet their individual learning needs throughout their professional careers.

Delivering lectures or supervising students are not in themselves activities that would meet your own individual learning needs but rather that of the students. However, in preparing for the lectures or the supervision you may need to follow up on matters to meet your own needs. You can count this preparatory work as CPD.

If the Board asked you for evidence of meeting the CPD requirements, for example in an audit, you would need to provide evidence (e.g. through keeping a diary) of these sorts of activities.