



## Frequently Asked Question on Mandatory Continuing Professional Development

As at 3<sup>rd</sup> September 2010

On 1 July 2010 all Australian state based Dental Boards (with the exception of Western Australia) ceased to exist and were replaced by the Dental Board of Australia. As part of the National Registration of Dental Professionals, Mandatory Education was introduced. These frequently asked questions will assist Dental Professionals and CPD providers to understand the requirements of this scheme.

**1. Who does this apply to?**

Every registered dental practitioner in Australia including dentists, specialists, hygienists, oral health therapists, dental therapists and prosthetists except those registered under student, non-practising and limited registration for teaching or research categories of registration. It may not apply to those registrants with limited registration for postgraduate training and supervised practice.

**2. How many hours do I need to complete?**

60 hours over 3 years between 1 July 2010 and 30 June 2013. This averages out to 20 hours per year however it is not necessary to complete exactly 20 hours per year. It is suggested however that the education be spread throughout the 3 year term. You will have to make a declaration of compliance with CPD requirements at the time of annual renewal.

**3. Which activities are suitable?**

The Dental Board of Australia stipulates that the activities undertaken must include a minimum of 80% clinically / scientifically related education. Up to 20% of non-clinical / non scientific education can be undertaken. These activities include attendance at hands-on courses, lectures, study groups, journal reading, online education.

**4. What is classified as clinical / scientific education?**

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. Activities about infection control, cardiopulmonary resuscitation (CPR) or patient record keeping, for instance, would be classified as clinical/scientific, as would topics relating to oral health or particular dental procedures such as endodontics, caries treatment, crown preparations etc.

**5. What is classified as non-clinical / non-scientific education?**

Non-scientific activities are those that are indirectly related to but supportive of dental care, and include courses about practice management and dento-legal responsibilities. Subjects that relate to a dental practitioner's financial wellbeing (such as marketing or personal finance) would not be considered to be clinically or scientifically based. The activities need to contribute to the maintenance and enhancement of a dental practitioner's knowledge, skills and performance of oral health care.

**6. How do I know if a provider is approved?**

**There is no approval process required by the Dental Board of Australia** however providers must ensure their programs meet the standards set out below in question 7.

**7. Do CPD course providers need to be approved / registered / accredited?**

In short no, however they need to conform to following standards:

- They must disclose to participants any monetary or other special interest they may have with any company whose products are discussed in the course. Disclosure must be made in promotional material and in the presentation itself.
- The organisation must be prepared to guarantee that the scientific basis of the activity will not be distorted by commercial considerations.
- The qualifications and experience of presenters/authors must be relevant to the content of the topic discussed within the course/article. Providers must ensure that presenters/authors chosen to deliver courses/write articles are qualified by education and experience to provide instruction in the relevant subject matter.
- Activities should address contemporary clinical and professional issues. Scientific and clinical activities should reflect accepted dental practice or be based on critical appraisal of scientific literature.
- The content must be evidence-based with no exaggerated claims.
- Participants must be cautioned about the potential risks of using limited knowledge when incorporating techniques and procedures into their practices as the particular activity may not provide them with supervised clinical experience in the technique or procedure to ensure that participants have attained competence.
- Embedded advertising and direct commercial links are inappropriate within the educational content and should be avoided.
- All distance learning courses must have provision for the answering of enquiries, or for discussion, to enable participants to raise queries and to ensure that the information has been understood.
- Test items or other learning documentation activities 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.

**8. Can I count a course towards my CPD if the course organisers/providers do not provide a certificate/documentation or have not stated the hours on my certificate?**

**Yes, as long as the program meets the 9 standards listed in question 7 above as required by the Dental Board of Australia.**

**9. Does online education count toward CPD hours?**

Yes it does as long as the content meets the 9 standards listed in question 7 above as required by the Dental Board of Australia.

**10. What records do I need to keep of CPD activities?**

Individuals are responsible for keeping a log (either electronic or paper based) of the activities they have attended/participated in and make this available if requested. It is

advisable that this log includes, the activity, presenter(s), hours attended/completed, location and date as a minimum.

**11. How do I record or 'prove' that I have completed activities like journal reading?**

Records in the form of a log (refer to the question 10 above), must be maintained by every dental professional of all CPD activities undertaken. The system is reliant on the honesty of each dental professional to maintain accurate records of activities completed.

**12. Will I be audited by the Dental Board of Australia for CPD compliance?**

An audit of CPD activities may be conducted of a practitioner if a complaint or investigation is made against them. If an audit result is unsatisfactory, the Dental Board of Australia may impose conditions on the dental practitioner's registration.

**13. Does my certificate need to have the CPD hours I attended on it?**

Not necessarily, it is ultimately up to the individual dental professional to determine how many "contact" hours they have spent on an activity. In the event a practitioner leaves an activity early, it is expected that they will not claim the full amount of hours advertised or on the certificate if provided.

**14. If I have completed every CPD course available in my area of dentistry, what should I do?**

It is reasonable to expect that all professionals must continue to learn. If the cost of attending courses is prohibitive other forms of CPD are available. For example: journal reading, study club attendance, mentoring, or on-line learning such as available at [www.dentaldml.com](http://www.dentaldml.com)

**15. Does CPD that I attend overseas count toward my CPD hours?**

Online and overseas education is applicable if they meet the 9 standards listed in question 7 above.

**16. Is there a way of ADA NSW storing/keeping a record of my activities?**

Not as such, however your ADA Inc membership enables a function to store your CPD activities. Visit [www.ada.org.au](http://www.ada.org.au) login, go to the "CPD" tab and then go to "Manage CPD Activities". The new Digital Media Library [www.dentaldml.com](http://www.dentaldml.com) has a function to store the hours of activity on the site.

**17. Do I have to complete 20 hours per year, or is it to complete 60 hours at any time in the 3 years?**

It is the intention of the Dental Board of Australia that dental professionals will accumulate the 60 hours throughout the 3 years however it is possible for someone to complete all hours in the final year if they so wish.

**18. Do I still need to have 60 hours over 3 years if I am semi retired or work part time?**

Yes, all registered dental professional must complete at least 60 hours over 3 years.

**19. Are there any exemptions from having to do the 60 hours over 3 years?**

Yes, those who have: non-practising registration; limited registration to undertake supervised training; or limited registration for postgraduate training or supervised practice are not required to complete 60 hours over 3 years.

**20. If I present or lecture can I count these hours as CPD hours?**

Yes, presenters can count each hour of presentation as 1 CPD hour.

**21. How many hours must I have completed when I renew registration with the dental board?**

It is not necessary to have completed 20 hours of CPD each year at the time of renewal, however it is necessary to make a declaration that you are complying with the requirements of the scheme and that you will ultimately attend 60 hours over the 3 year period between 1 July 2010 and 30 June 2013.

**For CPD Providers**

**1. How can we get 'accredited' or 'recognised' as a CPD course provider? – There is no approval process. Please refer to question 7 above.**

**2. Is there a certificate template we can use for our courses? – Affiliated groups or societies of ADA NSW Branch are able to apply to the Branch for a certificate template for the group/society.**

**3. Is it the responsibility of the attendees to lodge the number of hours and details or do we need to register the talk somewhere? – It is up to each individual attending to track the number of contact hours they have spent at an activity. Providers are not obliged to register any activities or hours.**