



## Fact Sheet

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August 2012

### Continuing Professional Development

#### Introduction

Under the Health Practitioner Regulation National Law as in force in each state and territory (the National Law) there is a mandatory requirement for registrants to participate in continuing professional development (CPD) and the Dental Board of Australia (the Board) has therefore developed a Registration Standard in relation to CPD.

With the introduction of the National Law all dental practitioners in Australia have to meet the CPD requirements set by the Board's Registration Standard (approved by Ministerial Council). The Registration Standard and the CPD Guidelines (which provide more detail about CPD requirements) are published on the Board's website at [www.dentalboard.gov.au](http://www.dentalboard.gov.au).

#### Purpose of this document

This Fact Sheet has been prepared to provide dental practitioners with further detail about the Board's requirements for CPD. It should be read in conjunction with the Board's CPD Registration Standard and CPD Guidelines.

#### Background

The CPD Registration Standard is very flexible in its approach to the types of CPD activities a dental practitioner may undertake and the number of hours a dental practitioner can spend on each activity.

#### CPD activities

##### A variety of CPD activities

The Board has not specified any mandatory CPD activities and expects dental practitioners to engage in a **range of CPD activities in line with the objectives of CPD**.

There are no set limits on the number of hours a dental practitioner can spend on particular types of CPD activities, however it is expected that dental practitioners will undertake a **variety of activities**. For example a dental practitioner who oversees examinations should not rely solely on those activities for meeting the requirements of the CPD Registration Standard. Similarly, reading journal articles or preparing and delivering lectures on dental topics to dental practitioners should not be the only CPD activities undertaken to meet the requirements of the CPD Registration Standard.

The subject matter of CPD may include activities in dentistry outside the dental practitioner's 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. Practitioners are encouraged to reflect on their own practice and identify areas where they can derive maximum benefit from CPD.

### Board approved programs of study <sup>1</sup>

Where a dental practitioner is already registered by the Board and is undertaking either an **approved program of study** or an **approved add-on program of study** 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 variety of activities this can make up the entire 60 hours CPD requirement.

Hours spent studying in formal courses that award a 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 as set out in the CPD Guidelines. 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 as set out in the CPD Guidelines, can be counted toward the hours of non-scientific CPD.

### Clinically or scientifically based activities versus non-scientific activities

A minimum of **80%** of the total of a practitioner's CPD activities must be clinically or scientifically based.

*Clinically or scientifically-based activities* 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 clinical/scientific; as would a range of topics relating to oral health or particular dental procedures such as endodontics, caries treatment, crown preparations etc.

*Non-scientific activities* are activities that are indirectly related to, but supportive of dental care and include courses about practice management and dento-legal responsibilities. The activities need to contribute to the maintenance and enhancement of a dental practitioner's knowledge, skills and performance of oral health care.

### Clinical supervision activities

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

### Evaluating the suitability of CPD activities

The Board has not specified an approval process for courses or course providers who provide CPD. The Board's *CPD guidelines* however detail some requirements and expectations (see the section headed *Course Providers* in that document).

Registrants must make a professional judgement about the appropriateness of the CPD activity undertaken.

When deciding what CPD activities to undertake, practitioners should consider if the activity relates to the objectives of their personal CPD plan and assess the stated aims, objectives and outcomes of the activity.

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 as far as possible be evidence based without exaggerated claims. Activities should have scientific

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<sup>1</sup> The information about approved programs of study and add on programs of study was added to the document in February 2012

integrity and independence. Clinical content should reflect best practice care and evidence based treatment that is supported by scientific and biomedical research.

### The number of CPD Hours

Practitioners must complete a minimum of 60 hours of CPD activities over three years.

The Board expects that dental practitioners will engage in CPD activities each year, gradually accumulating a minimum of 60 hours over the three-year CPD cycle.

### Practitioners working part-time

Regardless of whether they practise one day a year or five days a week, practitioners need to complete 60 hours of CPD. If you are practising at all, patients are entitled to expect the same level of knowledge and skill whether you are full time or part time and therefore CPD requirements are the same.

### Practitioners with non-practising registration

Practitioners who have non-practising registration are exempt from the requirements of the CPD registration standard.

### Practitioners registered as both a dental hygienist and dental therapist

Practitioners registered as both a dental hygienist and dental therapist only need to complete 60 hours over the three years.

### 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 that a new registrant will need to complete will be calculated on a pro-rata basis using the following formula:<sup>2</sup>

**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    | 1 <sup>st</sup> | 1                   | 5                                 | 55                                                      |
| 1    | 2 <sup>nd</sup> | 2                   | 10                                | 50                                                      |
| 1    | 3 <sup>rd</sup> | 3                   | 15                                | 45                                                      |
| 1    | 4 <sup>th</sup> | 4                   | 20                                | 40                                                      |
| 2    | 1 <sup>st</sup> | 5                   | 25                                | 35                                                      |
| 2    | 2 <sup>nd</sup> | 6                   | 30                                | 30                                                      |
| 2    | 3 <sup>rd</sup> | 7                   | 35                                | 25                                                      |
| 2    | 4 <sup>th</sup> | 8                   | 40                                | 20                                                      |
| 3    | 1 <sup>st</sup> | 9                   | 45                                | 15                                                      |
| 3    | 2 <sup>nd</sup> | 10                  | 50                                | 10                                                      |
| 3    | 3 <sup>rd</sup> | 11                  | 55                                | 5                                                       |
| 3    | 4 <sup>th</sup> | 12                  | 60                                | 0                                                       |

**Notes:**

1. Pro-rata adjustments are calculated on a monthly amount of CPD of 1.66 hours (60 hours ÷ 36 months)
2. The number of pro-rata hours per quarter is calculated as 1.66 x 3 = 5 hours
3. CPD three year cycle: commences 1 July and ends 30 June The Quarters therefore are:
  - 1<sup>st</sup> quarter = July, August, September
  - 2<sup>nd</sup> quarter = October November December
  - 3<sup>rd</sup> quarter = January February March
  - 4<sup>th</sup> quarter = April May June

<sup>2</sup> The formula for calculating the pro-rata number of CPD hours was added to the FAQs in November 2011  
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4. The number of adjusted hours are rounded to the nearest whole hour.

### **More than 60 hours of CPD**

Accumulated hours of CPD activities in excess of 60 hours cannot be rolled over into the next three year CPD cycle. The hours specified in the CPD registration standard are a minimum requirement and it is expected that many practitioners will attend a far greater number of hours of CPD than this minimum.

### **Weighting of CPD activities**

In general, attending a course for seven hours (excluding breaks) would be equivalent to seven hours of CPD, provided that the time is invested in CPD programs that meet the Board's guidelines. What has been known as 'Continuing Education, or CE credits' will in most cases translate to hourly CPD credits.

### **Recording details of CPD activities**

Practitioners should keep a record or logbook of the activities they complete as part of their CPD obligations. These records will need to be provided when requested by the Board eg during a compliance audit. The records need to contain at least the following information for each activity:

- Practitioner's name
- Provider's name
- CPD Activity name
- Date, time and location of the CPD activity
- Number of CPD hours (excluding breaks) and the Type of CPD hours (scientific/non scientific) that are awarded as a result of completing the activity

The above would usually be included on a certificate of attendance or other form of verification of attendance. Such certification need not be a formal document however; the record of participation may take the form of an email or end of year summary of the person's activities.

### **For more information**

- Continuing Professional Development Registration Standard (accessible at <http://www.dentalboard.gov.au/Registration-Standards.aspx>)
- Guidelines on Continuing Professional Development (accessible at <http://www.dentalboard.gov.au/Codes-Guidelines/Policies-Codes-Guidelines.aspx>)