



**ROYAL AUSTRALASIAN COLLEGE OF DENTAL SURGEONS**

**BOARD OF STUDIES  
FOR  
ORAL AND MAXILLOFACIAL SURGERY**

**CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME**

**INFORMATION MANUAL**

**2010**

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## **Continuing Professional Development (CPD) Committee**

### **Membership**

Dr Richard Conway	Chair
Dr Arun Chandu	Member
Dr Steve Evans	Member
Dr John Hennessy	Member
Dr Nicholas Rutherford	Member
Prof Ray Williamson	Member
Dr James Kim	Trainee Representative

### *Ex officio*

Chair, Board of Studies for Oral and Maxillofacial Surgery  
Assistant Registrar, OMS on behalf of the Registrar, SFS  
President – RACDS

## Introduction

The Board of Studies for Oral and Maxillofacial Surgery has reviewed the continuing professional development program and produced a revised version to:

- Cover a breadth of education activities, while categorising them into a streamlined framework of four categories.
- Encourage Fellows to maintain a regular log of activities by the use of a straightforward electronic recording mechanism.
- Provide a formalised process for Fellows to demonstrate their commitment to ongoing education for registration or credentialing purposes.

We believe we have achieved these aims, although we anticipate that the program will be strengthened as improvements are made based on feedback from participants. We encourage you to provide comment to ensure the program continues to meet the needs of all involved.

The CPD4OMS program will be available to OMS Fellows from 1 January 2010. The CPD4OMS program specifies the activities that are mandatory for Fellows to complete in order to obtain a compliance statement.

A handwritten signature in black ink, appearing to read 'P Sambrook', with a small flourish underneath.

**Dr Paul Sambrook**  
Chair, Board of Studies for Oral and Maxillofacial Surgery

# CPD4OMS→

CPD4OMS is a continuing professional development program designed to facilitate participants' planning, monitoring and recording of continuing medical and dental education activities.

CPD4OMS involves an online recording mechanism which allows participants to enter their completed activities, according to framework categories, and identify areas in which they may need to concentrate future learning efforts.

CPD4OMS incorporates the concepts of continual learning and encourages participants to *consider* their learning needs, *connect* their learning needs to suitable education activities, obtain *credit* for the activities and *contemplate* their progress and the activities in a way that may change current practice and guide future development.

- C**onsider
- C**onnect
- C**redit
- C**ontemplate

## **C**onsider your learning needs

Participants are encouraged to consider their current learning needs and create a plan for future involvement. Consideration of the style of learning to which the participant is most receptive is also helpful (for example, auditory – lectures, interactive - group discussion, tactile – workshop based, hands on activities).

## **C**onnect needs with activities

Participants should actively seek suitable professional development activities and participate in those which fulfill identified learning needs.

## **C**redit activities online

The online College CPD database should be used by participants to keep a current log of all activities completed. The web page allows participants to record the number of hours and easily calculate the credit points. Participants are required to be involved in education activities each year in order to obtain a statement of compliance.

## **C**ontemplate your learning experiences

Research suggests that effective continuing professional development involves a participant critically examining learning experiences and consciously determining how the experience can strengthen the quality and effectiveness of their work.

# CPD4OMS➔

## Requirements

**Participants are required to obtain 150 points per triennium.**

**The new CPD triennium is from 1<sup>st</sup> January 2010 to 31<sup>st</sup> December 2012.**

A minimum of 60 points per triennium must be achieved by completing activities from Categories 1 and 2.

A minimum of 30 points per triennium must be completed from Category 3.

The additional 60 points may be obtained from additional activities in Categories 1, 2 or 3 or from Category 4.

**C1 Category 1 – Teaching, Assessing and Research**

**C2 Category 2 – Group Learning Activities**

**C3 Category 3 – Practice Review**

**C4 Category 4 – Self Education and Participation**

To be considered an active participant, the minimum requirements for Categories 1 and 2 and Category 3 must be fulfilled, pro rata, each calendar year.

## CPD Compliance Statement

The CPD4OMS program is available to all OMS Fellows of the College. Fellows are required to gain 150 points per triennium and there are specified activities that are mandatory for Fellows to complete in order to obtain a compliance statement.

Increasingly, registration authorities and hospitals are requiring evidence of active participation in continuing professional development for registration, appointment or credentialing purposes.

If a Fellow requires annual verification of active participation in the program, statements of compliance will be issued to Fellows on request. Statements will only be issued if the Fellow is meeting the minimum requirements, pro rata, each calendar year.

The non-compliant status of a Fellow will be communicated in response to any inquiry from a regulatory authority or where legislation permits regarding CPD program participation.

## Non Fellows

Applications from non Fellows who wish to participate in the CPD4OMS program will be considered on a case by case basis and will be charged an annual fee.

## Exemptions

Exemption from participation in all or part of the program may be granted to Fellows in certain circumstances, and will be considered on application, in writing, to the CPD Committee. Grounds for exemption may include ill health or family leave.

The College does not require OMS Fellows who are retired from all forms of medicine, surgery and medico legal services to participate in the CPD4OMS program.

## **Part time Participants**

The CPD requirements remain the same regardless of the participant's practice profile.

## **Fellows Residing Overseas**

Fellows who are living overseas may still participate in the CPD4OMS program, or elect to participate in an alternate program offered by an approved provider such as a College or association within that country. Such Fellows should apply to the CPD Committee in writing, providing adequate information on the details of the program.

## **Medical Council of New Zealand**

New Zealand participants should be aware that before the Medical Council of New Zealand will issue an Annual Practising Certificate, doctors must be able to demonstrate that they are participating in an approved CPD program offered by a College or the branch advisory body for their vocational scope. The RACDS is the branch advisory body for oral and maxillofacial surgery.

New Zealand participants should become familiar with the requirements which are available from the MCNZ website: [www.mcnz.org.nz](http://www.mcnz.org.nz). Participants who choose not to log their educational activities through the CPD4OMS program should make their own arrangements with the MCNZ.

## **Verification**

**A random ten percent of participants will be sampled within three months of CPD Statements of Compliance being issued by the College.**

Participants are expected to maintain evidence of their involvement in CPD for the first six months after the triennium (i.e. until June 2012), in case they are in the selected sample.

Unless selected in the random sample, participants are not required to submit supporting documentation to substantiate credit points and be issued the CPD Statement of Compliance.

For more information please refer to the 'Documentation Requirements' in this booklet.

# CPD4OMS➔

## Continuing Professional Development for Oral and Maxillofacial Specialists

### MINIMUM 60 CREDIT POINTS PER TRIENNIUM

#### **C1 Teaching, Assessing and Research**

##### ***1 credit point per hour***

Teaching including supervision and mentoring  
Ward Rounds (when significant teaching/learning occurs) – Supervisors of Training only  
Formal Presentations at conferences or meetings – per presentation

Examiner in RACDS or university examinations  
Writing Examination Questions  
Accreditor – RACDS accreditation reviews  
Panel Member – Assessment of International Medical Graduates

Clinical Training Assessments - *3 credit points per assessment*  
Research – grant proposals and trials  
Reviewer of publications or manuscripts

Publications – *5 credit points per publication*

#### **C2 Group Learning**

##### ***1 credit point per hour***

Lectures  
Meetings/Conferences

##### ***2 credit points per hour***

Seminars/Small Group Discussion  
Workshops including Supervisor Training sessions

### MINIMUM 30 CREDIT POINTS PER TRIENNIUM

#### **C3 Practice Review**

##### ***1 credit point per hour***

Practice/Clinic/Institution Audits  
Critical Incident reporting/monitoring  
Case conferencing or morbidity and mortality meetings  
Medico legal reports  
Peer review (case conferencing of a Fellow's patient)  
Practice Peer Review – Participant and Reviewer

#### **C4 Self Education and Participation**

##### ***1 credit point per hour***

Grand Rounds  
Journal Clubs  
Reading journals and texts  
Information searching  
Preparation for teaching, publication and presentation  
Participation in recognised RACDS Committee business

## Documentation Requirements

### Examples

#### C1 Teaching, Assessing and Research

- Teaching Timetable
- Statement of teaching sessions signed by appropriate supervisor
- Written invitation or thank you email/letter of involvement as Examiner, Accreditor or assessment panel member, detailing dates
- Copy of Clinical Training Assessment, signed by the participant as the assessor
- Highlighted program or abstract
- Reprint of publication
- Signed letter from the journal, listing the articles you have peer reviewed

#### C2 Group Learning Activities

- Registration receipt plus program with attended activities highlighted
- Certificate of Completion with statement indicating the number of hours

#### C3 Practice Review

- Details on the type of activity, date, duration and level of involvement
- Signed letter from the Head of Department or Chair of the meeting confirming attendance. Must include date and duration
- De-identified copies of the minutes taken, which list the participant's name as an attendee

#### C4 Self Education and Participation

- Notice of Meeting, Agenda or Minutes
- Receipt of journal subscription (notes of reading)
- Detailed diary entries (preparation of teaching etc)

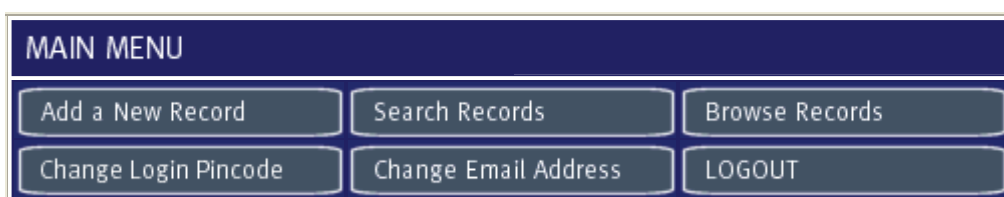
## Online Recording

CPD4OMS online database is available through the College website. To use this facility, follow these steps:

1. Go to the College website at [www.racds.org](http://www.racds.org)
2. Click on the flashing logo "Continuing Professional Development on the right hand side of the RACDS home page.
3. The e-logbook uses the email address you have provided to the College. If you are a first time user, complete your email address and click "login". If your email address is up to date with College records, you will be sent a pincode via email.

If your email does not register with the database, please contact the College office, at [oms@racds.org](mailto:oms@racds.org) or phone the College + 61 2 9262 6044, and check if your email address is still accurate.

4. Type in your email address and pincode, click login and you will be diverted to the Main Menu (as below)



5. Click to "Add a New Record" or search and browse saved entries.

## **Inquiries**

For more information on the CPD4OMS program, please refer to the College website:

<http://www.racds-cpd.org/>

<http://www.racds.org/>

or contact:

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# CPD4OMS →

## Continuing Professional Development for Oral and Maxillofacial Specialists

Category	Activity	Credit	Verification
<b>C1</b> Teaching, Assessing and Research	<ul style="list-style-type: none"> <li>Teaching including supervision, mentoring, ward rounds</li> <li>Formal Presentations</li> <li>Examiner or Accreditor</li> <li>Clinical Training Assessments (CTA) – 3 credit points</li> <li>Publication – 5 credit points</li> </ul>	<b>1 credit point per hour</b>  <b>MINIMUM 60 POINTS PER TRIENNium</b>	<ul style="list-style-type: none"> <li>Timetable</li> <li>Highlighted program or abstract</li> <li>Letter of invitation</li> <li>Signed CTA</li> <li>Reprint of publication</li> </ul>
<b>C2</b> Group Learning Activities	<ul style="list-style-type: none"> <li>Lectures</li> <li>Meetings/Conferences</li> <li>Seminars</li> <li>Workshops</li> </ul>	<b>2 credit points per hour (seminar/wshop)</b>	<ul style="list-style-type: none"> <li>Registration receipt and highlighted program</li> <li>Certificate of Completion including no. of hours</li> </ul>
<b>C3</b> Practice Review	<ul style="list-style-type: none"> <li>Practice/Clinic/Institution Audits</li> <li>Critical Incident Reporting / Monitoring</li> <li>Case conferencing / morbidity and mortality meetings</li> <li>Practice Peer Review</li> </ul>	<b>1 credit point per hour</b>  <b>MINIMUM 30 POINTS PER TRIENNium</b>	<ul style="list-style-type: none"> <li>Details on the type of activity, date, duration and level of involvement</li> <li>Signed letter from Chair or Head of Dept</li> </ul>
<b>C4</b> Self Education And Participation	<ul style="list-style-type: none"> <li>Ground Rounds</li> <li>Journal Clubs</li> <li>Reading Journals/texts</li> <li>Preparation for teaching or publications</li> <li>Participation in recognised RACDS Committee business</li> </ul>	<b>1 credit point per hour</b>	<ul style="list-style-type: none"> <li>Notice of Meeting, Agenda or Minutes</li> <li>Detailed diary entries</li> </ul>

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4. If your email does not register with the database, please contact the College office, at [oms@racds.org](mailto:oms@racds.org) or phone the College + 61 2 9262 6044, and check if your email address is still accurate.
5. Type in your email address and pincodes, click login and you will be diverted to the Main Menu.

#### RECORD YOUR LOGIN DETAILS HERE

**e-logbook: LOGIN**

Enter your email address

Enter your pincodes  
This pincodes is your CPD pincodes and is separate from the login and password you use on the main RACDS site.