

Continuing Professional Development

Code of Practice No: C005 [2008]

Ministerial approval date: 25 February 2008

Issue date: February 2008

Next review date: February 2011



PREAMBLE

1. The Board's system of mandatory continuing professional development (CPD) requires practitioners to attend a specified number of hours of appropriate educational activities each two-year cycle.
2. Such a system should merely formalize study that most registered persons already undertake voluntarily. A commitment to career-long learning indicates an acceptance of professional responsibilities, and the requirements of this code will represent a bare minimum expression of that commitment. Practitioners are encouraged to reflect further on their own practices to identify areas in which they can derive maximum benefit from CPD.

Purpose

3. This code of practice has been developed to ensure that registered dental health practitioners maintain a commitment to education that promotes high professional standards and enhances public safety.

Scope

4. This code applies to all persons with current registration under the *Health Professions Registration Act 2005* (the Act), except those:
 - (a) who have been granted non-practising registration (under the terms of section 11 of the Act); or
 - (b) who have been granted specific registration to undertake supervised practice or training for an examination that is a qualification for general registration (under the terms of section 7(1)(d) of the Act); or
 - (c) who have been granted registration as a student only (under the terms of section 8 of the Act).

REVIEW

5. This code of practice will be reviewed and updated regularly to ensure it accords with legislation, national and international standards and any developments in the provision of dental care.

REQUIREMENTS

The cycle and its commencement date

6. The CPD program will operate on a two-year cycle.
7. The first two-year cycle commenced on 1 January 2005.
8. When a person registers for the first time in Victoria or has his or her registration restored after it has lapsed, the number of CPD hours the person needs to complete will be calculated on a *pro rata* basis according to the formula published by the Board from time to time.

Maintenance of records

9. All registered dental health practitioners will be responsible for maintaining their own CPD records.

Number of hours of CPD each cycle

10. For **dentists** a minimum of **40 hours** of continuing education each two-year cycle is required. These 40 hours must include attendance at courses of training in:
 - (a) **infection control** of not less than three (3) hours in every two-year period;and

Continuing Professional Development Code of Practice No: C005 [2008]

Ministerial approval date: 25 February 2008

Issue date: February 2008

Next review date: February 2011



-
- (b) **cardiopulmonary resuscitation** (CPR) of not less than two (2) hours and not exceeding four (4) hours in every two-year period.
11. For **dental prosthetists, dental hygienists and dental therapists** a minimum of **30 hours** of continuing education each two-year cycle is required. These 30 hours must include attendance at courses of training in:
- (a) **infection control** of not less than three (3) hours in every two-year period; and
- (b) **cardiopulmonary resuscitation** (CPR) of not less than two (2) hours and not exceeding four (4) hours in every two-year period.
12. Eighty percent (80%) of CPD hours (that is, 32 hours per two-year cycle for dentists and 24 hours per two-year cycle for other registered dental health practitioners) must be clinically and / or scientifically based.
13. Within the total hours required, the Board may from time to time set other minimum or maximum limits for CPD performance in particular specified areas of activity. These limits will be advised to practitioners in bulletins published by the Board from time to time, and in the information document accompanying this Code of Practice.

Annual attestation of compliance

14. At the time of the annual renewal of registration, dental health practitioners must make a declaration about their compliance with the Board's CPD requirements.

Production of evidence of compliance

15. Dental health practitioners must produce evidence of their CPD activities when requested to do so by the Board. Evidence will take the form of a logbook that provides details of the activities and the number of hours spent. In some cases the Board may ask for additional supporting information such as certificates of attendance.
16. The Board may request such evidence at any time, for example during an inspection of a practice for any matter which it is investigating, or at the time of a random audit of CPD compliance conducted by the Board, or at any other time as determined by the Board.

NON-COMPLIANCE

17. As is the case with all codes of practice, the Board may take disciplinary action against a practitioner in the event of a serious failure to comply with these CPD requirements.