

**CPD random audit  
Information for practitioners**

Date prepared: March 2009

	<b>Question</b>	<b>Answer</b>																
1.	<i>When will the audit occur?</i>	After the CPD cycle has ended, a notice of audit will be sent to the practitioners who have been randomly selected for audit. Practitioners will need to provide their CPD documents within 14 days of the request.																
2.	<i>How many people are being audited?</i>	An initial batch of approximately 5% of registered practitioners will be randomly selected. Depending on the level of compliance found in this batch, an additional batch or batches may be audited.																
3.	<i>How are practitioners selected for audit?</i>	Practitioners are selected randomly using the following process: <ul style="list-style-type: none"> <li>▶ a random number generator is applied to a database of all eligible practitioners;</li> <li>▶ each practitioner in the database is assigned a random number;</li> <li>▶ records from the database are selected based on that random number. These will be the practitioners to be audited.</li> </ul>																
4.	<i>How do you make sure all practitioners are fairly represented in the audit?</i>	The number of practitioners selected for audit from each division is based on the division's representation on the register. For example, based on the number of practitioners registered in November 2008 this ratio was: <table border="1" data-bbox="623 640 1230 919" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Type of Practitioner</th> <th>% of register</th> </tr> </thead> <tbody> <tr> <td>Dentists</td> <td>69%</td> </tr> <tr> <td>Dental specialists</td> <td>10%</td> </tr> <tr> <td>Dental Prosthetists</td> <td>9%</td> </tr> <tr> <td>Dental Therapists</td> <td>5%</td> </tr> <tr> <td>Dental Hygienists</td> <td>4%</td> </tr> <tr> <td>Dental Hygienists &amp; Dental Therapists</td> <td>3%</td> </tr> <tr> <td><b>Total</b></td> <td><b>100%</b></td> </tr> </tbody> </table>	Type of Practitioner	% of register	Dentists	69%	Dental specialists	10%	Dental Prosthetists	9%	Dental Therapists	5%	Dental Hygienists	4%	Dental Hygienists & Dental Therapists	3%	<b>Total</b>	<b>100%</b>
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5.	<i>What documents need to be provided?</i>	<ol style="list-style-type: none"> <li>1. Completed &amp; signed CPD Audit Checklist (a PDF fillable form is on website, see CPD links section);</li> <li>2. Summary listing or log of activities attended during the two year CPD cycle (an excel fillable spreadsheet is on website, see CPD links section);</li> <li>3. Evidence from CPD providers of your participation in the activities; this must match the entries in the summary log.</li> </ol> Documents must be: <ul style="list-style-type: none"> <li>▶ <b>copies</b> not originals</li> <li>▶ clearly marked with your name and registration number.</li> </ul>																
6.	<i>When should the documents be provided?</i>	Documents must be provided to the Board within <b>14 working days</b> of receiving the notice of audit.																
7.	<i>How should the documents be provided?</i>	CPD documents can be: <p><i>faxed to:</i> 03 9699 4711</p> <p><i>posted to:</i> PO Box 7050, St Kilda Road VIC 8004</p> <p><i>scanned &amp; emailed to:</i> <a href="mailto:cpdadmin@dentprac.vic.gov.au">cpdadmin@dentprac.vic.gov.au</a></p> <p><i>delivered in person to:</i> Level 13,114 Albert Road, South Melbourne</p>																
8.	<i>What happens after the CPD documents are provided?</i>	<ul style="list-style-type: none"> <li>▶ You will be sent an acknowledgement when the Board receives your CPD documents.</li> <li>▶ Staff of the Board will check the documentation for completeness and compliance with the requirements of the code of practice.</li> <li>▶ You will be contacted to clarify any anomalies in the documentation and/or to provide additional information.</li> <li>▶ You will be notified in writing of the outcome of the audit.</li> </ul>																
9.	<i>What will the auditors be looking for?</i>	The Checklist to be used is on the website. If audited, you will need to fill in the Checklist, sign it and send it to the Board with the rest of your CPD paperwork. If you answer <b>no</b> to any of the questions on the checklist, you must provide an explanation of why your records do not comply and how and when you intend to rectify the situation. We recommend that you conduct a self-audit whether or not you are to be formally audited by the Board, to assess your compliance. <i>[see Audit Checklist on website]</i>																
10.	<i>When do exemptions from CPD apply?</i>	Unless you have had "non-practising" status for the <b>entire</b> two year CPD cycle you are expected to have completed the required number of CPD hours. If there is a shortfall in the hours completed, you will still need to submit your CPD paperwork and state your case for exemption.																
11.	<i>What are the penalties for non-compliance?</i>	As with any breach of a code of practice, non-compliance may be considered unprofessional conduct and may result in the matter going before a panel of the Board in either a formal or informal hearing.																