

## **Policy on the Approval of Continuing Professional Development (CPD) Activities**

Approved by the Dental Council April 2006

Updated December 2006

Appendix added September 2007

### **1 Purpose**

This policy guideline has been developed to describe how continuing professional development activities may be approved as verifiable CPD for oral health practitioners.

A separate policy describes the approval process for CPD providers.

### **2 Legislation**

The principal purpose of the HPCA 2003 is to protect public safety by ensuring practitioner competence. The Act provides the Council with mechanisms to ensure that oral health practitioners are competent and fit to practise, not just at the point of registration but on an ongoing basis.

The issue of a practising certificate each year is no longer automatic upon receipt of payment. The Council must now be satisfied that oral health practitioners have maintained their competence and fitness before they are recertified to practise through the issue of the annual practising certificate. As such Council will be requiring all practitioners to participate in verifiable continuing professional development (CPD) activities before being issued with a practising certificate.

### **3 Dental Council approach to the approval of CPD activities**

To count towards a practitioner's CPD hours an activity must either be run or authorised by an approved CPD or recertification provider or be approved by the Board.

Existing approved CPD providers are the University of Otago, the Auckland University of Technology, the New Zealand Dental Association, the New Zealand Dental Hygienists Association, the New Zealand Institute of Dental Technicians, the New Zealand Dental Therapists Association (from 1/1/2007) and some District Health Boards.

The Council has a list of approved providers and activities on its website.

### **4 Process**

The professional associations (NZDA, NZIDT, NZDTA, NZDHA) are responsible for evaluating and approving applications for an activity to be approved for verifiable CPD purposes for their members. With the exception of dentists, where an oral health practitioner is not a member of their professional association, or in the case of dental technology – if the course is hosted overseas, the relevant Council workforce board is responsible for evaluating and approving CPD applications. NZDA is an approved provider and verifier of CPD activities for all Dentists. However, they may charge non-members to provide this service.

The Dental Therapist Board has established an advisory committee to evaluate and approve applications for approved CPD provider/authoriser status consisting of:

- a) a dental academic who has the educational competencies to evaluate the applications submitted
- b) An experienced oral health practitioner who is registered and competent in the scope of practice to which the application relates
- c) A member of the relevant DCNZ Workforce Board

The Dental Hygienist and Technician Boards have established similar committees comprised of Board members.

Where the application relates to activities applicable to more than one oral health provider group the committee membership will be augmented.

## **5 Approval Costs**

The costs of the approval process will be funded by the Council from the APC fees of the relevant oral health practitioner group.

## **6 Approval Process**

The provider or practitioner seeking approval is required to submit details of the activity using this policy as a guide.

The CPD Committee will conduct a paper review of the submitted documentation against the criteria and will select one of the following options:

- a) **Full approval.**
- b) **Full approval subject to conditions** The Committee may, for example, require the submission of further materials for review or reduce the numbers of verifiable hours which may be claimed if not satisfied that the proposed course or conference meets all the required criteria
- c) **No approval.**

## **7 Timeframe**

Course providers and practitioners should allow up to four months from the date of submitting the documentation to Council and receipt of the committee's decisions. Additional time may be required if the documentation submitted is not adequate to allow the Committee to assess the sufficiency of the activity against the defined criteria.

## **8 Criteria for the approval of CPD activities**

The following criteria will be applied in assessing the suitability of the course for approval as verifiable CPD:

- a) The course must have concise educational aims, objectives and outcomes which relate to the educational needs of participants. The course documentation should also clearly set out the scientific or practical basis of the material to be presented together with the teaching methods to be used. Continuing Professional Development courses and activities including direct involvement of the participants are of more value than those comprising only attendance at lectures and may be awarded a higher CPD value
- b) The content of the course must reflect accepted practice based on critical appraisal of scientific literature. Presentations of theories and techniques which are not supported by scientific evidence nor generally accepted by the dental professions may not be recognised.
- c) That where approval is also being sought for peer group learning activities, the activities comply with the DCNZ Guidelines on Peer Group activities
- d) The qualifications and experience of the presenters must be detailed. Sufficient information must be provided to enable the evaluators to judge the suitability of the presenter(s) to teach the proposed subject.
- e) The course provider should have sufficient educational expertise to develop and run the course. The status and impartiality of the providing organisation will be a consideration. Promotion of a particular product line by a commercial organisation may not be recognised.
- f) The course must demonstrate continuing quality improvement processes. The use of post-activity evaluation to assess the effectiveness of the activity is encouraged. A questionnaire to determine participants' satisfaction with aspects of the programme or a post-activity test of participants' knowledge or competence adds value to a lecture or course.
- g) The course provider should be able to demonstrate that the course fees do not impose undue costs on participants
- h) The course provider must demonstrate that participants will be issued with a certificate of attendance which includes the attendee's name, the name of the provider, the name of the activity, the date, time and location of the activity and the number of verifiable CPD hours

## **Appendix 1**

### **Approved Verifiable CPD Hours**

At its meeting on 28 August 2007 the Dental Council of New Zealand agreed to the allocation of verifiable CPD hours for the following activities.

#### ***Postgraduate study***

Provided the course of study contributes to a prescribed qualification or can be demonstrated as relevant to the practitioner's scope of practice, a maximum of 20 hours verifiable CPD can be claimed in any one year.

Postgraduate study not leading to a prescribed dental qualification will need to be assessed by the Council or an approved provider/verifier on an individual basis.

#### ***Presentations***

For every hour of presentation time, the practitioner can also claim up to three hours of preparation time as verifiable CPD. The presentation time can be claimed every time the presentation is made, but the preparation time can only be claimed once.

#### ***Published articles***

Preparation and publication of a scientific paper or similar publication in a refereed publication is verifiable CPD.

- Practitioners can claim up to ten hours verifiable CPD if they are the principal author of an article published in a peer reviewed scientific journal.
- Contributing authors of articles published in a peer reviewed scientific journal can claim up to four hours verifiable CPD.
- Practitioners who publish articles in non-refereed/peer reviewed technical journals can claim up to four hours verifiable CPD.