

## My CPD Opportunity

Continuing Professional Development activities are offered by professional bodies, educational institutions, study groups or by in-house training from your employer. You can tailor your CPD to meet your own needs.



### Continuing Professional Development



One of the most important obligations of DOHTAQ members is the requirement to maintain professional standards.

Regardless of your place of employment or position held, you, your employer and the community will benefit from your participation in a continuing education program.



Continuing Professional Development is our vehicle to continuing to raise the benchmark in standards, techniques and education in Dental and Oral Health



DOHTAQ

## Continuing Professional Development

It will strengthen your future career prospects.

It's the future for your professional representative Association.

## My CPD Commitment

### Further Information

There is a guide to CPD on the DOHTAQ website:

[www.dohtaq.com.au](http://www.dohtaq.com.au)

If you have any further questions about any aspect of CPD, contact DOHTAQ on:

Email: [admin@dohtaq.com.au](mailto:admin@dohtaq.com.au)

Phone / Fax : 07 3385 0439

Mail is to be addressed to:

DOHTAQ CPD Officer  
PO Box 405  
NUNDAH QLD 4012

## My CPD Commitment

The Dental and Oral Health Therapist Association of Queensland (DOHTAQ) is a progressive body representing the interests of dental and oral health therapists, providing to its members leadership, collaboration, advocacy and continuing professional education.



To further enhance opportunities for members to acquire recognition for their participation in continuing professional development (CPD), we are introducing a scheme this year.

From July 2010 members registered with the Dental Board of Australia shall be required to declare their ongoing compliance with minimum CPD requirements.

The underlying principle of CPD is to enhance continuing education opportunities and encourage those engaged in the dental and oral health industry to broaden and update their knowledge and skills and to promote development of the dental and oral health professions.

Providing evidence of your participation in a CPD program may assist you at interviews and will certainly be a credible inclusion in your resume.

DOHTAQ is here to help you with recognition of your career development. Advice and information will be provided to assist with maintaining records, what constitutes recognised hours, and avenues you can access to build your CPD hours throughout the year.

Dental and Oral Health Therapist Association of Queensland Inc.

## My CPD requirements

The Dental and Oral Health Therapists Association of Queensland (DOHTAQ) are introducing a Continuing Professional Development (CPD) program ahead of it becoming a mandatory requirement by the Dental Board of Queensland in 2010. The program will recognise your commitment to CPD within the dental and oral health industry. Participation in this CPD program, set up by DOHTAQ, is not a requirement of membership or registration.

### Why is CPD being introduced?

The Dental Board of Australia is aiming to develop the range of professional skills that the members of its Associations possess, satisfy external regulators, maintain parity with other professional bodies and align with the Australian Dental Board regulations and guidelines.

### When?

Mandatory compliance with CPD shall begin from July 2010 for everyone within the dental and oral health profession. CPD hours are accrued on a financial year basis.

DOHTAQ are however introducing a voluntary scheme this year (2009).

### What?

Your log and supporting documentation of CPD hours undertaken should comprise a record of the precise nature of your professional development.

Details and supporting documentation should include date, time expended, topics covered and a copy of your statement of attendance or receipt of payment as proof of attendance, copies of application forms for CPD points to be approved, hours accredited as CPD and a code of the category assigned.

You must retain this record for a least 12 months after the end of the relevant year.

As evidence of your participation in a professional development program, a Statement of Participation can be provided for members to include in their resumes or to supply to registration boards, hospitals, private or public practices or educational institutions.

If you wish to have your hours verified as evidence of your participation in the CPD program, (possibly required by an employer) you will be asked to produce all your CPD records to DOHTAQ.

### Keeping a log:

There is an easy way to keep track of all your CPD. A Member's *Record of Continuing Professional Development* form, which contains all the criteria required can be found either on the DOHTAQ website or you may request via email or fax that a form be forwarded to you.

### Applying for CPD points:

An application for *Continuing Professional Development Points Accreditation* can also be downloaded from the DOHTAQ website or you may request via email or fax that a form be forwarded to you. Complete the form and post to DOHTAQ along with proof of attendance, for example a copy of tax invoice/receipt, statement of attendance or copy of research or written publication.

### Allocation of Points and Category :

On receipt of the completed application form and supporting documentation by DOHTAQ, a nominee of the Professional Development Committee will assess the application and complete a *Record of Continuing Professional Development Points*. This will allocate a category, internal registration code and appropriate CPD points as per the established guidelines. Advice of approved points will be forwarded to the member and a record logged in the Membership database.

### Records:

Members are to be responsible for retaining their CPD records and documentation. No files or copies of documents will be kept by DOHTAQ once details are recorded on the DOHTAQ database.

### Statement of Participation:

Members who meet the annual requirements for CPD, upon request, can be provided with a Statement of Participation as evidence of your participation in a professional development program.

Name:		Membership No:			
Date	Description of course or activity	Sponsored or Organised by	Category	Hours	Code

Sample of Member's Record of Continuing Professional Development Points

### Examples of Categories:

- Conventions or video conference
- Courses
- Seminars or workshops
- Discussion or study groups
- Training courses (In House and external)
- Developmental Activities presented by experts under the auspices of institutions, reputable commercial educational establishments or other professional bodies
- Research or written technical publications, excluding those required to meet normal lecturing commitments
- Member of a technical or research committee under the auspice of the Dental Board or DOHTAQ.
- Member of Executive Committee of DOHTAQ
- Mentoring and/or lecturing outside your usual workplace commitment
- Extra points will be allocated to those members who undertake programs related to indigenous, rural and remote community health.
- Self study including self paced learning packages
- Structured relevant reading, video or audio. (Structured must have a clear set of objectives and a logical framework.)
- Other. Please provide DOHTAQ with details of your request and supporting documentation. This will be considered on a case by case basis.

### Obligations

All members are responsible for recording their CPD activities and preparing their log of CPD points and supporting evidence and documentation in case verification is required.

It is the members responsibility to make application to DOHTAQ to have their accredited points entered on the database.

### Can CPD hours be carried forward?

CPD hours cannot be carried forward and each year will start afresh from the 1st July each year.