



Dental and Oral Health Therapists Association of Queensland Inc

Study Groups Guide

The Dental and Oral Health Therapists Association of Queensland Inc (DOHTAQ) encourages members to form study groups to enable members to meet together on a regular basis to provide continuing education, peer discussion, interaction and support.

Study groups which are established as sub-groups of DOHTAQ will enjoy the following benefits:

- Tax deductibility for meetings (alcohol bills are not a permissible tax deduction) as DOHTAQ is a complying not for profit entity
- Covered under DOHTAQ's public liability insurance
- Covered under DOHTAQ's registration under the Department of Fair Trading
- Continuing Professional Development recognised under the DOHTAQ CPD program
- Being a part of network of groups across the state, which can share ideas and support each other

The minimum standards that study groups will need to comply with include:

- All members of the study group must be financial members of DOHTAQ
- The study group must formally register with DOHTAQ including the name and contact details of a liaison officer
- Agendas and minutes of meetings must be circulated to members and kept on file
- Application forms for CPD hours must be submitted to the DOHTAQ CPD panel for allocation of CPD hours.

Study Groups are encouraged to develop their own individual group's rules and character beyond the minimum standards. Things to think about when establishing a study group include:

- What is the process for determining a coordinator, secretary and treasurer of the group
- Outline of the roles and responsibilities of the members of the group
- An outline of how the group will meet including when, how often and where
- A process for determining the continuing education content of the group e.g. case studies, 'journal club', lectures, reports back from conferences etc
- Process for joining the group e.g : who can join, can members of other DOHTAQ study groups attend if they are visiting from another area, is the group location based e.g. a regional area, is there a limit on the number of members of the group?
- How will the finances be handled? Who pays for what?

Study groups are encouraged to:

- Provide regular updates for inclusion in the DOHTAQ newsletter
- Form networks with other DOHTAQ study groups to share ideas (this maybe part of an –on –line discussion forum, especially relating to CPD content of the group)
- Encourage a mix of members from private and public sectors
- Encourage members who are on extended leave (e.g. maternity leave) to keep in touch with the profession
- Avoid reliance on dental companies to provide speakers and ensure that any such speakers restrict their information to that with research based scientific content.

