

Approval of verifiable continuing professional development (CPD) providers policy

Date last reviewed	February 2011
Scheduled review	
Approved by	Council

Purpose

The purpose of this policy is to ensure approved providers of verifiable continuing professional development (CPD) activities have the characteristics to develop, manage and run CPD for oral health practitioners.

It is one of a set of policies intended to protect public safety by ensuring that oral health practitioners maintain their competence to practise.

Scope

This policy applies to any organisation seeking approval as a provider of verifiable CPD for oral health practitioners – including first time applicants, and providers seeking to renew their approved status.

Policy

1. The following organisations have automatic approved CPD provider status:
 - (a) Educational institutions that currently provide training as part of a primary Dental Council accredited qualification.
 - (b) Dental Council approved verifiers (e.g. NZDA, NZAO, and NZIDT) - see Policy on Continuing Professional Development
2. Health service providers that are providing CPD activities (including peer contact activities) in conjunction with an educational institution that holds Council accreditation for primary qualifications for registration do not require approval, given the educational institution's automatic approved CPD provider status.
3. Other organisations seeking approval to provide or authorise activities for verifiable CPD purposes need to apply to the Council, and meet the criteria contained in this document.
4. The Council's CPD advisory committee is responsible for evaluating the application and making a recommendation to the Dental Council on the applications of CPD providers.

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

5. The application will be assessed against the criteria for the first time approval of CPD providers.

Approval Process

Step	Action
1.	The provider seeking approval submits a completed self-assessment using this policy as a guide. Course providers requiring further guidance on the issues to be addressed in the self-assessment should consult the Dental Council Secretariat.
2.	The CPD Advisory Committee will conduct a paper review of the submitted documentation against the criteria for the first time approval of CPD providers.
3.	<p>Within 4 months, the CPD Advisory Committee will make one of the following orders (where documentation is adequate):</p> <ul style="list-style-type: none">a) Full approval covering a period of up to five years from the date of approval. Full approval is subject to an interim report, based on the Council template, after two and a half years detailing CPD activities provided and a brief overview of evaluation processes in place.b) Full approval subject to conditions covering a period up to five years subject to the condition that certain actions are realised within a specified time frame. A report detailing compliance with the conditions at specified intervals/periods is the minimum requirement. In addition an interim report, based on the Council template, after two and a half years detailing CPD activities provided is required and a brief overview of evaluation processes in place.c) No approval. <p>Additional time may be required if the documentation submitted is not adequate or additional information is requested to allow the CPD Advisory Committee to assess the application against the defined criteria.</p>
4.	Having gained approved CPD Provider status the provider is free to develop, manage and run verifiable CPD activities as it sees fit until the expiry of the approval period.

Criteria for the first time approval of CPD providers

The applicant must be an educational institution, a district health board, registered company, registered society or professional organisation and must be able to demonstrate that they meet the following minimum criteria:

- (a) Sufficient educational expertise to develop, manage and run CPD activities with a designated person responsible for CPD activities.
- (b) Adequate facilities, equipment and other resources to provide the CPD activities.
- (c) It is able to deliver CPD activities with concise educational objectives and outcomes, which relate to the educational needs of participants and which reflect accepted practice. Applicants should provide detail on:
 - i. the range of topics to be covered and a sample of the learning objectives/outcomes sought for the next 12 months;
 - ii. the process for selecting topics for CPD activities and external speakers;
 - iii. details of the CPD activities provided in the previous 2 years; and

- iv. the process for approving CPD courses run by other providers (if relevant).
- (d) That where approval is also being sought to provide approved interactive peer contact activities (e.g. peer groups) the activities comply with the Dental Council requirements as contained in the CPD Policy.
- (e) That the quality and experience of presenters is sufficient to enable course objectives to be achieved. Applicants should provide detail on the process for selecting speakers and information on their qualifications and experience.
- (f) The applicant needs to demonstrate how impartiality and independence is maintained by managing the balance between the scientific basis of a CPD activity versus commercial interests.
- (g) That the fees, if any, do not impose undue costs on participants.
- (h) Continuing quality improvement processes. Applicants should provide details on the processes in place, and some examples, on the type of post activity evaluation used to assess the effectiveness of the activity.
- (i) 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 provides a guide for applicants to use in formulating their application. The committee may require the submission of additional information to facilitate the review.

Renewal Approval Requirements

If a provider seeks to renew its CPD provider status the Council should be satisfied that the applicant is still in a position to adequately develop, manage and run CPD activities for the oral health practitioners.

The applicant should address all of the following areas in formulating its renewal application:

- (a) Confirm the details of the designated person responsible for the CPD activities.
- (b) Highlight any major changes, if applicable, within the organisational structure, educational expertise, facilities, resources or any other factor that impacted directly on the delivery of CPD activities over the previous approval period.
- (c) Details on the CPD activities by reporting on:
 - i. The details (including, but not limited to the topics, speakers, learning objectives/outcomes and number of verifiable hours) of the CPD activities provided in the previous 2 years; and
 - ii. The range of topics and their learning objectives/outcomes planned for the next 12 months.
- (d) A brief overview on the processes followed for selecting topics, speakers and sponsorships, where applicable, to ensure that these CPD activities comply with the criteria for verifiable CPD as described in the CPD policy.

- (e) A brief description on how quality improvements are achieved. Details such as evaluation processes in place, mechanisms for feedback to be considered and incorporated into the design and planning of future CPD activities.
- (f) Confirmation that the provider has issued the participants with the necessary documentary evidence to enable them to keep a record and provide supporting documents to meet the requirements of the CPD policy.
- (g) Confirmation that where approval is also being sought to provide peer contact activities (e.g. peer and study groups) the activities comply with the Dental Council criteria for suitability as peer contact activities as outlined in the CPD policy.

CPD providers wishing to renew their CPD provider status must submit a renewal application at least six months prior to the expiry of the approval period.

References

1. Dental Council Policy on Continuing Professional Development Activities.

Appendix 1

Application Guide for Approval of Providers of Continuing Professional Development (CPD) Activities

The applicant must be an educational institution, a district health board, registered company, registered society or professional organisation and be able to demonstrate the following:

- (a) Sufficient educational expertise to develop, manage and run CPD activities with a designated person responsible for CPD activities
 - Outline the profile of the organisation.
 - Give a general background setting of the educational expertise available and professional staff resources available within the organisation to support the CPD programme (with details of their relevant education, skills and experience).
 - State the designated person responsible for CPD activities and include details of their relevant education, skills and experience.
- (b) Adequate facilities, equipment and other resources to provide the CPD activities
 - List all relevant resources available (e.g. lecture rooms, electronic equipment, library, clinics, simulation equipment).
 - Provide details of the administrative staff resource available within the organisation to support the CPD programme.
- (c) Ability to deliver and/or authorise CPD activities with concise educational objectives and outcomes, which relate to the educational needs of participants and which reflect accepted practice. Organisations should provide detail on:
 - the range of topics to be covered and a sample of the learning objectives/outcomes sought for the next 12 months
 - the process for selecting topics for CPD activities and external speakers
 - provide details on how topics are selected (e.g. by committee, survey of participants' needs, results of clinical audits/performance appraisals, case presentations, team meetings, questionnaires)
 - provide details of how external speakers selected (e.g. experts in their field, 'in-house' speakers, recommendations, existing relationships with learning institutions)
 - provide full details on the criteria if documented
 - details of the CPD activities provided in the previous two years
 - the process for approving CPD courses run by other providers (if relevant) (e.g. by committee, by designated CPD person, in-house criteria)
 - include full details on the criteria used for approval.

- (d) Where approval is also being sought to provide approved interactive peer group activities, the activities comply with the **Dental Council** requirements.
- Include examples of existing peer group activities (e.g. study groups, hands-on clinical courses, in-service training which includes group discussion and /or question and answer session, mentoring, practice appraisal/clinical audit/ performance review, peer review, case presentations with group discussion).
 - Include a statement that peer group activities comply with requirements of the CPD policy or provide an explanation of why they may not.
- (e) That the quality and experience of presenters is sufficient to enable course objectives to be achieved. Organisations should provide detail on the process for selecting speakers and information on their qualifications and experience.
- Provide detail on how presenters are selected (e.g. experts in their field, specific experience, fit in-house criteria).
 - Include full details on the criteria used for approval.
 - Specify speakers for intended CPD activities and their qualifications.
- (f) Impartiality and independence – the organisation needs to demonstrate that the scientific basis of a CPD activity is not distorted by commercial considerations.
- Provide a statement to confirm this.
- (g) That the fees, if any, do not impose undue costs on participants.
- Provide details on course fees, where appropriate.
- (h) Continuing quality improvement processes.
- Provide details, and some examples, on the type of post activity evaluation used to assess the effectiveness of the activity (e.g. test/ quiz, questionnaire).
- (i) 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.
- Include examples of previous or future certificates that meet the CPD policy requirements.