



V I C T O R I A

**AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.**

**BRANCH POLICY STATEMENT 3.06**

**CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES**

## **1. CPD ACTIVITY**

- 1.1 The Branch shall conduct a Continuing Professional Development (CPD) program in line with Branch and ADA Inc Policies.

## **2. EXTERNAL ACTIVITY ENDORSEMENT**

- 2.1 The decision to endorse an external CPD activity will be made by the ADAVB CPD Committee in accordance with this policy.
- 2.2 The Branch will not endorse external CPD activities that compete with relevant ADAVB or ADA Inc. activities, either due to content or timing.
- 2.3 ADAVB may consider endorsing external activities that complement ADAVB's core CPD focus areas of clinical competency and practice administration, particularly those activities that cover content not thoroughly addressed by any current ADAVB CPD activity.
- 2.4 These activities may include, but are not limited to, those related to cultural sensitivity and working with Culturally and Linguistically Diverse (CALD) communities.
- 2.5 Through endorsing particular external activities, the ADAVB seeks to encourage its members to address other aspects of professional competency during each CPD cycle.
- 2.6 ADAVB may consider applying an annual fee to the award of endorsement for external activities due to the additional administrative duties associated with assessing applications for endorsement.

## **3. FEE SCHEDULE AND PRESENTER PAYMENTS**

- 3.1 CPD Presenters may be paid as per the payments schedule, which will be reviewed each year.
- 3.2 Arrangements can be negotiated on a case-by-case basis in some circumstances, as outlined in Appendix 1.
- 3.3 Course fees will be set utilising the agreed methodology, such that it is to break even at Appendix 1.

## **4. STATEMENT SERVICE**

- 4.1 The Branch shall provide Members with a CPD statement of Branch and related activities in accordance with the Board CPD cycle.

## **5. EVALUATION AND BENCHMARKING**

- 5.1 The CPD Committee will report on the following at least once every two years:

- an evaluation of a representative sample of ADAVB CPD offerings (including the Convention)
- a benchmarking of CPD activities offered by competitors
- discussion of breadth of offerings by competitors including what marketing and advertising strategies they utilise,
- attendance broken down by member category and non-member attendance,
- recommendations for future directions.

See Appendix 2 for template for CPD evaluation and benchmarking report.

5.2 Once undertaken it should be presented to the third Finance Risk and Audit Committee of even years. (e.g., FRAC3/24)

Appendix 1 = Guidelines for CPD Fee Schedule and Presenter Payments

Appendix 2 = Template for CPD Evaluation/Benchmarking activity

<b>Branch Policy Statement Number</b>	<b>3.06</b>
<b>Adopted by Council</b>	<b>20 July 2009</b>
<b>Reviewed Constitution and Policy Committee</b>	<b>12 April 2018 15 February 2024</b>
<b>Amended by Council</b>	<b>20 February 2012 17 June 2013 7 May 2018 26 April 2021</b>
<b>Relevant Rules</b>	
<b>Relevant By-Laws</b>	
<b>See also</b>	<b>ADAVB Advertising ADAVB Advertising Guidelines Historical policy reference: 115/08, 592/06, 380/05, 207/04, 103/04; OBJECTS in By-Law 6.2 ; ADA Inc CPD and Diversity Policies; Healthy Workplace Food Policy</b>