



VICTORIA

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.

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. 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.

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.

Branch Policy Statement Number	3.06
Adopted by Council	20 July 2009
Reviewed Constitution and Policy Committee	12 April 2018
Amended by Council	20 February 2012 17 June 2013 7 May 2018
Relevant Rules	
Relevant By-Laws	
See also	ADAVB Advertising ADAVB Advertising Guidelines Historical policy reference: 115/08, 592/06, 380/05, 207/04, 103/04

Appendix 1 Guidelines for CPD Presenter Payment



GUIDELINES FOR CPD PRESENTER PAYMENT

1. PRINCIPLES

- 1.1 A CPD Presenter Payment Schedule will be prepared by management when CPD registration fee scales are determined each year. The schedule should only be used as a guide when negotiating with individual presenters.
- 1.2 Presenters will not automatically be paid for their presentation, but the flexibility to be able to pay for both time and expertise needs to be available.
- 1.3 Interstate and overseas presenters should have their travel, accommodation and meals funded. Depending on the presenter and distance to travel, business class airfares may need to be offered. This will be negotiated on a case-by-case basis.
- 1.4 ADAVB will continue to work with industry on sponsored lectures. Presenters sponsored by Industry may have some or all of their expenses and fees covered by the sponsor.
- 1.5 Either a representative of the CPD committee, the CPD & Training Manager or the CEO, would undertake negotiations.

2. DONATION

- 2.1 If presenters elect not to be paid, a donation may be made in lieu to the Benevolent Fund or eviDent Foundation.

3. REVIEW and LIMITATIONS

- 3.1 The payment schedule will be reviewed as part of the annual budget process, with continued reference to industry benchmarks informing any proposed indexation or adjustment. The review cycle must take into account the publication date of the CPD handbook. New rates will be confirmed in advance of handbook publication.

Rates will be set at 'value' rather than 'premium' levels.

Advice on proposed registration and payment rates will be sought from the CPD Committee, and where appropriate, from the Finance Risk and Audit Committee.