



**BOQ  
SPECIALIST**

**2022  
ADAVB  
BOQ Specialist  
CPD Practice  
Bursary**

**Information kit and  
application form**

# INTRODUCTION

The 2022 Australian Dental Association Victorian Branch (ADAVB) BOQ Specialist CPD Practice Bursary is now available for ADAVB members in private practice. The bursary recognises and supports dental practices that are committed to quality learning through continuing professional development (CPD) for every practitioner and professional staff member in the practice.

The bursary consists of a grant valued at \$10,000 to be used for professional development and training purposes only, of which \$2000 must be applied to CPD courses and/or training programs offered by the ADAVB.

Applications will be assessed and reviewed by the bursary panel, comprising appointed senior representatives from the ADAVB and BOQ Specialist.

The bursary will be presented to the successful candidate at an event in 2023.

The practice that receives the bursary will also be profiled by the ADAVB and BOQ Specialist in publications, and on their websites and social media pages.

**Applications close 5pm on Monday 31 October 2022.**

# APPLICATION GUIDELINES

## ELIGIBILITY CRITERIA

Before you make an application, please ensure you meet the following requirements:

- » You, as the applicant, and the principal owner(s) of the practice must have active ADAVB membership
- » All registered practitioners working in the practice (dentist, dental hygienist, dental therapist and oral health therapist) must have a CPD log of activities undertaken in the last two years, i.e. from 1 July 2020 onwards
- » The practice must be a private practice
- » The applicant must not be serving a current term of office on ADAVB Council or standing committees.

## SUBMIT YOUR APPLICATION

**Email:** [cpd@adavb.org](mailto:cpd@adavb.org)

**Hard copy:** Submit at least four copies, in a booklet (stapled or bound), with:

- A front cover that includes:
    - Practice name
    - Practice logo
    - Title: 2022 ADAVB BOQ Specialist CPD Practice Bursary
  - Numbered pages presented in order (Section 1, Section 2, Section 3 and Section 4)
  - A font that is not less than size 10
  - 1.5 spacing between lines.
- Tables, figures and images may be included.

Mail to: ADAVB CPD Unit  
PO Box 9015  
South Yarra VIC 3141

# SECTIONS TO COMPLETE

The ADAVB BOQ Specialist CPD Practice Bursary application consists of four sections:

Section 1: Personal and practice details

Section 2: Practice

Section 3: CPD Plan

CPD log(s)

Section 4: Declaration

ALL SECTIONS MUST BE COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

## APPLICATION

### Section 1: Personal and practice details

#### Application details

Date of application \_\_\_\_\_

Prefix \_\_\_\_\_ ADAVB membership number \_\_\_\_\_

Given name \_\_\_\_\_

Surname \_\_\_\_\_

#### Practice details

Practice name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## Section 2: Practice CPD plan

Please provide the details about the following:

1. Your type of practice, its values and your dental team.

List the profiles of everyone in your dental team with their position titles and describe how each member supports the values of the practice. Include both full-time and part-time staff.

2. The community the practice serves and the general needs of patients.

Describe the demographics of the community, patient types and how the practice caters to patient needs.

3. The potential courses/programs/workshops the bursary will be applied to for everyone in the practice team.

Describe the practice's commitment to continuing professional development and learning for the dental team, and a list of courses together with the reasons they were chosen.

4. The benefits of the bursary for the practice team.

Describe how the amount of the bursary will impact on the dental team.



5. The benefits of the bursary to your patients.

Describe how the bursary will help to improve the practice's services to patients. You could also include the practice's involvement in the promotion of oral health to patients and the community.

## Section 3: CPD log

This application requires all dental practitioners\* in the practice to attach one copy of their individual log of CPD activities undertaken in the last two years (from 1 July 2020 onwards).

\* This applies to those who are registered with the Australian Health Practitioner Regulation Agency (AHPRA) and the Dental Board of Australia (DBA).

Please submit one CPD log (PDF preferred) for each dental practitioner.

## Section 4: Declaration

I declare that:

1. To the best of my knowledge the information supplied in this application is accurate and correct.
2. The practice is committed to active participation in professional development and training for everyone in the practice.
3. Practice staff consent to being profiled in ADAVB and BOQ Specialist communications.

I \_\_\_\_\_ agree to the declaration

outlined above.

Date of application: \_\_\_\_/\_\_\_\_\_/2022

Signature: \_\_\_\_\_

# SUBMIT

Applications can be submitted by post or email.

Post four hard copies to:

ADAVB CPD Unit

PO Box 9015

South Yarra, VIC 3141

or

Email: [cpd@adavb.org](mailto:cpd@adavb.org)

## PRIVACY STATEMENT

The information collected is for the primary purpose of assessing your application for the ADAVB BOQ Specialist CPD Practice Bursary only. The information you provide will not be disclosed to a third party without consent unless disclosure is authorised or required by law. For further information, please consult the ADAVB Privacy Policy at [adavb.org](http://adavb.org).

## ENQUIRIES

Contact: Ms Caroline Kaur

Email: [caroline.kaur@adavb.org](mailto:caroline.kaur@adavb.org)

Phone: 8825 4622