

KERTAS CADANGAN -93A

**GUIDELINES:
CONTINUING PROFESSIONAL DEVELOPMENT
FOR DENTAL PROFESSIONALS
IN MALAYSIA**

**Malaysian Dental Council
January 2011**

Guidelines:
Continuing Professional Development (CPD) for Dental Professionals in Malaysia

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1. INTRODUCTION

Continuing Professional Development (CPD) is the means by which members of profession or of professional associations maintain, improve and broaden their knowledge and skills, and develop the professional and personal qualities required in their professional lives. CPD requires a conscious commitment on the part of the professional to keeping up-to-date and continuously seeking to improve.

All dental practitioners should therefore, participate in CPD activities, as CPD aims to assure that dental practitioners are updated and competent to provide high-quality oral healthcare that ensures patient protection.

To ensure subscription to CPD, accumulation of CPD points is now required for the renewal of Annual Practising Certificates (APC) or Temporary Practising Certificates (TPC) to practice dentistry in Malaysia. Hence, all dental practitioners who practice in Malaysia, whether citizens or non-citizens, are subject to this mandatory requirement, and this includes those who work on a contract basis.

2. OBJECTIVE

The objective of this document is to:

- clarify the mechanism to claim CPD points for the purpose of APC or TPC renewal under the Dental Act, and
- the requirements and processes involved in the conduct of knowledge and skills enhancement forums.

This document is thus, relevant for both dental practitioners and providers of CPD forums.

3. CPD ACTIVITIES

Activities which are considered as CPD include:

- Congresses or Conferences
- Scientific Meetings
- Workshops , Courses or Attachments
- Continuing Dental/ Medical Education Sessions
- Presentations at Accredited Congresses/ Conferences/ Forums
- Publication of Articles in Journals or Reports
- Self Study
- Degree or Post-Graduate Programmes
- Involvement as Committee or Project Members in Quality Initiatives, Research Projects or Training Activities
- Editor or Member of Editorial Board or Referee or Reviewer
- Other Supporting Activities Related to Personal Development and Self Improvement
- Office Bearers of Societies/ Associations/ NGO and the equivalent.

It is recommended that the dental practitioner not only attend activities related to clinical updates but also give focus to areas health and safety (e.g. medical emergencies, infection control, radiography and radiation protection, legal and ethical issues and handling of complaints.

A wide variety of methods of CPD delivery can meet the necessary criteria, provided that such activities are approved by the national CPD committee appointed. However, CPD points need not necessarily be achieved only through attendance at approved courses.

The CPD credit point system that has been adopted by the Malaysian Dental Council is shown in **Appendix 1**.

4. REQUIREMENTS FOR CPD POINTS ACCUMULATION FOR RENEWAL OF PRACTISING CERTIFICATES

All dental practitioners shall ensure that the majority of CPD activities they undertake are relevant to the practice of dentistry. Under the Dental Act, all dental practitioners must produce evidence of CPD points for renewal of APC or TPC.

4.1 APC Renewal

CPD points are calculated based on the calendar year - 1 January to 31 December. Consideration of CPD points for APC renewal for the coming year shall be based on the CPD points of the previous year. For example, consideration of APC renewal for 2011 will be based on the CPD points in 2009. This will facilitate dental practitioners to apply for APC renewal any time from 1 February to 1 December 2010).

Newly-registered dental practitioners are exempted from providing evidence of CPD points for the first renewal of their APC. For example, a new registrant in May 2010, who applies for the first APC renewal at the latest by 1 December 2010, does not have to show proof of CPD points.

4.2 TPC Renewal

First time TPC applicants are also exempted from having to evidence of CPD points. Again, the same conditions as for APC renewal apply for the first TPC renewal.

4.3 Annual CPD Points Requirement

30 CPD actual points are required annually for renewal of the practicing certificate under the Dental Act. (**Appendix 1 and 2**)

4.4 Appeal Mechanism

If a dental practitioner fails to achieve the required 30 CPD actual points in any year, and his application for APC/TPC renewal is not approved, he may appeal in writing to the President of the Malaysian Dental Council (MDC) as follows:

The President
Malaysian Dental Council
Level 5, Block E10, Parcel E, Precinct 1
62590 PUTRAJAYA
Tel: 03-8883 4217
Fax: 03-8888 6133
Email: mdc@moh.gov.my

5. EVIDENCE

Credit points accumulated in the previous years may be relevant in the consideration of the appeal.

It is the responsibility of every dental practitioner to keep his own CPD records and evidence of CPD activities for at least 5 years. A dental practitioner may also be required, for verification purposes, to show evidence of CPD participation at any time.

6. VERIFICATION

It requires an appointed authority ('supervisor') who will verify the accumulated CDD points. Supervisors for dental practitioners in various agencies are as follows:

Agencies	Supervisors
Ministry of Health Malaysia (MOH)	Heads of Department, MOH at various levels
Ministry of Defence, Malaysia	Director of Dental Division, Armed Forces
Ministry of Higher Education	Heads of Department or Deans of dental faculties of the various universities
Private Practitioners	President Malaysian Dental Association

CPD point verification by Supervisors requires the following:

CPD Category	Verification Accepted
A1	Proof of attendance (certificate or letter of participation)
A2	Proof of attendance (certificate or letter of participation)
A3	Proof of attendance (certificate or letter of participation)
A4	Proof of attendance (e.g. attendance sheet)
A5	Certificate or letter of appreciation for activity conducted / call letter & attendance sheet
A6	Verified presentation or publication in programme book, abstract book, proceedings or journal
A7	Proof from CME/CDE provider or synopsis of article /evidence table
A8	Proof from CME/CDE - online provider
A9	Proof of post-basic or other diploma certificate
A10	Certificate or examination result(s)
A11	Letter of appreciation or appointment for activity
B1	Documentation of position held from journal or editorial board, or letter of appointment
B2	Certificate or letter of appreciation / appointment for activity
B3	Certificate or letter of appointment

7. INSTRUCTIONS TO DENTAL PRACTITIONERS

Log on to <http://www.mycpd.moh.gov.my/> to download the documents/manuals.
(Appendix 4)

8. INSTRUCTIONS TO SUPERVISORS

1. Establish database and verify the CPD points claimed
2. List the dental practitioners under supervision and the CPD points achieved in the previous calendar year by each of the practitioner (use Form CPD-01 shown in **Appendix 2**).
3. Send the list to the Malaysian Dental Council before 31 January of each year.

Log on to <http://www.mycpd.moh.gov.my/> to download the documents/manuals.
(Appendix 4)

9. INSTRUCTIONS TO CPD PROVIDERS

Log on to <http://www.mycpd.moh.gov.my/> to download the documents/ manuals.
(Appendix 4)

10. INQUIRIES

For further information, kindly contact us at:

Malaysian Dental Council
Level 5, Block E10, Parcel E, Precinct 1
62590 PUTRAJAYA

Tel: 03-8883 4217
Fax:03-8888 6133
Email: mdc@moh.gov.my

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CPD Secretariat for Dental Professionals
Malaysian Dental Council
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CPD CREDIT POINTS FOR DENTAL PRACTITIONERS

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
CORE BUSINESS (CATEGORY A)				
A1	Dental Congress / Conference (Local / International) a) 1 Full Day (5-8 hrs/ day) b) 2 Full Days c) 3 Full Days	10 points 15 points 20 points	A Conference should: a) Involve speakers of local / international standing b) Contain plenary lectures / symposium c) Have presentation of free communication / poster, etc	20 points
A2	Scientific Meeting of Chapters of Academy / Universities Colleges / Associations / Institutions / Ministry Of Health & others a) Less than 2 hours b) 2-4 hours (half day) c) 5-8 hours (full day) d) 2 full day e) 3 or more full days	1 points 2 points 3 points 6 points 10 points	Points awarded according to hours	20 points
A3	Workshop / Courses / Fellowships / Attachment etc (Include hands on and skill courses). a) Half Day (2-4 hours) b) Full Day (5-8 hours) c) 2 Full days d) 3 or more full days e) Skill accredited structure courses by specific disciplines f) Study Tour approved by Head of Department	Points per activity 4 points 6 points 10 points 15 points 20 points 5 points	For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals Proof of attendance	20 points
A4	CDE/CME sessions / other professional activities e.g Topic seminar, forum, lectures, Journal club, Formal ward round,	1 points / hour	For ward rounds, credit points are awarded to participants from outside own hospital / establishment e.g. Private Practitioners verified by the CPD Chairman of that institution.	20 points

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
A5	<p>Presentation at accredited meeting</p> <p>a) Plenary lectures / long paper (>45 minutes)</p> <p>b) Visiting lectures</p> <p>c) Free paper / Short paper Other lectures / talks</p>	<p>10 points</p> <p>5 points</p> <p>3 points</p>	<p>These credit points are in addition to full delegates attendances at congresses scientific meeting or workshop.</p> <p>Otherwise only credit points for presentation are attainable.</p> <p>Visiting lectures - where one is officially invited to give a lecture at venue / function away from one's principal place of practice.</p> <p>Documented proof of appreciation and participation.</p>	20 points
A6	<p>Publication of original articles in journal / chapters in book / reports</p> <p>a) Indexed / per reviewed journal Principal author Others</p> <p>b) Non indexed journal Principal author Others</p> <p>c) Chapter in book - each chapter</p>	<p>10 points 7 points</p> <p>5 points 3 points</p> <p>5 points</p>	<p>An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system.</p> <p>Maximum for writing chapters in a book is 10 points.</p> <p>Verified presentation or publication.</p>	20 points
A7	<p>Self Study / Group Study / Distance Learning</p> <p>a) Reading scientific papers from indexed journals / Audio Visual / Organised group discussion under accredited coordinator.</p>	1 points / paper or session	<p>Documented evidence (with verification) needs to be produced e.g. :</p> <p>a) self study (self administered MCQ).</p> <p>b) Documented evidence in the form of synopsis / evidence table.</p>	10 points
A8	CPD On line	1 point / article or Session	The CPD Board is ultimately responsible for accreditation of providers	20 points

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
A9	Post-basic courses a. 1-2 weeks b. 2-4 weeks c. >1-3 months d. >3-6 months e. >6 months – 1 yr	10 points 12 points 15 points 20 points 30 points	Not applicable to dental practitioners	
A10	a. Degree, Masters Programs, Postgraduate programmes (for each stage of examination passed) b. PHD/DrPH c. Advanced Diploma/Subspecialty training	50 points 50 points 50 points	Allowed to also get points from other categories / sections	50
A11	Involvement as committee or project member a. Quality Initiatives e.g. KMK, Innovations, TQM, Accreditation, ISO, etc b. Research projects (as researcher/ collaborator) c. Training activities (as facilitator/ trainer)	5 points for involvement in each area		20
NON CORE ACTIVITIES (CATEGORY B)				
B1	a) Editor. b) Member of editorial Board c) Referee / Reviewer (per article).	10 points 5 points 5 points	Pertaining to production of journal, special reports, bulletins newsletters etc.	10 points
B2	Other supporting activities related to: Personal Development a. Leadership b. Management c. IT d. Organizing/committee. e. Member of professional Body etc Level : a. Local b. State c. National d. International	points per activity 2 points 3 points 5 points 10 points	These activities are not restricted to MOH function e.g. involvement in PIBG may also be considered. Documented evidence with verification needs to be produced. Self interest for personal development. Documented evidence with verification needs to be produced.	
B3	Office bearer of a society /Association/ NGOs	10 points		

Note :

1. In order to ensure a holistic approach to the CPD of dental practitioners, it is required that each dental practitioners gain CDP points from more than 1 category.
2. Maximum points refer to the maximum that is accepted for each category per year (e.g Attending 3 conferences in one year will only result in a maximum of 20 CPD points being awarded)
3. For all activities, certificate of attendance, certified attendance list, or other evidence for verification are required.