

# **CONTINUING PROFESSIONAL DEVELOPMENT**

## **guidance for dental technicians**

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## Acknowledgements

This guide was written on behalf of dental technicians, by the Dental Technicians Association (previously DTETAB), for the continuing professional development of dental technicians.

## Introduction

For dental technicians, as Dental Care Professionals (DCP), a personal commitment to continuing professional development or CPD is crucial to the building of a successful career and to enhance the provision of a quality service to patients. The amount of personal time devoted to CPD depends not only on formal or legislative requirements and employer commitment, but also the perceived personal need.

This guide has been produced to help you.

When planning CPD you will need to reflect on personal developmental needs and how this links with your job. CPD is about undertaking appropriate practical hands-on activities, self study, development of life skills and/or gain qualifications. This will update your knowledge and allow you to acquire, to expand or extend your field of expertise. The following text provides a point of reference for recording this development which will become mandatory for all dental care professionals in the future.

## Section 1: Assessing the individual's need for CPD

There are a number of factors that need to be considered on an individual basis:

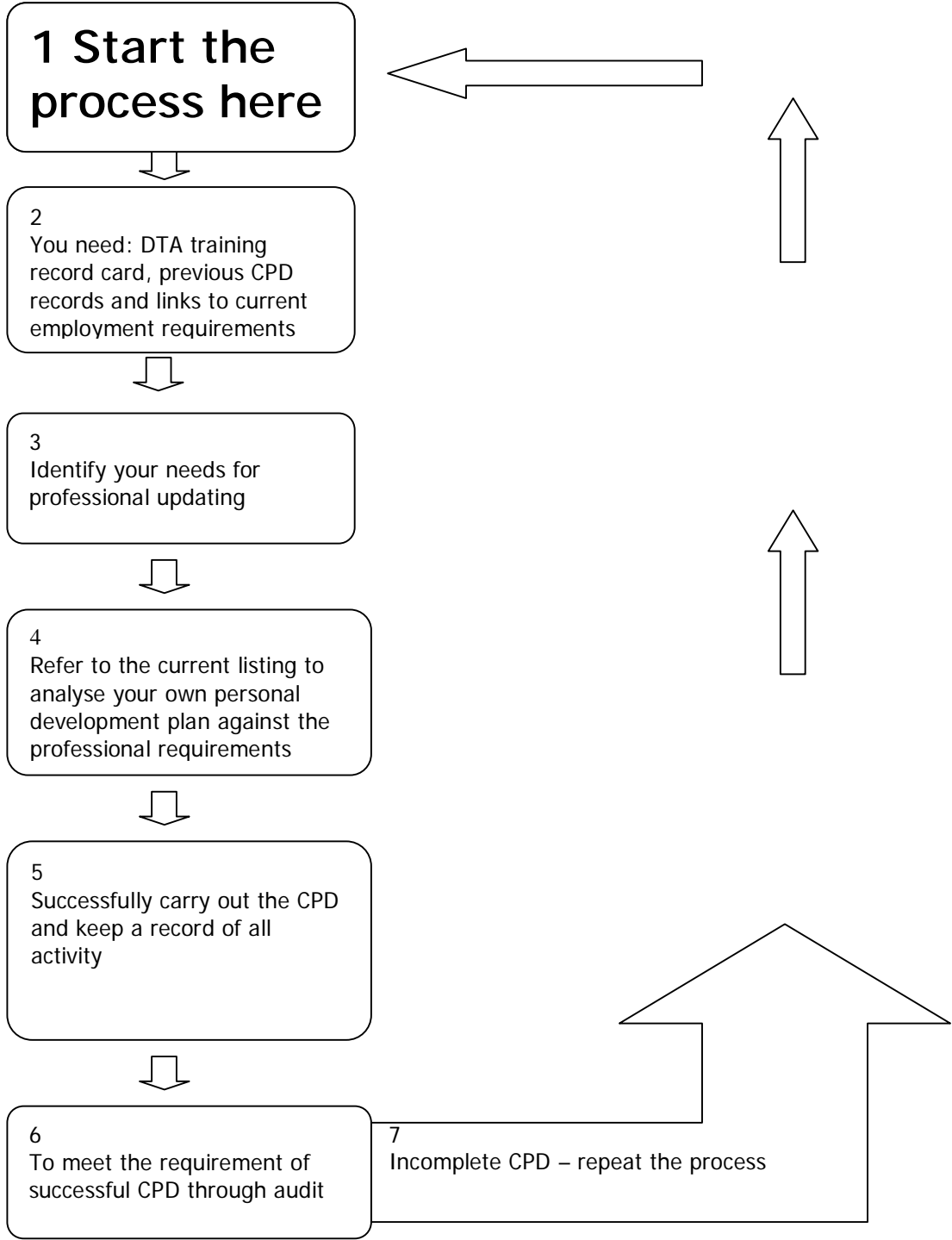
- **A commitment to maintaining professional standards:** the new generation of professionally recognised dental technicians and those with extended roles,

must strive continuously to improve the quality of service and provide professional standards that reflects well on the whole sector, increase public confidence and also work within a nationally acceptable CPD framework.

- **Quality:** increasing public demand for quality in health sectors relies essentially on trained and qualified individuals within the workforce. Your commitment to a structured and personal action plan for your own development, against stated needs, which is reviewed regularly is essential. (Appendix I)
- **Individual planning:** the response to changes in treatment within the dental domain is determined by the individual dental technician's knowledge, understanding and skill development. The DTA framework envisages that qualified professionals need to identify their own training needs, respond appropriately and formally record this.
- **Meeting client needs:** all clients expect high standards of service. Individuals who are dissatisfied at the quality of service they have received, are now more likely to take legal action when mistakes occur, or standards are below the expected level. Your commitment to CPD demonstrates evidence of ongoing updating.

## Section 2: How the CPD system works

Follow the flow chart below. We recommend that you undertake of 15 hours CPD for each year, or 45 hours over a 3 year period.



### Section 3: Verifiable CPD

Verifiable CPD will involve activities which meet the following education criteria:

- Concise educational aims and objectives - the activity should have a clear purpose or goal.
- Clear anticipated outcomes - the individual should know what they can expect to gain as a result of taking part in the activity.
- Quality control - the individual should have the opportunity to comment, with a view to improving quality.

### Section 4: Verifiable activities

Below is listed a summary of the value points of a number of example CPD activity examples:

	Hours
a) Articles written for vocational journals	6
b) Multi media learning (per day)	6
c) Seminars of 1 – 1 ½ hours long	1
d) Seminars of 2 – 3 hours long	2
e) Theory and practical ½ day course	3
f) Theory and practical 1 day course	6
g) Course not accredited by DTETAB	2
h) Interactive training programmes with verifiable evidence	1
j) Validated units from vocational programmes	60 for example

## **Section 5: Types of CPD that might be chosen**

It is important that any activity should be relevant to your needs and improve patient care. Each proposed CPD activity should be assessed against the checklist (Appendix 2).

## **Section 6: Recording CPD**

When the statutory scheme comes into force, the annual retention reminder will have a new section about revalidation. This will form part of your ongoing ability to register.

Each year a number of dental technicians will be selected at random and asked to produce their training and development records by the GDC. It is in your interests to ensure that your records are complete and up to date.

## **Appendix 1**

### **Personal skills scan and individual action plan**

Date of initial skills scan: \_\_\_\_\_ Current job role: \_\_\_\_\_

List your personal needs in respect of CPD that will assist you to improve the services you offer:

No	Date	1) List your agreed and stated needs for CPD 2) Use one line per year of proposed personal development	Allocated hours to a minimum of 15. Refer to points. Add dates completed
1			
2			
3			
4			

### **Your action plan:**

Date	Action to be taken and by whom	Annual review date

**Keep this plan safe when completed**

## Appendix 2 CPD checklist

### Immediate post PCD review - please tick as appropriate

1. Type of activity carried out:
 

a) Article written for vocational journal	€
b) Articles read	€
c) Seminar of 1 - 1½ hours	€
d) Seminar of 2 - 3 hours	€
e) Hands on half day course with theory and practical	€
f) Hands on one day theory and practical course	€
g) Course not accredited by DTETAB	€
h) Validated national academic units certificated	€
i) Other (please state).....	€
  
2. Total number of hours: \_\_\_\_\_
  
3. How will this CPD lead to better patient care?
 

Application of knowledge	
A better understanding	€
New skills learned	€
New techniques	€
Professional updating	€
	€
  
4. How would you rate the cost-effectiveness of this learning activity:
 

Good value	€
Average	€
Poor value	€
  
5.
 

a) Did the activity meet your need? Yes €/No €	
b) Which aspect best describes the activity ?	
Vocational	€
Quality	€
Business	€
Other (please state) .....	€