



**GUIDELINES ON
CONTINUING PROFESSIONAL
DEVELOPMENT
FOR DENTAL PRACTITIONERS
IN MALAYSIA**

**Malaysian Dental Council
June 2011**

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1. Introduction

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

All dental practitioners should therefore, participate in CPD, as CPD courses aim to ensure that dental practitioners are updated and competent to provide high-quality oral healthcare that assures patient health and safety.

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

2. Objective

The objective of this document is to clarify the mechanism for dental practitioners to claim CPD points for the purpose of APC or TPC renewal under the Dental Act.

3. CPD Activities

Activities considered as CPD thus rendering participants eligible for CPD points include the following:

- ✓ Congresses or conferences
- ✓ Scientific meetings
- ✓ Workshops, courses or attachments
- ✓ Continuing Dental/ Medical Education sessions
- ✓ Presentation 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/NGOs or the equivalent.

It is recommended that dental practitioners attend activities related to clinical updates, and in addition give focus to other areas of health and safety (e.g. medical emergencies, infection control, radiography/radiation protection), legal and ethical issues, handling of complaints and issues of public health.

CPD points may be obtained through various methods of CPD delivery, and need not necessarily be achieved only from attending courses. Such activities will be approved by the CPD Points Awarding Committee appointed by the Malaysian Dental Council.

The courses that will be eligible for CPD points should be organised by the providers to be relevant to the practitioners. The main providers in Malaysia include the following:

- ✓ Ministry of Health
- ✓ Ministry of Higher Education
- ✓ Ministry of Defence
- ✓ Malaysian Dental Association
- ✓ Other Professional Bodies/Affiliates (including organisations such as the World Health Organisation, Federation Dentaire Internationale)

CPD points can also be obtained by attending courses or activities in the country or overseas, for example those organized by the Dental Associations, Universities or other relevant organization.

4. CPD Credit Point System

The CPD credit point system adopted by the Malaysian Dental Council (MDC) (**Appendix 1**) covers the CPD activities listed above.

5. CPD Points Requirements for Renewal of Practising Certificates

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

5.1 APC Renewal

CPD points shall be totaled from 1 January - 31 December for each calendar year.

CPD points to be considered for APC renewal for the forthcoming year shall be based on the CPD points of the preceding year. For example, APC application in the year 2011 for renewal of APC for 2012 will consider CPD points gained in 2010. This will enable dental practitioners to apply for APC renewal for the forthcoming year any time after 1 February of the current year, ensuring that the application and payment are received by the Council before 1 December.

Please note that practitioners who are not in practice and therefore do not apply for APC in any given year, will still have to obtain CPD points to be submitted with any application for APC in the future.

5.1.1 APC Application / Renewal for the Newly-Registered Dental Practitioner

Newly-registered dental practitioners shall be exempt from showing evidence of CPD points for APC renewal for the first 3 years of practice.

However, collection of CPD points is still mandatory within this 3-year period to ensure approval of APC renewals in subsequent years. Application for APC renewal for the 4th year of practice will require the new dental practitioner to show proof of CPD points from within the 3-year period.

For example, a new registrant in May 2010 need not show proof of CPD points for APC renewals for 2011 to 2013. However, APC

application in 2013 for renewal of APC 2014 or APC for private practice will require verification of CPD points collected in 2012.

5.2 TPC Application / Renewal

Contract officers and academicians employed with a TPC on long-term employment and post-graduate student shall be exempt from showing evidence of CPD points for the first renewal of their TPC.

For example, a new application in May 2010 need not show proof of CPD points for TPC renewal for 2011. However, TPC application in 2011 for renewal of TPC 2012 will require verification of CPD points collected in 2011.

TPC applicants for external examiners or those attending short courses are exempt from having to show evidence of CPD points.

5.3 Annual CPD Points Requirement

The Dental Act sets 30 CPD points as the annual requirement for renewal of practicing certificates.

Take note that there is a maximum number of points that can be accumulated from each category.

5.4 Appeal Mechanism

Should a dental practitioner fail to achieve the required 30 CPD points in any year, he may appeal in writing to the President of the Malaysian Dental Council (MDC) at the following address:

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

Fax: 03-8888 6133
email: mdc@moh.gov.my

CPD points accumulated in previous years will be taken into consideration on appeals.

6. Submission of CPD points

All practitioners are encouraged to submit their CPD points through the MyCPD application of the Ministry of Health Malaysia. This programme has been linked to the DPIMS (in full) which will enable CPD points to be viewed when applying for APC/TPC renewal.

Dental practitioners can log on to <http://www.mycpd.moh.gov.my/> (**Appendix 2**) to update their CPD activities. This site also provides several user manuals.

Practitioners who do not wish to apply online may submit their record of CPD activities and points together with their application for TPC/APC renewal using the requisite form in the Dental Regulations (**Appendix 3**).

7. Evidence

Dental practitioners employed in government agencies will have their CPD points verified by an appointed authority ('supervisor'). The supervisors in various agencies are shown in Table 1.

Table 1: Designated Supervisors In Various Agencies

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	<ul style="list-style-type: none">• Deans of Dental Faculties of the various universitiesOR• Heads of Department

It is the responsibility of all other dental practitioners to keep a record and evidence of their CPD activities for at least 5 years. A dental practitioner will be required to show evidence of CPD participation at any time, for verification purposes.

Verification of CPD points requires evidence of attendance or undertaking as shown in Table 2.

Table 2: Evidence Required for Verification of CPD Points

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

8. Enquiries

For further information, kindly contact us:

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

Tel: 03-8883 4559
Fax: 03-8888 6133
email: mdc@moh.gov.my

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Date: 15 June 2011

CPD CREDIT POINTS SYSTEM 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 *amended by MDC CPD Secretariat, yet to be approved by the National CPD Committee.	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 days e) 3 or more full days	1 point 2 points 3 points 6 points 10 points	Points awarded according to hours	20 points

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
A3	<p>Workshop / Courses / Fellowships / Attachment etc (Include hands-on and skill courses)</p> <p>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</p>	<p>Points per activity</p> <p>4 points 6 points 10 points 15 points 20 points</p> <p>5 points</p>	<p>For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals</p> <p>Proof of attendance</p>	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 meetings or workshops.</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</p> <p>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

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
A7	Self Study / Group Study / Distance Learning a) Reading scientific papers from indexed journals / Audio Visual / Organised group discussion under accredited coordinator.	1 point / paper or session	Documented evidence (with verification) needs to be produced e.g. : a) Self study (self-administered MCQ) b) Documented evidence in the form of synopsis/evidence table	10 points
A8	CPD On line	1 point / article or session	The CPD Board is ultimately responsible for accreditation of providers	20 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, Master Programs, postgraduate programs (for each stage of examination passed) b. PHD/DrPH c. c. Advanced Diploma/ Subspecialty training	50 points 50 points 50 points	Allowed to also get points from other categories / sections	50 points

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
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 points
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.	

Category	CPD Activity Description	CPD Points Attainable	Additional Criteria Required	Maximum Points
B3	Office bearer of a society /Association/ NGO *amended by MDC CPD Secretariat, yet to be approved by the National CPD Committee.	10 points		

Note :

1. **Maximum points** refers to the maximum that is accepted for each category per year e.g a practitioner attending 3 conferences in one year under A1 will only be eligible for a maximum of 20 CPD points.

VIEW OR DOWNLOAD MANUALS

To access MyCPD system, the dental practitioner should follow the steps below:

Directly access to MyCPD via <http://www.mycpd.moh.gov.my/>

Click on the **Document** link to view or download the relevant manuals.

MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia

myCPD
Online Monitoring of Continuing Professional Development

MSC
MALAYSIA
Specialised Training Transformation

Friday, 08 July 2011

HOME
About myCPD
Organisation Chart
Site Map
Contact Us
FAQ
Document
New Registration

Registered User
User ID
Password
Login
Forgot Password

HOME

SILA KEMASKINI PROFIL AKAUN ANDA! (Melalui *Ch...

Sekiranya terdapat perubahan pada *gred, **tempat b...

*Gred perkhidmatan hakiki mempengaruhi pengiraan

**Pemantauan aktiviti CPD anda boleh dilakukan di te

*** Sila pastikan anda mendaftar di bawah skim perkh

The Continuing Professional Development (CPD) programme shares the same

The CPD programme, which has been in existence for many decades has recently

Hence it is logical to "merge" the PTK into the existing CPD programme and at the sa

News

Current Activities

MEMPERIKHATKAN ANGGOTA
UNTUK MEMBERI
PENDIDIKAN KESIHATAN
KEPADA PESAKIT
Venue: DEWAN BUNGA RAYA
JABATAN O&G

PROBLEM SOLVING SKILLS (PSS)
(ENHANCE YOUR SKILLS IN SOLVING PROBLEMS & MAKING EFFECTIVE DECISIONS) EFFECTIVE PROBLEM SOLVING & DECISION MAKING IS ONE OF THE COMPETENCY-BASED TRAINING MODULES THAT ARE SPECIALLY DESIGNED TO DEVELOP YOUR SKILL IN THE AREA OF PROBLEM-SOLVING &

Calendar of Events

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Figure 2: MyCPD Portal

RECORD OF CPD ACTIVITIES FOR YEAR

CPD Points Achieved For The Year : _____

Name : _____

IC No: _____

MDC No: _____

Address of Principal Practice: _____

No.	Activity	Date	Duration (days/ hours)	Organiser	Category	Points Achieved
e.g.	9 th International Conference of Asian Academy of Preventive Dentistry	9/11/2010 – 11/11/2010	3 days	UKM & AAPD	A1	20
Total points achieved						