



South African Dental Technicians Council

Continuing Professional Development Committee (CPD)

Terms of Reference

1. Introduction

- 1.1. The Continuing Professional Development Committee is an official committee of the South African Dental Technicians Council (SADTC) in terms of regulation R356 of 12 May 2014. The SADTC encourages members to view CPD as a systematic, ongoing structured process of maintaining, developing and enhancing skills, knowledge and competence both professionally and personally, in order to improve performance at work and as a responsible member of the oral health team.
- 1.2. The purpose of the Committee is to advise Council on any and all matters regarding the Continuing Professional Development of the dental technology profession. The Committee aims to provide structure to the process and assists individuals with compliance matters.
- 1.3. Although it is the responsibility of registered members to be CPD compliant, the Committee will assist by providing guidance to possible activity providers that will allow for diversity and quality that is affordable.

2. Overriding Principle

The following principles guide the actions of the CPD Committee:

- 2.1. Foster a common understanding among registered members of the crucial importance of CPD in the promotion of dental technology in South Africa.

- 2.2. CPD seeks to encourage ongoing learning and skills development, in the interests of remaining relevant as a profession. Whilst CPD recognizes the role of formal education and training that universities are responsible for, it also embraces other learning processes such as job based learning, skill development programmes, seminars and conventions where voluntary professional associations can engage in lecturing and other forms of activities.
- 2.3. The South African Dental Technicians Council via its CPD Committee will guide post registration professional developmental in a practical way that will allow every registered person to comply without individuals feeling threatened, uncomfortable or unwelcome.
- 2.4. Individual registered members must be available to participate in activities available and take initiative in developing and presenting activities to peers in whatever way it is possible.
- 2.5. The Sub-Accreditation Committee will be responsible for receiving, evaluating and approving all CPD activities. Their mandate is to be accommodating and flexible in their approach to all applications without compromising quality. This structure will directly report to the CPD Committee.
- 2.6. The CPD Committee has no decision making powers and can only recommend to Council in the form of a recommendation. Where Council is of the opinion that all options were not considered by the Committee or where more or later information became available and where such information were not considered, Council will refer the matter back to the Committee for further deliberation and a new recommendation must then be made to Council.
- 2.7. In the event where time is a factor, Council may take a decision independently from a recommendation by the Committee, in which case written feedback will be provided by the Registrar communicating such decision as information to the Committee.

3. Roles and Responsibilities

- 3.1. The CPD Committee provides oversight of the CPD regulations, systems, process and controls as mandated by the Council
- 3.2. The Committee ensures that the CPD is integrated with the Council's Strategic Plan and business processes and that all activities are seen to add value by enabling the improvement of the day-to-day practice of the dental technology profession.

- 3.3. All CPD Committee members are accountable to the structures of Council including the office of the Registrar. Representatives, although recommended by a specific stakeholder group, are also accountable to Council only and such person/s must not see him or herself as the representative of that stakeholder group, but rather as an expert identified by a stakeholder group but serving in the best interest of the profession as a whole and specifically in that of the public. Hence each member will be expected to sign the standard *Declaration of Confidentiality* expected from all Councillors. All committee members are seen as extended members of Council and must therefore behave in a similar, professional and accountable manner.
- 3.4. Each member is expected to participate in a constructive manner acting with respect and dignity. To place the profession and public first even at the expense of self-interest.
- 3.5. Tasks assigned must be completed on time and executed with the greatest sense of responsibility.
- 3.6. Active participation in every aspect of the life of the Committee is expected.
- 3.7. Fostering good relationships with the office of the Registrar is regarded not only as important but is required of all.

4. Composition

- 4.1. The composition of the committee is as follows:
 - 4.1.1. A chairperson, appointed by the Council;
 - 4.1.2. Any other members designated by Council of which at least one must be a member of Council who will be the Deputy Chairperson;
 - 4.1.3. One representative from an approved training institution where dental technicians or dental technologists are being trained, nominated by the Education Committee of Council. Such representative must either be the Head of the Department or Head of Programme or a senior academic staff member in terms of experience and who is registered and in good standing with the Council;
 - 4.1.4. One member elected by the members of the profession by means of an online nomination and election process or coopted.
 - 4.1.5. The Registrar or his or her representative (*ex officio*)

- 4.2. In the absence of the Chairperson, the Deputy Chairperson will officiate. In the event where both the chair and deputy chairperson are absent the members present shall elect the Chairperson.
- 4.3. Every member listed under clause 4.1 above shall have the same powers and responsibilities to attend and deliberate in CPD Committee meetings, but *ex officio* members, shall participate in an advisory and supporting role and whose guidance must be considered by the meeting before a decision for recommendation to Council is made. The latter should prevent matters to be referred back by Council for further deliberation which may result in unnecessary delays. Where the meeting decides not to follow the *ex officio* members' advice or direction the Chairperson must submit a written motivation to Council in this regard.

5. Meetings

- 5.1. CPD Committee will meet twice a year or as instructed by the Council.
- 5.2. The Sub-accreditation Committee shall meet as and when required to evaluate CPD activity applications. Such will be via electronic and conference-call systems. Once a year this structure may meet face to face to discuss strategy and reporting to the CPD Committee.

6. Duration of the mandate

- 6.1. The CPD Committee is a structure of the Council and will remain in place for the duration of the Council's term of office, however all members of this committee as is the case with all committees of Council, will be constituted or reconstituted at the first meeting of the Council at the beginning of each year.
- 6.2. Members appointed by Council may be reappointed but this is subject to Council's discretion.
- 6.3. Names of representative members from approved institutions or stakeholder groups will be communicated to the office of the registrar by such structures annually.