

## PDC approval process for continuing professional development (CPD) opportunities

The PDC committee role is to ensure that CPD opportunities will come from a diverse range of organisations/providers (e.g. Continuing Education Renwick Centre RIDBC) and will address criteria of the identify continuing professional development needs and the 14 ACVREP Approved Continuing Education Content Areas.

The PDC will use the following criteria when approving an event:

- 1) The event needs to be accessible to at least three OMAA members.
- 2) Organisational specific training that is not shared outside the organisation will be excluded. However, if internal organisational training is offered to others in the form of a live webinar or a downloadable podcast after the event, the committee will consider approving this event. The training information has to be made available to OMAA members within 1 month of the event.
- 3) The event does not have to be delivered by an academic or well-known presenter. If the presentation meets at least one of the 14 ACVREP Approved Continuing Education Content Areas, no matter who is presenting, it will be included. It can't include organisational or country specific information. It MUST be relevant to the profession and NOT the organisation.
- 4) The event needs to extend the current knowledge of OMAA members (i.e. you cannot count a presentation on basic O&M material), including coverage of innovative practice (case studies are acceptable) or advanced O&M practices i.e. new technology, complex cases, O&M for multiple disabled etc.
- 5) OMAA conference, SPEVI and VISCON events will be automatically approved for COMS/ ROMSA credits.
- 6) Every year the PDC will choose at least five additional continuing education events (e.g. Renwick Centre online webinars, conferences, organisational training that is publicly available etc.).
  - 7) In exceptional circumstances, an event will be considered for approval, if the quota for the year has been meet, if the providing event organisation, is willing to cover the cost the additional official event registration with ACVREP or the Committee deems the event worth the upgrade of the RPPLE account.

If an OMAA member is attending an event, it is encouraged that they write a summary report for the benefit of all OMAA members and send it to OMAA Communication Officer to use in a blog or on the website as a way of advertising the benefit of that events to their continued professional development and in particular that event.

## OMAA CPD REQUEST PROCESS FLOW

PROCESS FLOW	WHO	PROCESS NOTES
Complete CPD request form	OMAA member/Event provider	Person initiating the training to research event information including program topics and benefits to the O&M COMS
Submit request by email with form	Initiator	participants Fill in the request form or provide detailed information and send a copy of the program to PDC for consideration advisable that it is at least 3 months prior to the event
Request is considered by the PDC	PDC	Request will be discussed at the next monthly PDC meeting
Log request and add to the next meeting agenda	PDC Officer	Committee review and provide approval or non-approval to the request. If approved, PDC decides on amount of points/domains of
If approved:		knowledge with a max per day on 6 hours
		0 Hours
Application to the RIPPLE ACVREP account	PDC Officer	Email advising that the event is approved to the initiator and the application to the RIPPLE ACVREP account is made
If applicable, contribution payment from the event organiser will be requested	PDC Officer	Email requesting payment contribution will be sent to the organisers (to make a payment to OMAA treasurer)
Advertise the event on OMAA website	OMAA Communication Officer	Email with information and amount of credits send to OMAA Communication Officer
OMAA COMS certificate template to organisers	PDC Officer	PDC Officer communicates with the event provider to discuss advertisement before and during the event of CPD credit opportunity for O&M COMS