



**BOQ
SPECIALIST**

Distinctive banking

2019 ADAVB BOQ Specialist CPD Practice Bursary

Application Guidelines

INTRODUCTION

The 2019 Australian Dental Association Victorian Branch (ADAVB) BOQ Specialist CPD Practice Bursary is now available for ADAVB members in private practice. In partnership with BOQ Specialist, this practice bursary aims to recognise and support dental practices that are committed to quality learning through continuing professional development for every practitioner and professional staff member in the practice.

The bursary scheme consists of a grant valued at \$10,000 to be used for professional development and training purposes only, of which:

- » \$2,000 is to be applied to any CPD courses and/or training programs offered by ADAVB; and
- » \$8,000 is to be applied to any CPD and/or training programs offered by other providers.

Applications will be assessed and reviewed by the bursary panel, comprising of appointed senior representatives from ADAVB and BOQ Specialist.

The ADAVB BOQ Specialist CPD Practice Bursary will be presented to the selected applicant at an ADAVB Annual Award Ceremony in August 2019.

The practice that receives the bursary will also be profiled by the ADAVB and BOQ Specialist in relevant publications, websites and social media.

Key Dates

Applications close

5:00pm Monday 8 July 2019

Applicants will be notified

Friday 2 August 2019

Review date for the bursary panel

Tuesday 30 July 2019

Applications must be submitted by 5:00pm on Monday 8 July 2019

APPLICATION GUIDELINES

Eligibility Criteria

Before you make an application, please ensure you meet the following requirements:

- » You, as the applicant, and the principal owner(s) of the practice must have active ADAVB membership.
- » All registered practitioners working in the practice (dentist, dental hygienist, dental therapist and oral health therapist) must have a CPD log of activities undertaken in the last 2 years, ie from 1 December 2016 onwards.
- » The practice must be a private practice.
- » Must not be serving a current term of office in the ADAVB Council or Standing Committees.

You can submit your application online or in hard copy,

Online

bursary.adavb.org

Hard-copy

Applications must be presented as a booklet.

Hard copies can be stapled or bound, and a minimum of four copies must be provided.

- » The front cover must have the practice name, logo and the title 2019 ADAVB BOQ Specialist CPD Practice Bursary.
- » Pages must be numbered and presented in section order - Section 1, Section 2, Section 3 and Section 4.
- » Use a font that is not less than size 10 font.
- » Use 1.5 spacing between lines.
- » Tables, figures and images may be included.

SECTIONS TO COMPLETE

The ADAVB BOQ Specialist CPD Practice Bursary application consists of 4 sections:

- Section 1: Personal & Practice Details
- Section 2: Practice CPD plan
- Section 3: CPD Log(s)
- Section 4: Declaration

ALL SECTIONS MUST BE COMPLETED, AS INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Application

Section 1 | Personal & Practice Details

Application details

Date of application _____

Prefix _____ ADAVB Membership Number _____

Given Name _____

Family Name _____

Practice details

Practice name _____

Address _____

Suburb _____ State _____ Postcode _____

Telephone _____

Email _____



Section 2 | Practice CPD Plan

Please provide the details about the following:

1. Your type of practice, its values and your dental team.

List the profiles of everyone in your dental team with their position titles and describe how each member supports the values of the practice - include both full time and part time staff.



5. The benefits of the bursary to your patients.

Describe how the bursary will help to improve the practice's services to patients. You could also include the practice's involvement in the promotion of oral health to patients and the community.



Section 3 | CPD Log

This application requires all dental practitioners* in the practice to attach one copy of their individual log of CPD activities undertaken in the **last two (2) years** (from December 1 2016 onwards).

* This applies to those who are registered with the Australian Health Practitioner Regulation Agency (AHPRA) and the Dental Board of Australia (DBA).

Click to submit CPD logs – PDF preferred

Please submit one CPD log for each dental practitioner

Section 4 | Declaration

I declare that:

- 1. To the best of my knowledge the information supplied in this application is accurate and correct.**
- 2. The practice is committed to active participation in professional development and training for everyone in the practice.**
- 3. Practice staff consent to being profiled in ADAVB and BOQ Specialist communications to the dental community.**

I agree to the declaration outlined above.

Date of application: _____ / _____ / 2019

SUBMIT

Applications can be submitted by post or email

Post four hard copies to:

ADAVB CPD Unit
Level 3, 10 Yarra Street South VIC 3141

OR

ADAVB CPD Unit
PO Box 9015, South Yarra VIC 3141

Email:

cpd@adavb.org

PRIVACY STATEMENT

The information collected is for the primary purpose of assessing your application for the ADAVB BOQ Specialist CPD Practice Bursary only. The information you provide will not be disclosed to a third party without consent unless disclosure is authorised or required by law. For further information, please consult the ADAVB Privacy Policy at www.adavb.net.

ENQUIRIES

Contact: Ms Caroline Kaur
Email: caroline.kaur@adavb.org
Phone: (03) 8825 4622