

# Terms and Conditions for ADIA Members - ADX Gold Pass Centre

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By promoting CPD and other educational offerings via the ADX Gold Pass Centre, ADIA members agree to abide by the below terms and conditions, ensuring the highest standards of Continuing Professional Development (CPD) for the dental community.

## **1. Providing CPD that complies with Dental Board of Australia's requirements for registered dental practitioners:**

- All Continuing Professional Development (CPD) courses and educational offerings promoted through the ADX Gold Pass Centre must comply with the Dental Board of Australia, [Guidelines: Continuing Professional Development](#).

- Each course or offering must clearly outline the CPD Provider's name; the CPD course name; the date, time and location of the course; the number of CPD hours (excluding breaks); and the type of CPD hours (scientific or non-scientific), in line with the Dental Board of Australia, [Guidelines: Continuing Professional Development](#). In addition, it is beneficial to include learning objectives, educational content, and any assessment components.

- ADIA members must ensure their courses contribute to the enhancement of professional knowledge, skills and performance in areas of dental practice. Scientific activities include clinical and technical aspects of oral healthcare. Non-scientific activities are those that are indirectly related but supportive of oral healthcare such as practice management or marketing.

## **2. Adherence to ADIA Code of Practice:**

- All marketing and promotional activities must comply with the ADIA Code of Practice, particularly regarding the prohibition of inducements to purchase.

- Members must ensure that all representations made about the courses or offerings are truthful, accurate, and not misleading.

- Promotions should not exert undue pressure or leverage obligatory purchase sentiments among the ADX Gold Pass Subscribers.

Australian Dental Industry Association Limited

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### **3. Approval Requirement:**

- All expressions of interest to promote CPD courses, products, or service offerings via the ADX Gold Pass Centre are subject to approval by ADIA.
- ADIA reserves the right to review and approve or reject any proposed course or offering based on its alignment with the aforementioned standards and its perceived value to the dental community.

### **4. Discounts and Incentives:**

- It is anticipated that ADIA members will offer discounts or other forms of incentives to ADX Gold Pass Subscribers.
- Any such discounts or incentives must be clearly outlined in the expression of interest form for listing in the ADX Gold Pass Centre and should not violate the ADIA Code of Practice or any other regulatory guidelines.

### **5. Transparency and Disclosure:**

- Members must disclose any potential conflicts of interest associated with the CPD courses or offerings.
- Clear information regarding the course provider and any commercial affiliations must be provided.

### **6. Quality Assurance and Participant Obligations:**

- ADIA members are responsible for ensuring the high quality of their CPD courses and educational offerings, both in terms of content and delivery.
- Participants' obligations and prerequisites for each course should be clearly communicated in the expression of interest form, including any required pre-course work or post-course assessments.

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### **7. Certification Process:**

- Upon completion of a CPD course, participants should receive appropriate documentation certifying course details, attendance and number of CPD hours.
- Members must maintain records of attendees, which might be subject to audit by ADIA or requested by participants at a future date to verify their CPD attendance.

### **8. Changes and Cancellations:**

- Members must outline clear policies regarding changes or cancellations of courses, including the process for refunds or credit transfers.
- Any significant changes to course content, delivery, or scheduling must be communicated to enrolled participants as soon as possible.

### **9. Feedback and Continuous Improvement:**

- Members are encouraged to seek feedback from participants and use it to continuously improve the quality of their CPD courses and offerings.
- ADIA may periodically request feedback or reports on course outcomes to monitor compliance and effectiveness.

### **10. Grievance and Dispute Resolution:**

- A clear procedure should be established by ADIA members for handling participant grievances or disputes related to CPD courses or offerings.
- ADIA members are expected to address such concerns promptly and fairly, in line with the principles of fairness and impartiality.