

Australian Dental Council Ltd

ANNUAL REPORT

JULY 2013 -
JUNE 2014



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Introduction

The Australian Dental Council (ADC) was formed in 1993 by the dental boards of the states and territories of Australia, the Australian Dental Association and the Committee of Deans of Dental Schools in Australia. Under the National Registration and Accreditation Scheme, the ADC is the designated independent accreditation authority for the Australian dental professions and fulfils the following functions:

- Acts as the external accreditation authority responsible for accrediting education and training programs that lead to registration as a dentist, dental specialist, dental hygienist, dental therapist, oral health therapist or dental prosthetist
- Develops accreditation standards, policies and procedures for dental practitioner programs of study in Australia
- Develops standards, policies and procedures for the assessment of qualifications and skills of overseas trained dental practitioners seeking registration to practice in Australia
- Assesses the professional qualifications, knowledge and clinical skills of overseas trained dental practitioners to determine their eligibility to apply for registration to practise in Australia
- Assesses the professional qualifications of overseas trained dental specialist to determine if they hold specialist qualifications that are considered to be substantially equivalent, or based on similar competencies, to an approved Australian qualification.

The ADC is an independent not-for-profit company limited by guarantee under the Corporations Act 2001 and is registered with the Australian Securities and Investment Commission and the Australian Charities and Not-for-profit Commission. It is funded by grants and fees from its accreditation and assessment services.



Vision

The Australian Dental Council (ADC) is recognised for excellence in accreditation standards, policies, procedures and governance by the dental health sector and governments.

The ADC is seen as a leader in accreditation and assessment internationally and is a major contributor of expertise to other health professions.

Mission

The ADC plays a key role in supporting the National Registration and Accreditation Scheme by fostering the provision of high-quality oral healthcare and enhancing trust and confidence in the dental professions. It does this through:

- setting quality standards for education that accommodate the ever changing delivery of oral health care
- fostering high quality dental education programs and ensuring capable graduates through its accreditation processes
- ensuring the competency and capacities of overseas-trained practitioners who seek to practise in Australia through its examinations and assessment
- collaborating with other professional bodies and agencies in the interests of the National Scheme and the community.

Values

In fostering the high standards of the dental professions the ADC:

- respects the interests of clients, staff, governments and other stakeholders
- uses defensible, fair, thorough and robust accreditation and examination processes
- preserves its independence in decision making and manages conflicts of interest in all services and processes
- selects and appoints directors and committee members fairly and transparently
- is a family-friendly employer that supports its people to achieve their professional goals
- supports workforce diversity, equal opportunity and environmental sustainability.





Dr John Boucher
President

President's Message

The Australian Dental Council (ADC) has undergone even greater change during the period of July 2013 until June 2014 than I reported for the same period last year. The task of presenting the ADC case to the Dental Board of Australia (DBA) for re-assignment of the accreditation functions was a daunting challenge met with enthusiasm and steadfast conviction by the ADC to ultimately have the assignment awarded and contracts signed with Australian Health Practitioner Regulation Agency on behalf of the DBA late in 2013.

This report is for a one year period but a time in which significant change related to the ADC's activities has demanded considerable attention from the Governing Board, the ADC President, the ADC CEO, all ADC Committee members and particularly commitment from the ADC staff.

The ADC celebrated its 20th Anniversary since inception in 1993 with a dinner on 21st November 2013 where many significant past and present ADC Directors and contributors were invited to celebrate this milestone. The ADC said farewell to its longest serving employee in Dr Keith Watkins, Director of Clinical Examinations, on 14th March 2014 after 13 years' service as an employee of the ADC. Keith's contribution to coping with the exponential expansion in candidate numbers and his long term contribution to the ADC as its "public face" was acclaimed and applauded by the 50 plus past examiners and colleagues in attendance.

Under the new ADC corporate structure the inaugural ADC annual Forum for Directors, Members and Invitees was conducted with resounding support and acclamation from the attendees and the profession at large. The Forum witnessed a successful interchange of ideas from many and varied stakeholders and will take place again in late November 2014.

The long planned investment in IT systems for the ADC Item Bank Management System (AIMS) and the ADC Candidate Management System (CMS) was implemented in this period to provide integration and efficiencies to our examination processes which were never before possible. These innovative upgrades have allowed online booking of examination places by candidates, reliable, consistent generation of written examinations, online secure publication of examination results and the ability to generate reliable examination performance statistics with minimal effort.

Further IT innovation and development in the Accreditation Section's capability with implementation of the Accreditation Resource Management System (ARMS) database has streamlined the accreditation process with increased efficiencies and reporting capabilities.

The roll out of the new examination process was completed during the 2013-2014 period with the first new written examination conducted in March 2014 and the new practical examination conducted in late June 2014. This process has allowed a significant number of candidates to complete the examination process from application in December 2013 to award of an ADC Certificate in July 2014. This is a nine month completion time,



unprecedented in the ADC's 20 year history. The DBA has now endorsed and applauded the new examination process and supported the extension of the new process to the examination of Dental Therapists, Dental Hygienists, Oral Health Therapists and Dental Prosthetists.

The ADC is indebted to the enormous contributions over an extended period of time of Professor Lindsay Richards, Chair Assessment Committee and Dr Tom Tseng, Chair, Implementation Committee, for the successful roll out of the new examination process and ongoing commitment to improvement of the examination.

Dr Matthew Hopcraft has made a significant contribution to the establishment of processes and conduct of the new examination. An examination process for the assessment of overseas trained dental hygienists and dental therapists has been developed and will be rolled out in late 2014.

The ADC standing Committees, namely Assessment Committee, Accreditation Committee and Finance, Audit and Risk Management Committee have undergone rationalisation, restructure and reduction in Committee numbers. All Committees now have two community representatives amongst their members.

The ADC Governing Board welcomed new Directors, Mr Anthony Evans (Community Representative), Dr David Sykes and Professor Christopher Peck to the ADC Governing Board in 2014.

The review of the Program Accreditation Standards was commenced in early 2014 with the engagement of consultant, Professor Maree O'Keefe and the Steering Committee has made significant progress to date. The collegiate cooperation of the Dental Council (New Zealand) and all stakeholders throughout the consultation process has resulted in the

project progressing on time and it is expected the new Standards will be signed off by the Governing Board in late November 2014 for presentation to the DBA in December 2014.

The ADC CEO, Ms Lyn LeBlanc has overseen the continued development and multi-tasking capacity of the ADC staff, highlighted by the appointment of Mr Michael Carpenter, Director Accreditation, following the resignation of Dr Jasen Burgess in mid-2014.

Lastly I wish to thank and applaud the ADC CEO, Ms Lyn LeBlanc for her untiring and continued support and direction for the ADC organization during her second year as CEO. This year has seen a time of change in many areas but also a time of consolidation and implementation of the ADC's now well established strategic plan. She has capably overseen this change and implementation, placing the ADC in a position to be rightly recognised as a pre-eminent Accreditation Authority in the Australian Health Regulation landscape.

Having been involved with the ADC (and its predecessor ADEC) as an examiner since 1994 and as a director since 2008 I am profoundly pleased to see the continuation of the ADC as an organisation widely respected by the dental profession, allied dental providers, overseas trained candidates for examination and education providers across Australia to continue its important work well into the foreseeable future.

John Boucher
President
Australian Dental Council



Ms Lyn LeBlanc
Chief Executive Officer

Chief Executive Officer's Report

The Australian Dental Council (ADC) reached its 20th year of operation in 2013. It was marked with a dinner attended by friends and associates and was a time to reflect upon the past, celebrate achievements, and enjoy the company of some of those who had contributed so much to the ADC's success.

The ADC has been in a process of consolidating the changes of the previous twelve months related to governance and operational activities, but also in further refining and reviewing its examination and accreditation processes.

The ADC undertakes the assessment of the knowledge, judgement and clinical skills of internationally qualified dental practitioners who are seeking to practise in Australia. Candidates undergo an assessment of their professional qualifications, transcripts, registration history and other matters, to determine their eligibility to undertake the ADC examinations. This consists of a written examination and a practical examination. The examination processes have been revised in response to the recommendations of a 2008 review undertaken by a Panel chaired by Emeritus Professor Vivian Burgess. The findings of the Panel were that the examinations must be:

- Constructed around the principles of psychometric best practice, streamlining the assessment process and reducing pressure on the clinical examination;

- More appropriately structured with less demand on facilities and personnel;
- A more readily and effectively administered process that addresses risk;
- A more efficient process for candidates; and,
- A system that could also apply to internationally qualified dental therapy and dental hygienist graduates.

In June 2014, the ADC implemented a revised examination process following extensive consultation and review of the former examination. The process provides a fair, transparent, benchmarked, robust examination that assesses the competence of the applicant to practise at the level of a graduating dental practitioner in Australia.

The ADC has consolidated new structures and charters of its two operational standing committees, the Accreditation Committee and Assessment Committee and, with the engagement of expert committee members, high quality and robust recommendations and decisions are being made. One of the more significant decisions has been to revise the process for the accreditation of specialist programs which formerly involved an external review by specialist practitioners independent of the ADC accreditation team. There will now be a discipline specific specialist practitioner on each accreditation team and this will be more cost efficient and timely for specialist program providers whilst bringing consistency and quality improvement to accreditation decisions.



In 2013 the Dental Board of Australia commissioned the ADC to review the Program Accreditation Standards and the project commenced at the end of the year. The ADC partnered with the Dental Council (New Zealand) (DC(NZ)) to undertake the work as dental practitioner programs in both Australia and New Zealand are accredited using the joint ADC/DC(NZ) Accreditation Standards. In January 2014 a Review Discussion Paper containing a number of high level questions designed to shape thinking on the development of the new Standards was circulated to over 70 stakeholders, and was complemented by an online survey and five face-to-face consultation fora across Australia and New Zealand. Professor Maree O'Keefe was engaged to develop the Standards and commenced by undertaking a review of relevant contemporary literature and identifying suitable standards nationally and internationally for mapping and benchmarking. The final document is currently released for a second round of consultation and the project is scheduled to conclude in December 2014.

Other projects commenced in the Annual Reporting period are the development of

competencies and attributes for dental prosthetists and development of an examination process for dental hygienists and dental therapists.

I would like to thank the ADC Governing Board directors for their dedication and hard work over the past twelve month period which has been in a challenging and changing environment, and in particular Dr John Boucher, President, whose wise counsel and steady leadership has been of great benefit to the ADC.

I would also like to acknowledge the hard work of the staff and express my thanks for the notable results they have achieved from the high quality work they have undertaken.

Lyn LeBlanc
Chief Executive Officer

The Australian Dental Council Celebrates 20 Years



Back row: Dr Michael McGuinness, Dr Lloyd O'Brien, Dr Mark Goodhew
Front row: Dr Ralph Neller, Dr Michael Bain, Dr Karin Alexander, Dr John Boucher,
Dr David Thornton Tayler and Dr Rowan Story

The Australian Dental Council (ADC) celebrated its 20 year anniversary on 21 November 2013 marking an important milestone in its history. The highlight of the evening was a speech from the Inaugural Chair Dr Lloyd O'Brien AO who was able to outline the journey travelled by the ADC from its formation in 1993 and who outlined some of the challenges the profession faces today.

The 20th anniversary celebrations saw a very prestigious gathering of many past and present presidents, directors, committee members and staff of the ADC who attended a dinner in Melbourne. Members of the ADC and representatives from some of the professions key stakeholders also joined the celebrations.



Ms Jill O'Brien, Dr Lloyd O'Brien and Dr Rowan Story

Strategic Priorities 2014 - 2017

1. Effective Governance

The Australian Dental Council (ADC) is respected for the effectiveness of its governance and the professionalism of its work:

1. Maintain awareness of the ADC's operating context and inform and anticipate national and international developments
2. Demonstrate governance excellence through the capabilities of the governing board and its governance arrangements
3. Identify and mitigate risks to the effectiveness and sustainability of the ADC
4. Identify and manage potential conflicts of interest.

2. Robust Accreditation and Assessment

The ADC is acknowledged for excellence in its accreditation and assessment practices, and for fairness and independence in decision making:

1. Maintain accreditation and assessment standards that are based on available research and are consistent with national and international benchmarks
2. Ensure standards are developed and reviewed through broad consultation with stakeholders
3. Ensure accreditation and assessment processes are independent, evidence-based, rigorous and grounded in contemporary best practice
4. Maintain informed, unbiased, fair and tenable decision making in accreditation and assessment decisions
5. Ensure that accreditation of programs foster quality improvement in dental education
6. Ensure that accreditation and assessment processes are transparent and publicly documented
7. Provide expertise in accreditation and assessment to other health disciplines.

3. Stakeholder Value and Support

The work of the ADC is increasingly valued by its stakeholders:

1. Provide meaningful opportunities for stakeholders to be consulted and advance views about the ADC
2. Monitor and respond to the changing needs and expectations of the clients of ADC services
3. Continue to collaborate with like national and international agencies
4. Maintain an effective communication strategy for all stakeholders
5. Ensure that input from key stakeholders continues to inform the work and strategies of the ADC
6. Be the preferred provider of expertise in accreditation and assessment standards, policy and procedures to its stakeholders.

4. ADC Capability

The ADC achieves its goals through efficient and effective resource management, and valuing and enabling its people:

1. Ensure that ADC business processes are efficient, legally compliant and financially sustainable
2. Continue to develop the capabilities of the members of the professions who assist the ADC in its governance, accreditation and assessment functions
3. Continue to develop the capabilities of the staff to deliver business developments and innovation in an enabling and supportive environment
4. Continue to strengthen the ADC's knowledge base and corporate reporting capabilities
5. Behave as a good corporate citizen.



Governing Board

Governing Board directors as at 30 June 2014



From left to right: Professor Michael Morgan (Vice President), Associate Professor Neil Hewson, Ms Catherine Snelling, Dr John Boucher (President), Professor Lindsay Richards, Mr Anthony Evans, Ms Janice Connolly, Dr Stanley (Tim) Wigmore, Professor Christopher Peck
Absent: Dr David Sykes

Governing Board Directors

DIRECTOR	QUALIFICATIONS	DATE OF APPOINTMENT AND CESSATION
Dr John Boucher (President)	BDS (Melb), LDS, FICD	21 November 2008 - present
Ms Janice Connolly	B Ec (Adel), B Soc Admin (Flinders), FIPAA, MAICD	4 December 2012 - present
Professor Johann de Vries	BChD (Pretoria), BChD (Hons) (Pretoria), MDent (Pretoria), COL, FICD, FPFA, FACD, FADI	17 December 2012 - 29 January 2014
Mr Anthony Evans	BBus (Curtin), DipEd (WA), FCPA, FCIS, FAICD	21 November 2013 - present
Associate Professor Neil Hewson	BSc (Hons) (Monash), BDS (Melb), LDS (Vic), FPFA, FADI, FICD	4 December 2012 - present
Dr Michael McGuinness	BDS (WA), FICD, Cert Further Ed (CGLI)	29 November 2002 - 25 October 2013
Professor Michael Morgan (Vice President)	BDS (Otago) MDSc, Grad Dip Epidemiol, PhD (Melb), FICD	26 November 2010 - present
Professor Christopher Peck	GradDipSciMed (Pain), PhD (Brit Col), MSc (Dent), BDS (Syd)	27 February 2014 - present
Professor Lindsay Richards	BDS BScDent (Hons), PhD (Adelaide), MRACDS (Prosth), FADI, FICD	7 December 2012 - present
Ms Catherine Snelling	DipDentalTherapy, BTeaching, Cert IV Workplace Training and Assessment, GradCertHigherEd.	12 December 2012 - present
Dr David Sykes	BDS (Lond), MDS (Syd), LDSRCS, MRACDS (Pros), FICD, FPFA, FADI	21 November 2013 - present
Dr Stanley (Tim) Wigmore	BDS (Birmingham) MDSc (Syd), MRACDS (Ortho), FICD	29 November 2002 - present



Members and ADC Forum

The Australian Dental Council (ADC) Forum seeks to bring together parties from the Australian dental profession interested in the role and functions of the ADC. It presents an opportunity for the ADC to inform its members and invited participants of its activities and invite comment. The ADC sees participation in the Forum as a collegial consultation exchange where participants might inform the ADC of broader topics and assist the ADC to be of greater service to the public, wider community and the profession.

On 22 November 2013 the inaugural meeting of the ADC Forum was held with all ADC members attending plus representatives from the Royal College of Pathologists of Australasia and the College of Oral Health Academics. The key functions and major activities of the ADC were reported upon and participants were invited to comment and make suggestions. The Forum was seen as a success by all. The ADC Forum is to be held following each Annual General Meeting.

Members of the Australian Dental Council

Individual Members

Dr John Boucher (Chair)
Dr Deborah Cockrell
Ms Janice Connolly
Professor Johann de Vries (resigned 29 January 2014)
Dr Susan Gaffney
Associate Professor Neil Hewson
Dr Michael McGuinness
Professor Michael Morgan
Dr Ralph Neller
Professor Lindsay Richards
Dr Bruce Simpson
Ms Catherine Snelling
Dr Tom Tseng
Dr Keith Watkins (appointed 28 February 2014)
Dr Stanley (Tim) Wigmore

Organisational Members

Australasian Council Of Dental Schools
Australian Dental and Oral Health Therapists Association
Australian Dental Association
Australian Dental Prosthetists Association
Dental Council (New Zealand)
Dental Hygienists Association of Australia
Royal Australasian College of Dental Surgeons

Committees of Council



Professor Lindsay Richards
Chair, Assessment Committee

Assessment Committee

In 2013-2014, while successfully managing the normal suite of examination and assessment tasks the Assessment Committee undertook a number of significant projects that primarily revolved around the implementation of the revised assessment processes for the Written and Practical Examinations.

In June 2013, the Australian Dental Council (ADC) was informed that dentistry would remain on the Department of Immigration and Citizenship's Skilled Occupation List (SOL). Individuals who practice in a profession that is on the SOL are eligible to apply for independent migration to Australia. The SOL professions are reviewed annually.

Following a review of the ADC's assessment processes in 2008, the ADC undertook a blueprinting exercise in 2011, to align the assessment process with the *ADC's Attributes*

and Competencies of a Newly Qualified Dentist. Following this, the ADC Governing Board decided to redevelop the examination pathway in order to improve and fast track where possible the assessment process for overseas trained candidates, and established an Implementation Working Group (IWG), tasked with delivering a revised assessment process, with a target date of March 2014 for implementation. The revised process involves a Written Examination (replacing the Preliminary Examination) involving an assessment of fundamental knowledge and clinical judgement and a Practical Examination (replacing the Final Examination) involving an assessment of practical clinical skills.

Following the extensive review of the ADC's assessment processes that commenced in 2008, the ADC finally was able to implement the revised Written Examination in March 2014 and Practical Examinations in June 2014.

Initial Assessments

The ADC undertook 1010 initial assessments of professional qualifications in dentistry in 2013-14.

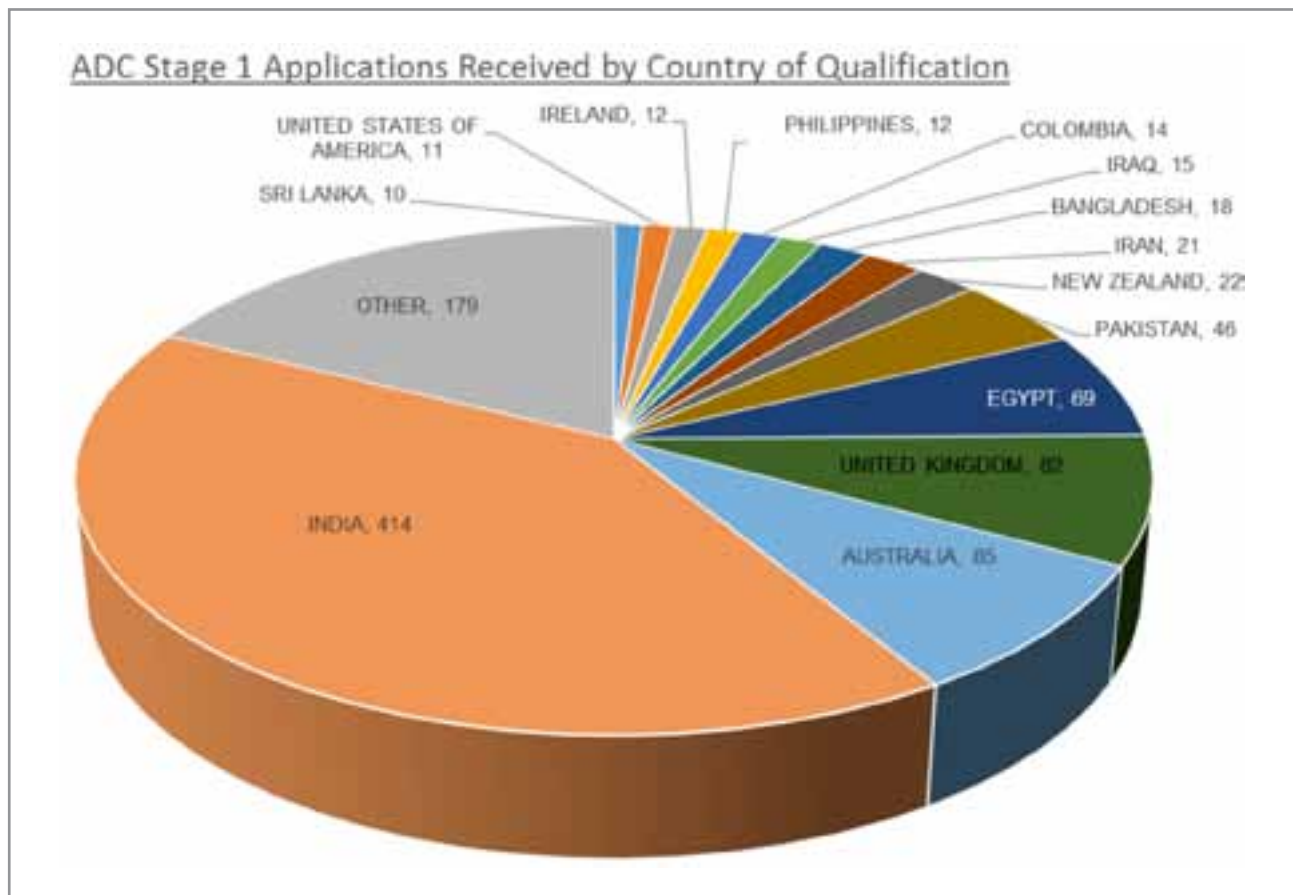


Figure 1. Applications received by Country of Qualification

Written Examination

There was no Written Examination in September 2013 to allow for transition to the revised Written Examination process, and a total of 513 candidates sat the March 2014 Written Examination, with nearly half from India (248). More than two thirds were female. This was a moderate increase on the 488 candidates who sat the March 2013 Preliminary Examination.

A total of 158 candidates (30.8%) passed the Written Examination. Candidates from Iran (69.6%) and Egypt (38.1%) had the highest pass rate, whilst candidates from Brazil, India, Pakistan and the Philippines had a pass rate lower than the overall average (where more than 10 candidates from that country sat the examination). The pass rate for male candidates was 35.0%, and for female candidates was 28.9%.

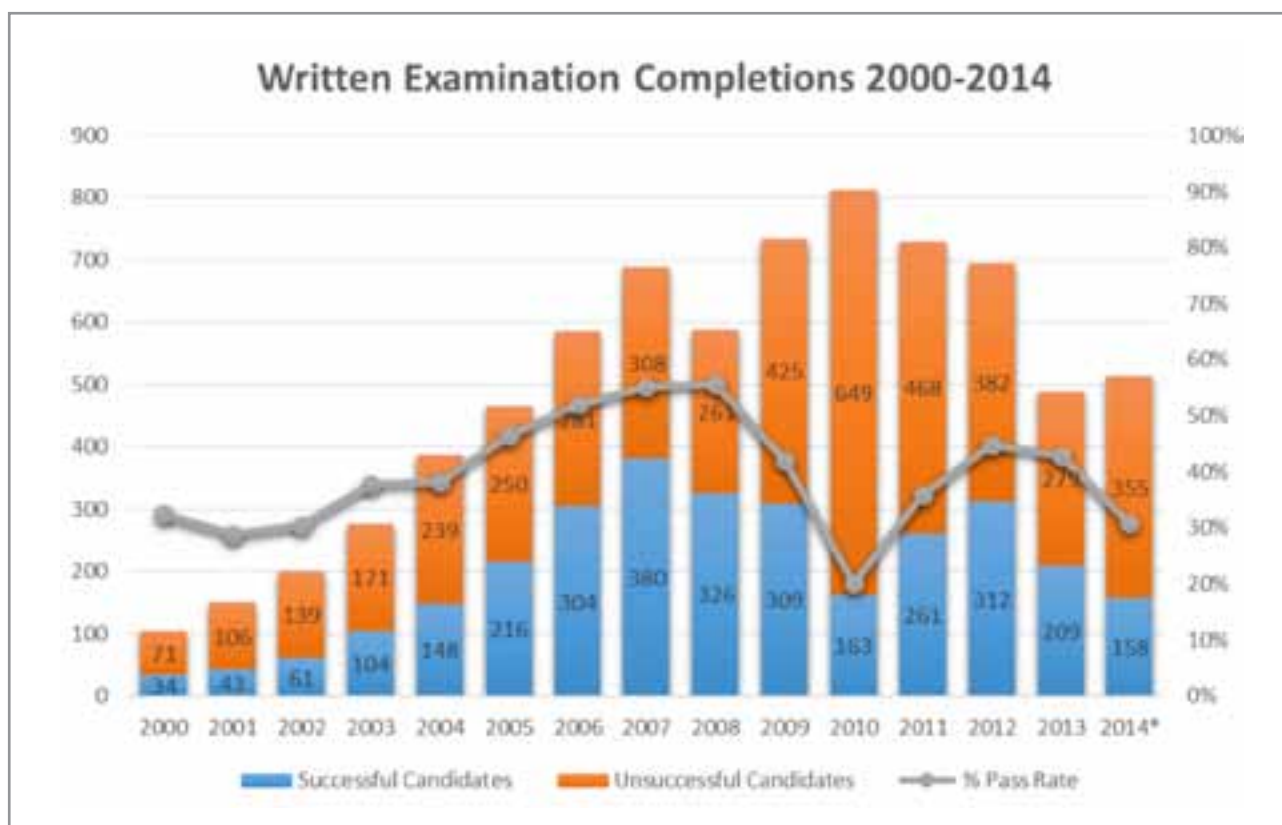


Figure 2. Written Examination Completions 2000-2014

Practical Examinations

The ADC went through a transition period in 2013-14, phasing out the former Clinical (Practical) Examination and implementing the revised Practical Examination.

There were 14 of the Clinical (Practical) Examinations, with 480 candidates sitting the examinations. More than 140 of these were supplementary (repeat) examinations. A total of 168 candidates successfully completed the examinations.

The revised Practical Examination was held for the first time on 27-29 June 2014, with a total of 189 candidates sitting across four venues – 57 at James Cook University (Cairns), 49 at Griffith University (Gold Coast), 49 at Westmead Centre for Oral Health (Sydney) and 34 at the Oral Health Centre of Western Australia (Perth).

The Practical Examination required candidates to complete 12 tasks over the two days. These tasks were:

- Radiographs
- Composite restoration – anterior tooth
- Communication role play
- Composite restoration – posterior tooth
- Gold crown preparation
- Composite preparation
- Porcelain fused to metal crown preparation
- Rubber dam application
- Amalgam preparation
- Endodontic access of a molar
- Amalgam restoration
- Provisional crown

Candidates were also assessed on Infection Control throughout the two days of the examination.

Examination venues had between five and nine examiners, depending on the number of candidates. Examiners were rostered in pairs to assess the Rubber Dam task as it was completed by groups of candidates, and in pairs to assess the Communication task. The remaining examiners monitored Infection Control throughout the examination and monitored the general conduct of the examination.

At the conclusion of the examination, all models were packed and securely shipped to the ADC office in Melbourne. The models were labelled with the candidate examination number only, so the assessing examiners at the ADC office did not know the identity of

the candidates as each task was assessed. The model marking took place over three days.

Each task was marked by a pair of examiners, who firstly reviewed the assessment rubric for the task. The examiners then assessed approximately ten models together to ensure consistent application of the assessment criteria.

After all tasks had been assessed, the final result was calculated for each candidate. Candidates who were considered borderline had their models reviewed by four examiners, to confirm the overall result.

The overall outcome for the Practical Examination was 30 candidate out of 188 passed (16%), with one candidate withdrawing from the examination.

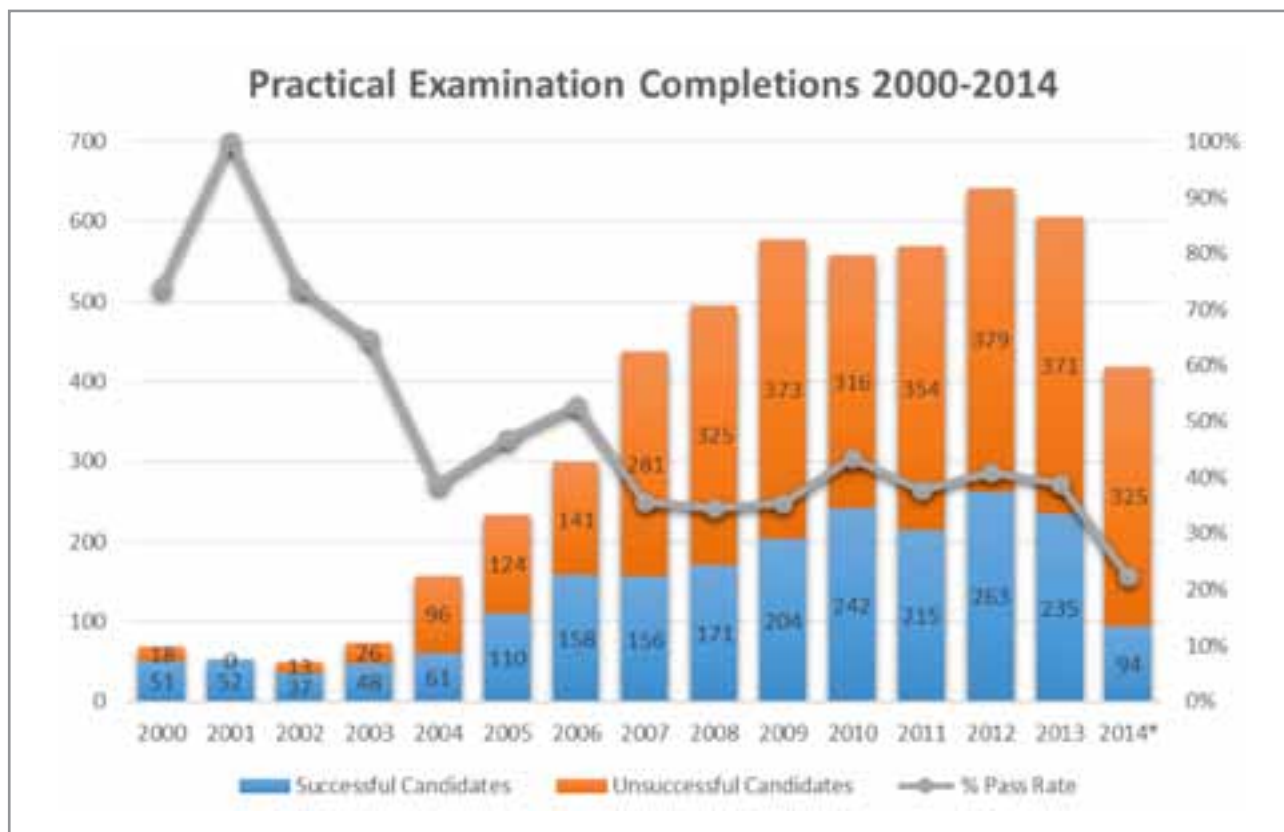


Figure 3. Practical Examination Completions 2000-2014.

Trial Testing

The ADC utilises dental experts to develop examination questions (items) and maintains an Item Bank to deliver Written Examinations. To ensure the items are robust, the ADC uses final year students and registrants to trial test the newly developed questions. Each question is trialled on a minimum of 40 people.

The ADC has purchased an assessment tool called Turning Point that enables the testing of large groups and the performance of the question to be collated immediately.

Staffing

For the report period, the Assessment Team consisted of Dr Matthew Hopcraft (Director of Assessments and Examinations) and three assessment officers. Ms Sharon Hinton (Manager, Assessment and Examinations) resigned from the ADC effective 28 March 2014, and Dr Keith Watkins (Director, Clinical Examinations) retired on 31 March 2014.

Dental Hygiene and Dental Therapy

The ADC held a series of working groups to develop a process for undertaking examinations for Dental Hygienists and Dental Therapists. This culminated in the development of a blueprint for the examination which was approved by the Governing Board and agreed by the Dental Board of Australia. An item writing workshop was held in February 2014 to develop new items for the Written Examination, which will be held in September 2014.

Committee Members

Professor Grant Townsend, Dr Diana Bueno Toro, Professor Andrew Smith, Dr Stanley (Tim) Wigmore stood down as members of the Assessment Committee last year. The ADC thanks them for their longstanding contribution and commitment as members of the Assessment Committee. The ADC welcomed as new members of the Committee Professor Alastair Goss, Dr John Highfield, Ms Eugenia Koussidis, Dr Anu Polster, Ms Judith Smith and Dr Felicia Valianatos.

Members as at 30 June 2014:

Professor Lindsay Richards – Chair, Dental Specialist and Academic
Professor Alastair Goss – Academic and Dental Specialist
Dr John Highfield – Dental Specialist
Ms Eugenia Koussidis – Community Representative
Dr Anu Polster – Academic and Dental Practitioner
Dr David Purton – Dental Council (New Zealand) – Dental Specialist
Ms Judith Smith – Community Representative
Ms Catherine Snelling – Dental Therapist
Dr Tom Tseng – Dental Practitioner
Dr Felicia Valianatos – Dental Practitioner and Consumer Representative (OS trained)



Professor Michael Morgan
Chair, Accreditation Committee

Australian Dental Council and Dental Council (New Zealand) Accreditation Committee

The Australian Dental Council (ADC) and the Dental Council (New Zealand) (DC(NZ)) utilise the same accreditation process and have established a joint ADC/DC(NZ) Accreditation Committee to consider accreditation matters, while retaining jurisdictional authority for the accreditation of programs in their respective countries.

Accreditation of dental education providers and programs

Accreditation is the status granted by the ADC and the DC(NZ) to dental practitioner programs that meet the stated minimum standard criteria as set out in the ADC/DC(NZ) accreditation standards. Accreditation of a program signifies that the program provides graduating students with the knowledge, skills and professional attributes necessary to be registered to practise in Australia or New Zealand.

Staffing

For the report period, the Accreditation Team consisted of Dr Jasen Burgess (Director of Accreditation) resigned from the ADC effective

27 June 2014 (Dr Burgess was replaced by Mr Michael Carpenter on 21 July 2014), Mr Mark Ford (Senior Accreditation Officer) and Ms Nghi Robinson (Accreditation Officer).

Accreditation Committee

The Accreditation Committee is made up of individuals with backgrounds in dental academia, the dental profession, community, the public sector and a student representative. It is a standing committee of the ADC and the DC(NZ) that makes recommendations to the Governing Board of the ADC and the DC(NZ) Council on matters within the scope of its Terms of Reference.

Committee Members

During the course of the year Dr Deborah Cockrell, Dr Bruce Simmons, Ms Neda Nikolovski, Ms Clare McNally, Mrs Jenny Miller, Professor Christopher Peck, Dr Mark Goodhew and Associate Professor Neil Hewson stood down as members of the Accreditation Committee. We thank them for their contribution during their time as members. We also welcomed Associate Professor Werner Bischof, Professor Mark Gussy, Dr Lyndie Foster Page and Ms Caroline Petroff as new members of the Committee during the course of the year.



Members as at 30 June 2014:

Professor Michael Morgan – Chair and Academic
 Dr Michael Bain – Dental Council (New Zealand) – Dental Practitioner
 Associate Professor Werner Bischof – Academic and Dental Specialist
 Ms Janice Connolly – Community Representative
 Dr Lyndie Foster-Page – Dental Council (New Zealand) – Academic and Dental Specialist
 Professor Mark Gussy – Academic and Oral Health Therapist
 Professor Robert Love – Dental Council (New Zealand) – Academic and Dental Specialist
 Dr Chris Handbury – Dental Practitioner, Public Sector
 Associate Professor Jane Taylor OAM – Academic and Dental Specialist
 Ms Neroli Stayt – Community Representative
 Ms Caroline Petroff – Consumer Representative (student)

Site Evaluation Teams and Site Visits

The Accreditation Committee is assisted in its review of programs by Site Evaluation Teams (SETs), whose members are approved by the Committee and appointed by the respective Councils. The SETs undertake the following:

- review documentation submitted by the program provider on the curriculum, facilities and resources that support the program, including a self-assessment against the Standards.
- conduct an on-site visit, meeting with relevant personnel, including students, and visit School facilities and associated teaching hospitals/clinics.
- prepare detailed reports on the above.

There are normally three to five members on the SET, covering the following skills sets:

- an experienced clinician in a relevant discipline
- a senior academic with strong understanding of modern educational principles and practice
- experience in accreditation processes
- experience in assessment and education.

Accreditation Site Visits Conducted

1 July 2013 – 30 June 2014

Education Provider	Program(s)	Visit Date	Reason for Visit	ADC Decision
TAFE Qld, Brisbane	Advanced Diploma of Dental Prosthetics	18-19/07/13	Initial accreditation	1/11/13
University of Melbourne 2013	Bachelor of Oral Health	23-24 July 2013	Re-accreditation	1 November
The Royal College Of Pathologists of Australasia	Fellowship of the Faculty of Oral and Maxillofacial Pathology	29-30/07/13	Re-accreditation	1 /11/13
James Cook University	Bachelor of Dental Surgery	14-16/08/13	Program monitoring	13/12/13
Charles Sturt University	Bachelor of Oral Health (Therapy/Hygiene)	20-21/08/13	Re-accreditation	1/11/13
RMIT University	Advanced Diploma of Oral Health (Dental Hygiene)	30/08/13	Program monitoring	1/11/13
Central Queensland University	Bachelor of Oral Health	12/09/13	Program monitoring	1/11/13
University of Melbourne	Doctor of Dental Surgery	29-30/10/13	Program monitoring	9/05/2014
University of Queensland	Bachelor of Oral Health	15-16/04/14	Re-accreditation	Decision pending 30/06/13
TAFE (SA) Gilles Plains	Advanced Diploma of Dental Prosthetics	1-2/05/14	Initial accreditation	Decision pending 30/06/13
	Advanced Diploma of Oral Health (Dental Hygiene) Decision pending 30 June 2013		Re-accreditation	
Griffith University	Master of Dental Technology in Prosthetics	4-5/06/14	Initial accreditation	Decision pending 30/06/13
	Master of Dental Technology in Prosthetics - Course 5607 / Graduate Diploma of Dental Technology in Prosthetics (Exit point only) (1.5 year / 1 year program)			
RMIT University	Advanced Diploma of Oral Health (Dental Hygiene)	11-12/06/14	Re-accreditation	Decision pending 30/06/13

Achievements

Over the course of the year we have implemented a number of quality improvement measures to ensure more consistent and robust decision making processes. These include:

- Site Evaluation Team (SET) Assessor training – now a mandatory requirement for all SET members and a part of every accreditation site visit
- The inclusion of an ADC accreditation officer (usually the Director) on each SET.
- SET Assessor manual – distributed to all assessors and a guide on every aspect of the accreditation process
- New SET report template – focussing more directly on evidence that shows if a standard has, or has not, been met, making the report writing more focussed and efficient
- A Monitoring Framework – which sets out how the ADC will monitor the ongoing compliance of programs with the Program Accreditation Standards
- A Decision Making Framework – which includes a set of clear accreditation definitions, a risk matrix that guides the imposition of conditions on a program and a Register of Accreditation Precedents.

Other activities

As Chair of the Accreditation Committee I have, along with the CEO and Director, Accreditation, been busy over the 2013-2014 financial year contributing to, and participating in, various accreditation-related activities. This has included:

- The Director, Accreditation attended Canadian Dental Accreditation Commission (CDAC) survey visit for University of Alberta Doctor of Dental Surgery
- The Chair of Accreditation Committee attended CDAC Board meeting in Ottawa
- The Director, Accreditation attended the Australian Medical Council's (AMC) workshop for AMC Chairs
- The Director, Accreditation attended the Dental Board of Australia Accreditation Committee
- The Director, Accreditation attended the Professions Australia Massive Open Online Course Forum
- The Director, Accreditation attended a forum of the Higher Education Standards Panel review of the Threshold Standards
- The Director, Accreditation attended the Health Workforce Australia Workforce consultation.



Dr Stanley (Tim) Wigmore
Chair, Finance Audit and Risk Monitoring Committee

Finance Audit and Risk Monitoring Committee

The Finance Audit and Risk Monitoring (FARM) Committee has been established by the Australian Dental Council (ADC) to monitor the ADC's budget, financial and compliance risks. There are three people on the FARM Committee, two of whom are current directors and one independent person who is external to the ADC.

The FARM Committee monitors the following:

- Policies for investment and finance
- Risk Management Plan
- Annual Budget
- Monthly financial reporting
- Term deposit investments
- Management of assets.

During the 2013-2014 financial year, the FARM Committee undertook the following:

- Managed term deposit investments to maximise interest income and invested excess cash into new term deposit investments
- Reviewed and updated the Delegation Policy.
- Updated the Asset Policy to include the treatment of Intellectual Property
- Updated investment limits in the Investment Policy

- Met with the Dental Board of Australia (DBA) and Australasian Council of Dental Schools regarding annual program provider fees
- Provided a proposal for consideration of the ADC Governing Board and DBA for support of dental programs with a 'one off' grant from the DBA
- Successfully applied to the State Revenue Office for a refund of Payroll Tax for the period 1 July 2008 to 30 June 2013 after being granted an exemption on 11 June 2014
- Developed the 2014-2015 budget.

The ADC's costs have been reviewed and closely monitored. Increased efficiencies have resulted in cost savings and a surplus for the 2013-2014 financial year. The surplus is being invested back into important capital projects such as upgrading databases and it is also anticipated that there will be a reduction in the fees charged for the practical examination due to a significant revision of the process.

Committee Members

During the year Dr Michael McGuinness stood down as Chair and member of the FARM Committee. The ADC thanked Dr McGuinness for his dedication, guidance and contribution to the Committee.

Members as at 30 June 2014:

Dr Stanley (Tim) Wigmore – Chair and ADC director

Dr Timonhy Cutler – external to the ADC
Associate Professor Neil Hewson – ADC director

Other Australian Dental Council Activities

Database Systems

Candidate Management System

A Candidate Management System (CMS) became operational in October 2013 and has significantly streamlined the assessment and examination process.

Candidate Portal

The Candidate Portal is the online system for use by candidates to book into the practical examination and this went live on 6 January 2014. All of the venue bookings for the June 2014 Practical Examination were conducted using this method. The March 2014 Written Examination results were also released to candidates via the confidential Candidate Portal approximately five weeks after the examination was held, which is faster than in previous years. Candidates who were successful in the Written Examination were able to see their results online and immediately make a booking for the June 2014 Practical Examination if desired. Approximately 69 candidates passed the March 2014 Written Examination and booked for the June 2014 Practical Examination.

ADC Item Management System

The ADC Item Management System (AIMS) became operational in October 2013 and has improved the process of delivering the Written Examination. The AIMS database holds all of the Written Examination items (questions), and allows for the generation of examination papers that conform to the blueprints developed for each profession. AIMS also holds the statistical analysis of each item.

Accreditation Resource Management System

The development of the Accreditation Resource Management System (ARMS) commenced in December 2013 and for the first time provides ADC accreditation staff with a resource to manage all provider, program, assessor and accreditation decision information in one place. Once fully implemented it is expected to improve the efficiency of a number of administrative

processes undertaken by the accreditation section as well as strengthening the retention of corporate knowledge.

Membership

The ADC is involved with the following:

Health Professions Accreditation Councils' Forum

The Health Professions Accreditation Councils' Forum ('the Forum') is a coalition of the accreditation Councils of the regulated professions. Each of the Councils is appointed under the *Health Practitioner Regulation National Law Act 2009* (The National Law) as the accreditation authority for the relevant profession-specific National Board and is part of the National Registration and Accreditation Scheme (NRAS).

The Forum has been meeting regularly since 2007 to consider matters of common interest, principally matters concerning the accreditation of education and training programs in the health professions.

The Forum responds collectively to consultation processes and papers on matters common to the relevant professions.

The ADC meets regularly with the Forum and Forum members and contributes to the work of the Forum. The ADC Chief Executive Officer is the Deputy Chair of the Forum.

Accreditation Liaison Group

The Accreditation Liaison Group (ALG) is joint body of the National Boards, the Health Professions Accreditation Councils' Forum and Australian Health Practitioner Regulation Agency and comprises representatives of these three groups. The ALG provides the opportunity for these groups to work cooperatively on matters related to the accreditation functions under the National Law.

The ADC Chief Executive Officer is a representative of the Health Professions Accreditation Councils' Forum on the ALG.

Professions Reference Group

The Professions Reference Group was set up in 2012. It is made up of representatives of the professional associations for the professions included in the National Scheme, including the dental profession, with participation from AHPRA's CEO and senior staff. Quarterly meetings provide an opportunity for AHPRA to brief the professions about its work and for the professions to ask questions about emerging issues relevant to registration. The group also provides expert advice to AHPRA in developing a range of information for practitioners.

The ADC Chief Executive Officer represents the Health Professions Accreditation Councils' Forum on the Professions Reference Group.

Aboriginal and Torres Strait Islander Health Curriculum Framework Project Advisory Group

The Aboriginal and Torres Strait Islander Health Curriculum Framework (the Framework) Project Advisory Group is an initiative of Health Workforce Australia.

The Framework project aims to develop and support the implementation of a culturally inclusive, interdisciplinary Aboriginal and Torres Strait Islander health curriculum framework to be integrated into entry level health profession training. It will include an understanding of the role and function of the Aboriginal and Torres Strait Islander health worker/practitioner.

The ADC Chief Executive Officer represents the Health Professions Accreditation Councils' Forum on the Framework Project Advisory Group.

International Society of Dental Regulators

The International Society of Dental Regulators (ISDR) operates exclusively to support dental regulatory authorities worldwide in the achievement of their mandate of protecting, promoting, and maintaining the health and safety of the public by ensuring high standards for the dental professions.

Following the success of the first international conference of dental regulators in Edinburgh, Scotland in October 2013 a call went out around the world for countries to support



the formation of the International Society for Dental Regulators. The ADC became a founding member in May 2014 and in September 2014 a representative attended the second International Conference for Dental Regulators in London, United Kingdom.

Professions Australia

The Professions Australia is a national organisation of professional associations that place a high priority on pursuing initiatives to enhance professional standards and increase the contribution the professions make to the broader community, including:

- maintaining and developing the ethical standards of professionals
- working in partnership with the higher education sector to ensure excellence in professional education
- encouraging continual professional development and the updating of professional knowledge
- contributing to the recognition by governments and the community of the need to maintain as a 'public good' the highest levels of professional practice

- supporting volunteering and community service by individual professionals.

The ADC is an associate member of Professions Australia and in November 2013 the ADC attended the Professions Australian Massive Open Online Courses forum which explored the implications of the development of massive open online courses for professional education.

World Health Professions Regulation Conference

The World Health Professions Alliance (WHPA) was formed to address global health issues and speaks for more than 26 million health professionals worldwide, assembling essential knowledge and experience from key health professions in more than 130 countries. The WHPA facilitates collaboration among the health professions and works with the major stakeholders such as governments and international organisations.

In May 2014 an ADC representative attend the WHPA's third World Health Professions Regulation Conference in Geneva. The main focus of the conference was on



- challenges facing health professional regulation
- lessons from the evolution of competence based approaches to regulatory functions
- contrasting regulatory models to promote best practices in regulatory governance and performance.

MEMORANDUMS OF UNDERSTANDINGS

Dental Board of Australia

The ADC has entered into a Memorandum of Understanding (MOU) with the Dental Board of Australia (DBA), the regulatory body for the Australian dental professions. The MOU is a guide for the working relationship between the ADC and the DBA to develop and maintain a collaborative and effective partnership to achieve common accreditation goals under the authority of the *Health Practitioner Regulation National Law Act 2009*.

Commission on Dental Accreditation of Canada

The Commission on Dental Accreditation of Canada (CDAC) is the body responsible for accrediting dental, dental specialty, dental residency, dental hygiene and dental assisting education programs in Canada.

The ADC has renewed its MOU with CDAC concerning mutual recognition of dentistry programs based on an equivalence of accreditation processes. The MOU allows each jurisdiction to observe the accreditation processes of the other on a regular basis.

The ADC was invited by CDAC to observe in March 2014 an Accreditation Survey Visit to the Doctor of Dental Surgery program delivered by the School of Dentistry at the University of Alberta, Edmonton, Alberta, Canada. The visit showed the CDAC Survey Site Visit process is broadly equivalent to the process used for ADC's accreditation site visits.

Dental Council New Zealand

The Dental Council New Zealand (DC(NZ)) is the regulatory authority and accrediting body for New Zealand and ensures dental practitioners meet and maintain the New Zealand standards in order to protect the health and safety of the New Zealand public.

The ADC holds a MOU with the DC(NZ) that supports the collaborative relationship held between the two parties on areas of mutual interest in accreditation. The MOU assists to facilitate the harmonisation of procedural requirements and standards for the Australian and New Zealand dental professions.

Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) regulates and assures the quality of Australia's large, diverse and complex higher education sector. The Australian higher education system comprises both public and private universities, Australian branches of overseas universities, and other higher education providers with and without self-accrediting authority.

The ADC is exploring the possibility of a MOU with TEQSA that will enable sharing of relevant documentation which will reduce the burden on program providers having to replicate information for different accrediting authorities. The ADC will be the first accreditation authority to enter into such an agreement with TEQSA should it proceed.



Audited Financial Statements

AUSTRALIAN DENTAL COUNCIL LIMITED
ABN 70 072 269 900
STATEMENT OF PROFIT AND LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2014

	2014	2013
	\$	\$
Revenue	<u>6,752,487</u>	<u>5,148,890</u>
Expenses		
Accreditation Costs	(254,410)	(172,565)
Employee Costs	(1,596,001)	(1,279,976)
Examination Costs	(2,928,907)	(2,666,893)
Depreciation	(420,031)	(117,803)
Rent and Tenancy Expenses	(215,940)	(162,309)
Meeting Expenses	(186,388)	(108,251)
Other Expenses	<u>(295,734)</u>	<u>(750,646)</u>
Total Expenses	(5,897,411)	(5,258,443)
Current year surplus/(deficit) before income tax expense	855,076	(109,553)
Income Tax Expense	<u>-</u>	<u>-</u>
Net current year surplus	<u>855,076</u>	<u>(109,553)</u>
Other Comprehensive Income		
Transfer from General Reserve	<u>163,371</u>	<u>-</u>
Total Comprehensive Income	163,371	-
Net current year surplus/(deficit) attributable to members of the entity	<u>855,076</u>	<u>(109,553)</u>
Total comprehensive income attributable to members of the entity	<u>1,018,447</u>	<u>(109,553)</u>

Extracted from 30 June 2014 financial statements

AUSTRALIAN DENTAL COUNCIL LIMITED
ABN 70 072 269 900
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2014

	\$	2013 \$
ASSETS		
CURRENT ASSETS		
Cash & Cash Equivalents	7,180,387	5,828,750
Accounts Receivable and other Debtors	438,530	555,982
Other Current Assets	<u>146,528</u>	<u>139,637</u>
TOTAL CURRENT ASSETS	<u>7,765,445</u>	<u>6,524,369</u>
NON CURRENT ASSETS		
Property, Plant & Equipment	556,305	793,080
Intangible Assets	<u>379,766</u>	<u>109,679</u>
TOTAL NON CURRENT ASSETS	<u>936,071</u>	<u>902,759</u>
TOTAL ASSETS	<u>8,701,516</u>	<u>7,427,128</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payables & Other Payables	2,980,421	2,518,476
Provisions for Employee Benefits	<u>33,655</u>	<u>42,388</u>
TOTAL CURRENT LIABILITIES	<u>3,014,076</u>	<u>2,560,864</u>
NON CURRENT LIABILITIES		
Other Payables	93,225	127,125
Provisions for Employee Benefits	<u>-</u>	<u>-</u>
TOTAL NON CURRENT LIABILITIES	<u>93,225</u>	<u>127,125</u>
TOTAL LIABILITIES	<u>3,107,301</u>	<u>2,687,989</u>
NET ASSETS	<u>5,594,215</u>	<u>4,739,139</u>
EQUITY		
Reserve	-	163,371
Retained Surplus	<u>5,594,215</u>	<u>4,575,768</u>
TOTAL EQUITY	<u>5,594,215</u>	<u>4,739,139</u>

Extracted from 30 June 2014 financial statements

17th September 2014

Auditors Statement

The Statement of Profit and Loss and Other Comprehensive Income and the Statement of Financial Position for the year ended 30 June 2014 have been extracted from the full financial report for the year ended 30th June 2014. The financial statements were signed by the directors of Australian Dental Council Limited on 5th September 2014. An unqualified audit opinion dated 17th September 2014 was issued on the full financial report for the year ended 30th June 2014.

The Statement of Profit and Loss and Other Comprehensive Income and the Statement of Financial Position are derived from, and are consistent with, the full financial report of Australian Dental Council Limited. The Statement of Profit and Loss and Other Comprehensive Income and the Statement of Financial Position cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Australian Dental Council Limited as the full financial report.

Accordingly, we expressly disclaim and do not accept any responsibility or liability to any party for the consequences of reliance on this Statement of Profit and Loss and Other Comprehensive Income and the Statement of Financial Position for any purpose. This auditors statement is not an audit report and should not be considered to be an audit report in any way in accordance with auditing standards, the 30th June 2014 audit report is contained in the full financial report.

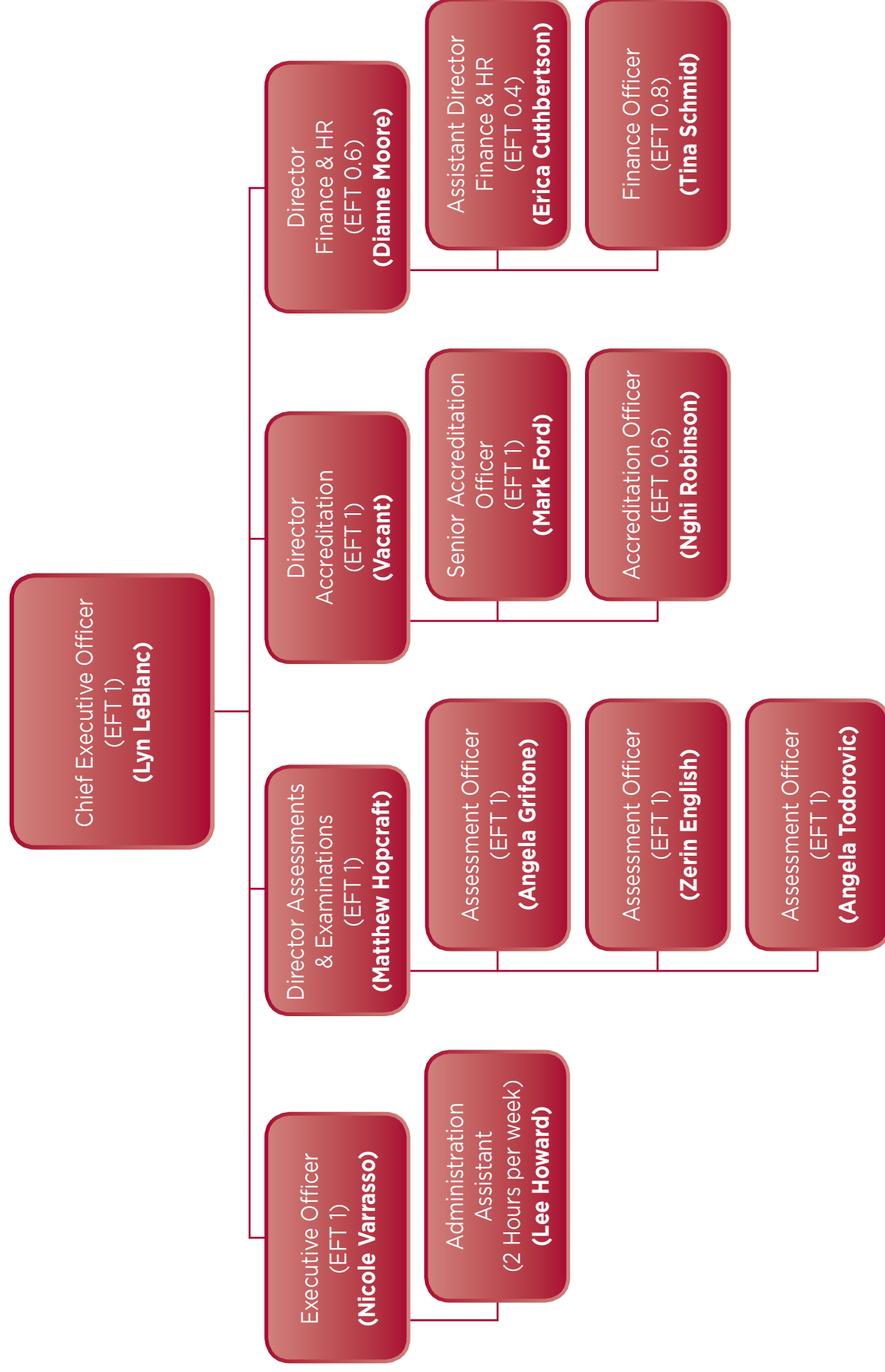
JTP Assurance
JTP Assurance
Chartered Accountants

Sam Claringbold
SAM CLARINGBOLD
Partner



Australian Dental Council Organisational Chart

As at 30 June 2014





**Australian Dental
Council Ltd**

Level 2, 99 King Street
Melbourne VIC 3000

PO Box 13278,
Law Courts
Victoria 8010 Australia

Telephone: +61 3 9657 1777
Facsimile: +61 3 9657 1766
Email: info@adc.org.au
www.adc.org.au

