

COLLEGE OF DENTURISTS OF ONTARIO

A GUIDE TO THE
QUALITY ASSURANCE PROGRAM'S
CONTINUING EDUCATION REQUIREMENTS



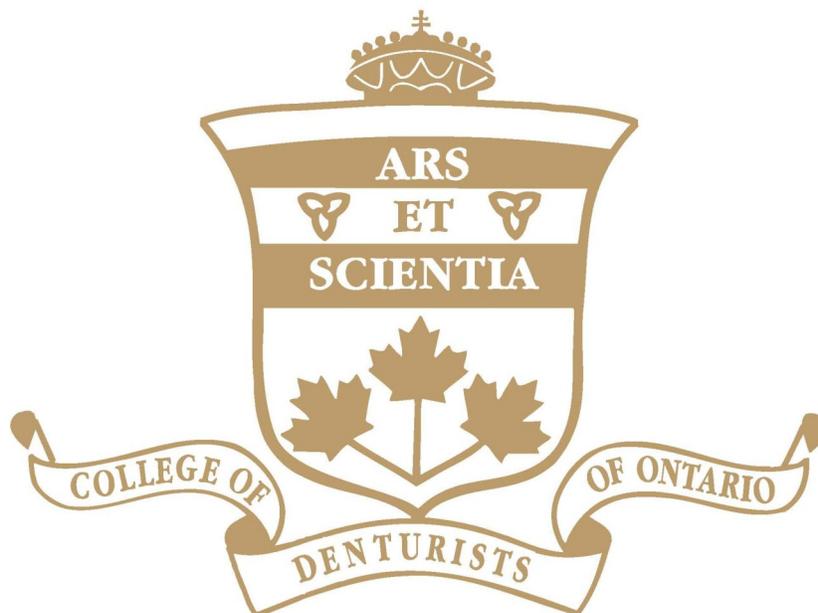
Image courtesy of Salvatore Vuono / FreeDigitalPhotos.net

2014/2015

CONTINUING EDUCATION

CONTENTS

Introduction	3
Program Objectives	4
Quality Assurance Continuing Education Requirements	5
• Reporting Credit Hours	
• Records of Continuing Education Activity	
• Credit Hours	
• Credit Hours Required	
Categories of Continuing Education	6
Learning Modalities	7
Education Sources	8
Quality Assurance Regulation	9
Record of Continuing Education	10



*Regulating the profession of
Denturism since 1973.*

CONTINUING EDUCATION

INTRODUCTION

The mission of the College of Denturists of Ontario (the College) is to regulate and govern the profession of denturism in the public interest.

Under the Regulated Health Professions Act, 1991, the College is required to have a quality assurance program that includes as one of its components, continuing education or professional development designed to promote continuing competence and continuing quality improvement among its members. The College has established continuing education (CE) requirements for denturists as part of the quality assurance program. The Quality Assurance Committee (QAC) is tasked with overseeing and administering the quality assurance program.

Members must strive to deliver the highest standard of care and professionalism, and strive to keep current with changes in practice environments, technology and innovations in the profession. Members are required to maintain their knowledge, skills or judgment through appropriate continuous learning and professional development on an annual basis.

This guide sets out what the continuing education requirements are, and how members can meet them.

PROGRAM OBJECTIVES

The objectives of the Quality Assurance Program's continuing education (CE) requirements are to promote and maintain competence and professionalism at all stages of a denturist's career. To be eligible for CE credits, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of the denturist practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.



CONTINUING EDUCATION

QUALITY ASSURANCE REQUIREMENTS

Practitioners are required to obtain continuing education credit hours on an annual basis within the registration year. Members need to submit all of their hours prior to the April 15th certificate of registration renewal deadline.

REPORTING CREDIT HOURS

Denturists are responsible for ensuring that their continuing education credit hours are reported online (visit the College website at www.denturists-cdo.com). Credit hours should be reported as they are acquired. Credit hours in excess of those required in a five-year cycle can be carried forward to the subsequent cycle.

RECORDS OF CONTINUING EDUCATION ACTIVITY

It is the denturist's responsibility to maintain evidence of CE completion (for example, course descriptions, certificates, receipts, course syllabi, etc.) as this information may be requested by an assessor and/or the Quality Assurance Committee.

CREDIT HOURS

One hour = 1 credit

Only active hours of lecture, instruction or participation are eligible.

CREDIT HOURS REQUIRED

Denturists must obtain a minimum of 100 CE hours every five years, with a minimum of 10 CE hours per year.



CONTINUING EDUCATION

CATEGORIES OF CONTINUING EDUCATION

Category	Description	Minimum Required Credit Hours (per five years)
CLINIC DENTAL	Relates directly to the provision of patient care and treatment (clinical or laboratory), and includes hands-on courses.	50
DENTAL PRACTICE MANAGEMENT	Relates directly to the operation and management of a dental practice. Does not include courses related to personal financial or retirement planning, marketing products or marketing services to patients.	16
JURISPRUDENCE	Relates to the study of ethics, denturism law and regulation.	10
OTHER DENTAL	Includes faculty/teaching positions, self-study courses, mentoring, participation in professional organizations or study clubs, etc.	(Credit hours are variable, refer to page 7)

CONTINUING EDUCATION

LEARNING MODALITIES

The following are examples of CE learning modalities and the credit hour limits for each one within the five-year cycle. These learning modalities are for allocation in the “Other Dental” category.

PROFESSIONAL ORGANIZATIONS

Participation in professional organizations is encouraged. Professional organizations include the CDO, DAO, DGO, DAC, etc. Participation includes being an assessor, examiner, item writer/ developer, focus or working group and/or committee member, as well as other volunteer positions.

Credit Limit: Maximum of 10 credit hours per year.

DENTAL MEETINGS & CONFERENCES

Single or multi-day dental lectures or conferences/ seminars.

Credit Limit: Hour-for-hour credit is given for educational activities at a convention.

ONLINE MODULES

Dental related webinars, or e-learning modalities that include:

- a clearly defined learning objective(s), and
- post course knowledge assessment.

Credit Limit: 1 credit hour per online module.

STUDY CLUBS

Study clubs and other forms of peer-to-peer learning are encouraged. Evidence of an agenda and/or speaker notes must be maintained.

Credit Limit: Maximum of 1 credit hour per meeting that is 1-3 hours long.

PUBLICATION AUTHORSHIP

Dental articles written and published in a peer reviewed journal of dental or medical literature qualify for credits on a 3 credit hours per 1000 words basis.

Credit Limit: Maximum of 9 credit hours per article.

COLLEGE OR ASSOCIATION ANNUAL GENERAL MEETINGS

Credit Limit: Maximum of 2 credit hours per meeting. Minimum of 2 credit hours within the five-year cycle.

TRADE SHOWS

Hour-for-hour credit is given for educational activities at trade shows.

Credit Limit: Maximum of 4 credit hours per year.

JOURNALS

Internet and print-based journal material. Credits apply only to those journals that include:

- a clearly defined learning objective;
- post-course knowledge assessment

Credit Limit: 1 credit hour per journal.

DENTAL ACADEMIC PROGRAMS AND MENTORING

Participation as a student/ faculty/lecturer/presenter, seasonal, full-time or part-time in dental related post-secondary courses; study club mentors or involvement in mentorship or preceptorship opportunities where occasional and/or clinical instruction is provided.

Credit Limit: Maximum of 15 credit hours per year.

DENTAL/MEDICAL EMERGENCIES

First aid/CPR and other emergency management courses.

Credit Limit: Maximum of 8 credit hours per course.

CONTINUING EDUCATION

EDUCATION SOURCES

The following list includes (but is not limited to) sources where denturists may obtain courses, lectures or equivalents that are recognized for CE credit hours:

- A recognized educational institution
- College of Denturists Courses
- An international, national or provincial dental association (*examples: Denturist Association of Ontario, Denturist Group of Ontario, Denturist Association of Canada, Ontario Dental Association, etc.*)
- Dental manufacturers or suppliers

The Quality Assurance Committee reserves the right to deny eligibility of credit hours for activities that do not meet the objectives of the Quality Assurance CE requirements

FOR MORE INFORMATION

If you have any questions or require additional information, please contact the College of Denturists of Ontario at **416-925-6331** or toll free at **1-888-236-4326**. You can also e-mail us at info@denturists-cdo.com or visit the website at www.denturists-cdo.com.

QUALITY ASSURANCE REGULATION

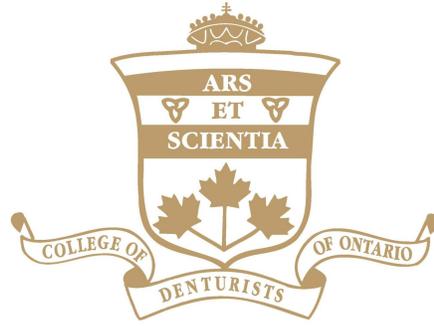
The College of Denturists of Ontario is required to have a Quality Assurance Program that includes (but is not limited to) self-evaluation and practice assessment and enhancement. The Quality Assurance Committee has created the continuing education requirements as part of the self-evaluation program and, if necessary, to assist with the practice enhancement requirements.

Members are required to self-evaluate their areas of strength and need for professional development, and then are expected to maintain currency of their professional knowledge skills or judgment by successfully completing continuing education/professional development activities. Member participation in continuing education is monitored on a yearly reporting and a five-year reporting cycle basis.

FAILING TO DEMONSTRATE EFFORTS TO MAINTAIN KNOWLEDGE, SKILLS OR JUDGMENT

The Quality Assurance Committee may appoint an assessor or assessors to assess and verify that the member has properly completed the self-evaluation and carried out training, educational and other quality improvement activities to a level sufficient to ensure that the member's knowledge, skills or judgment are satisfactory. Where a member has not engaged in sufficient activities (e.g., not adequately pursued training, education and other quality improvement activities), the assessor may recommend to the Committee that the member undergo a practice assessment.

The Committee may appoint an assessor to conduct a practice assessment. After reviewing the report of the assessor, the Committee may decide to not take any further action or may require the member to participate in an enhancement program. As per Ontario Regulation 206/94 General, an enhancement program means an education program, whether delivered by lecture, mentoring, self-study with examination or other similar means designed to improve a member's knowledge, skills or judgment as exhibited by clinical performance.



Record of Continuing Education

This Record of Continuing Education form is to be used in circumstances where proof of continuing education may be limited (e.g., self-study, attendance at meetings, journal reviews).

The objectives of the Continuing Education (CE) Program are to promote competence and professionalism at all stages of a denturist's career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of a denturists practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.

Instructions:

1. Access the College website (www.denturists-cdo.com), log into your member profile and update your CE information
2. Complete and retain this form as CE evidence (for your records)

NameRegistration #
CE Category
CE Description
CE Hours/CreditsCE Date(s)

Was this a self-study course?YesNo (*if yes, retain proof of successful completion*)

Is this a submission for continuing education under learning modalities?Yes.No (*if yes, describe below*)
.....
.....
.....

Please provide any additional information that would help the Quality Assurance Committee determine eligibility for continuing education credit hours.
.....
.....