



<b>TYPE</b>	<b>Quality Assurance</b>
<b>NAME</b>	<b>Quality Assurance Program Requirement Policy</b>
<b>IMPLEMENTATION DATE</b>	<b>June 23, 2017</b>

## BACKGROUND

The *Regulated Health Professions Act, 1991*, mandates that each denturist registered with the College participate in a Quality Assurance Program.

The College's Quality Assurance Program has three main components:

- Self-assessment;
- Continuing Professional Development (CPD); and
- Peer and Practice Assessments

Ongoing participation in the Quality Assurance Program is one of the means by which the College of Denturists of Ontario (CDO) and the public are assured that denturists continue to maintain the level of knowledge, skills, and judgment required to practise the profession. The *Denturism Act, 1991*, General Regulation 206/94 requires that every member participate in the program.

Occasionally, exceptional circumstances that limit a member's ability to participate in the QA program arise. Requests for extensions, deferrals and/or modified assessments are considered by the Quality Assurance Committee on a case-by-case basis with an aim to balance the needs and interests of the member with the public interest.

## INTENT

This policy outlines the approach of the Quality Assurance Committee when considering requests for extensions to the deadlines for Continuing Professional Development (CPD) completion and reporting, Self-Assessment (SA) completion, a deferral of a Peer and Practice assessment or a request to participate in a Modified Non-Clinical Peer and Practice Assessment.

## THE POLICY

### Continuing Professional Development (CPD) and Self-Assessment (SA):

An extension of the deadline for completion of the annual or cycle CPD and/or SA requirements may be granted for the following reasons:

- Personal illness;
- Illness of an immediate family member where the denturist is the primary care giver;
- Bereavement; and/or
- Personal crisis or other extenuating circumstances.

### Deferred Peer and Practice Assessments:

A deferral from a Peer and Practice Assessment may be granted for the following reasons:

- Personal illness;
- Currently not practising;
- Illness of an immediate family member where the denturist is the primary caregiver;
- Bereavement; and/or
- Personal crisis or other extenuating circumstances (i.e. natural disaster, renovations).

### Modified Non-Clinical Peer and Practice Assessments:

A modified Peer and Practice Assessment may be granted to members who are currently not practising the profession. In these cases, members who have received approval from the Quality Assurance Committee would be required to submit proof of their CPD activities for the previous renewal period and their learning goals from the previous cycle's SA tool to the College for review. Additionally, the member would be required to notify the College of a return to practise so the full Clinical Peer and Practice Assessment can be completed.

Requests for extensions, deferrals and/or modified assessments may include evidence of the reason for the request:

- Employer letter;
- Signed note from an appropriate health care professional;
- Notice of death;
- Other documentation approved by the Quality Assurance Committee.

The Quality Assurance Committee determines the length of an extension or deferral on a case-by-case basis.

## **RELATED LEGISLATION AND DOCUMENTS**

[General Regulation 206/94](#)

[Denturism Act, 1991](#)

[Regulated Health Professions Act, 1991](#)

## **PROCESS AND PROCEDURES**

1. A member submits a written request to the Quality Assurance Committee for an extension to the CPD requirements OR SA requirements OR a deferral from a Peer and Practice Assessment OR a Modified Non-Clinical Peer and Practice Assessment before the current deadline for completing the requirement(s).
2. The Quality Assurance Committee will consider the member's request and submissions at the next scheduled meeting.
3. The Quality Assurance Committee may:
  - a. Approve the request;
  - b. Deny the request; or
  - c. Request more information or supporting documentation.

4. The member is notified of the Quality Assurance Committee's decision in writing.
  - a. If the request is approved, the member is notified of the extension, deferral and/or modified assessment deadline.
  - b. If the request is denied, the member is informed of the reasons and the deadline for meeting any outstanding requirements.
  - c. If more information or documentation is required, the member is notified in writing and given sufficient time to respond to the Committee.

**REVISION CONTROL**

<b>Date</b>	<b>Revision</b>	<b>Effective</b>
December 14, 2018	Addition of Self-Assessment component	February 16, 2022