

QUALITY

Continuing Education:

The Foundation of Our New QA Program

The practice of dentistry is demanding and constantly evolving. Our knowledge grows and new clinical procedures are introduced every day and at an ever increasing pace. It is the essential key to maintaining the highest standards of professional care. That's why continuing education is the foundation of our new Quality Assurance Program.

The College is mandated under our governing legislation, the Regulated Health Professions Act, to administer a Quality Assurance Program designed to promote continuing competence and practice improvement. We have designed a program that is all about sustaining, improving and assuring the professional standards of our members through continuing education and practice enhancement.

All members with a general or specialty certificate of registration are required to participate in the College's Quality Assurance Program and pursue CE activities as part of their commitment to the profession and lifelong learning.

NEW CE CYCLE BEGINS ON DECEMBER 15, 2011

THE THREE-YEAR CYCLE

All members are required to obtain at least 90 CE points in each three-year cycle set by the Quality Assurance Committee.

Current Members

Your CE cycle begins on December 15, 2011.

New Members

Your CE cycle begins on December 15 of the calendar year in which you register with the College.

Full-Time Students

If you are enrolled in a full-time post-graduate program, you are exempt from CE requirements. However, it is your responsibility to inform the College's Quality Assurance department in writing of your educational status so that your three-year cycle can be adjusted accordingly.

Bonus for New Graduates

If you completed your undergraduate and/or post-graduate program in the same calendar year in which you register with the College, you are awarded 30 CE points (15 CE points in Category 1 and 15 CE points in Category 2) for your first year of a three-year cycle.

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THE THREE CE CATEGORIES

All members are required to obtain at least 90 CE points in each three-year cycle. There are three categories in which you may obtain CE points. Within each category, there are a variety of CE activities you may pursue.

Category 1: Core Courses 15 CE points minimum per cycle

At least 15 CE points must be obtained from successfully participating in core courses approved by the Quality Assurance Committee.

Core courses must be relevant to the practice of the profession and designed to promote members' continuing competence and maintenance of professional standards.

In approving courses for this category, the Quality Assurance Committee considers such factors as:

- course providers are recognized experts on the subject;
- the quality of the delivery mode;
- references or links to supportive educational materials;
- absence of any commercial bias;
- whether there is an independent assessment component;
- accessibility to all members equally.

Currently, core courses include the College's LifeLong Learning programs and webinars plus the Ontario Dental Association's program on guiding patients to a smoke-free future.

The College is actively encouraging other organizations to become course providers including: the Ontario Dental Association, the Faculty of Dentistry at the University of Toronto and the Department of Dentistry at the Schulich School of Medicine and Dentistry at the University of Western Ontario.

Category 2: Approved Sponsor Courses 45 CE points minimum per cycle

At least 45 CE points must be obtained from successfully participating in courses on a clinical dental topic offered by approved sponsors or by teaching.

Category 3: Other Courses

Any remaining number of CE points may be obtained from other courses, including those offered by non-approved sponsors.

CLASSIFICATION OF COURSES

CATEGORY 1 Core Courses 15 CE points minimum per cycle

At least 15 CE points per three-year cycle must be obtained from successfully participating in core courses approved by the Quality Assurance Committee.

Jurisprudence & Ethics: Examining the Practice of Dentistry in Ontario through an Ethical Lens	15 CE points
Informed Consent: A Guide to Understanding Informed Consent in the Dental Office	15 CE points
Dental Emergencies: A Guide to the Treatment of Patients Requiring Urgent Care	15 CE points
Medical Emergencies in the Dental Office	6 CE points
Staying Safe: Tips from your College	6 CE points
Guide your Patients to a Smoke-Free Future (ODA program)	3 CE points
Oral Bisphosphonate Use and the Prevalence of Osteonecrosis of the Jaw (College webinar)	3 CE points
Changing the Architecture of Bone (College webinar)	3 CE points
Acute Pain Control: Use of Opioids in Dentistry (College webinar)	3 CE points
X-Rays, Dentists and the 21st Century (College webinar)	1 CE point
Minimally Invasive Dentistry – Current Principles of Caries Diagnosis and Management (College webinar)	1 CE point
The Nature, Complexity and Mechanisms of Acute and Chronic Craniofacial Pain (College webinar)	1 CE point

Please note that you may claim CE points for a specific core course in Category 1 only once. If you repeat the same course in a subsequent three-year cycle, you may claim CE points for it in Category 2, but not again in Category 1.



QUALITY

CATEGORY 2 Approved Sponsor Courses 45 CE points minimum per cycle

At least 45 CE points per three-year cycle must be obtained from successfully participating in courses on a clinical dental topic offered by approved sponsors or by teaching.

Courses/lectures/seminars on clinical dental topics **1 CE point per hour**

Self-study programs with independent assessment on clinical dental topics: **30 CE points maximum per three-year cycle**

- audio/video tapes, CD-ROMs or DVDs
- internet-based study programs
- print-based study programs
- directed study programs

Teaching dentistry at a university faculty of dentistry, or teaching dental hygiene or Level II dental assisting at an approved institution: **Full-time teaching: 20 CE points per semester**
Part-time teaching: 10 CE points per semester

- lecturing
- clinical instruction

Lecturing on clinical dental topics for approved sponsors **10 CE points per full day**
5 CE points per half day

Authorship of articles or chapters, relevant to the practice of dentistry, for approved dental journals or textbooks **10 CE points per journal article**
20 CE points per textbook chapter

Hospital rounds at approved institutions **1 CE point per meeting**

CATEGORY 3 Other Courses

Any remaining number of CE points per three-year cycle may be obtained from other courses, including those offered by non-approved sponsors.

Courses/lectures/seminars on clinical dental topics by non-approved sponsors **1 CE point per hour**

Courses/lectures/seminars on non-clinical dental topics: **1 CE point per hour**

- dental practice management
- medical-legal issues
- new dental products and techniques

Courses/lectures/seminars on non-dental topics that are relevant to the practice of the profession: **1 CE point per hour**

- general health sciences

Dental society and study club business meetings **2 CE points per meeting**

Attendance at dental conventions **6 CE points per full day**
3 CE points per half day

Self-study programs without independent assessment on clinical dental topics: **20 CE points maximum per three-year cycle**

- audio/video tapes, CD-ROMs or DVDs
- internet-based study programs

Lecturing on clinical dental topics for non-approved sponsors **10 CE points per full day**
5 CE points per half day

Regular reading of approved dental journals **5 CE points per journal**
(maximum of 10 CE points per year)

Reading of current dental textbooks **10 CE points per textbook**

Please note that attendance at dental conventions qualifies for CE points in Category 3. If you attend a course/lecture/seminar on a clinical dental topic while attending at a dental convention offered by an approved sponsor, you may claim this portion of your CE points in Category 2 and the balance in Category 3.

ASSURANCE

APPROVED SPONSORS FOR CE COURSES

CE courses offered by any of the following organizations may be eligible for CE points in Category 2. Please note that the College does not approve specific CE courses.

- A faculty or school of dentistry or medicine. This does not include Advanced Dental Education Centres.
- A body that has been approved by the Academy of General Dentistry (AGD) or the Continuing Education Recognition Program (CERP) of the American Dental Association (ADA) or the Canadian Dental Association (CDA)¹.
- A national or international dental association, such as the ADA, CDA, FDI.
- A provincial or state dental association or one of their component dental societies.
- A local, provincial, state, national or international dental specialty or medical specialty association, such as CAO, AAE.
- A Canadian dental or medical regulatory authority, such as the College.
- A hospital that is approved by the Committee.
- A Canadian government agency, such as a public health unit.
- The Canadian Forces.
- A qualified provider of emergency procedure programs, cardiopulmonary resuscitation (CPR), advanced care life support (ACLS), first aid or of similar programs approved by the Committee.
- A study club approved by the Committee².
- Any other organization approved by the Committee.

1. For information on whether the course sponsor is approved by these organizations, please check their websites:

Academy of General Dentistry www.agd.org

American Dental Association www.ada.org

2. For a complete listing of approved and non-approved study clubs, please visit the Continuing Education section of the College's website at www.rcdso.org.

THE e-PORTFOLIO

By the middle of next year, you will have secure access to your own online e-Portfolio right from the College's website through a simple log-in process.

As you progress through a three-year cycle, you can keep your CE activities updated in your personal online e-Portfolio. At a glance, you will know how many CE points you have in each of the three categories and how many more you are required to obtain to reach the target in each category.

At the end of a three-year cycle, members will be selected at random to have their e-Portfolio reviewed to ensure that they are meeting their obligations under the Quality Assurance Regulation.

KEEPING DOCUMENTS RELATED TO CE ACTIVITIES

In addition to keeping your CE activities updated in your personal e-Portfolio once it comes online, you are also expected to keep documents that provide evidence of your successful participation in CE activities (e.g. course certificates and other proof of attendance documents).

As always, you must retain these documents for five years from the end of each three-year cycle, as required by the College's Quality Assurance Regulation, and submit them to the College on request.

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QUALITY

New CE Program

Frequently Asked

Q *What's this all about?*

In June 2007, new quality assurance requirements were created by government for all health care regulatory colleges when the amendments to our governing legislation, the Regulated Health Professions Act, were passed.

The College has worked to create a Quality Assurance Program that is meaningful to members and encourages continuing education and practice enhancement.

This program includes a continuing education component, similar to what you are already doing.

There is still the same requirement to obtain at least 90 CE points in each three-year cycle.

You are required to obtain CE points in three categories and keep the documentation that demonstrates your participation in these CE activities.

Q *When does my three-year CE cycle begin?*

The launch date is December 15, 2011 for all current members with a general or specialty certificate of registration.

Q *What are the new CE categories?*

CATEGORY 1: CORE COURSES – AT LEAST 15 CE POINTS

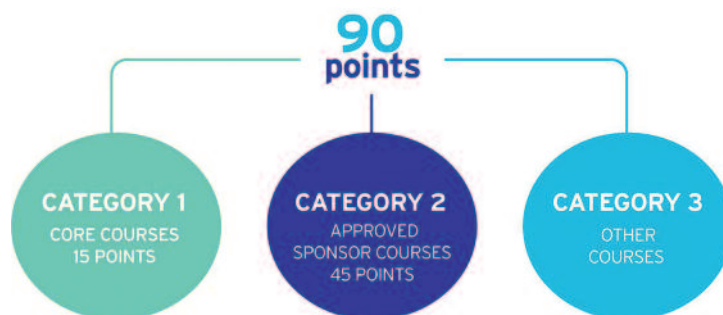
Core courses must be relevant to the practice of the profession and designed to promote continuing competence and maintenance of professional standards.

CATEGORY 2: APPROVED SPONSOR COURSES – AT LEAST 45 CE POINTS

Approved sponsor courses include courses, lectures and seminars on clinical dental topics offered by approved sponsors. CE points can also be collected for teaching.

CATEGORY 3: OTHER COURSES – ANY REMAINING CE POINTS

This category includes courses, lectures and seminars offered by non-approved sponsors and attendance at dental conventions.



ASSURANCE

Questions



Q *What happens to the CE points I have accumulated since September 15, 2007?*

Since September 15, 2007, the College has asked members to keep track of their CE points on log sheets. These CE points earned during the transition period can now be carried forward towards your new three-year cycle, which begins on December 15, 2011. These CE points must be claimed in the appropriate categories.

Q *In the new CE program, how do I keep track of my CE courses and activities?*

By the middle of next year, you will have secure access to your own online e-Portfolio right from the College's website. Using a simple password protected log-in process, you will be able to track your CE activities and see in an instant how many points you have

in each category and how many more you need to reach the required target.

Until the e-Portfolio goes live, please keep track of your CE activities using the College log sheets.

In addition, as always you still have to retain paper records of your successful participation in CE activities. That includes the course certificates and other proof of attendance documents. You will need these in the event that you are selected at random for review by the College.

These records must be kept for five years after the completion of a three-year cycle. For example, if your cycle ends in December 2014, these records must be kept until December 2019.

Q *Where do I get more CE log sheets?*

CE log sheets are available from the College's website at www.rcdso.org. Click on the Continuing Education icon found on the home page.

Q *How do I report my continuing education to the College?*

CE information is no longer being reported to the College on a yearly basis. You need to keep your own e-Portfolio up-to-date once it is online, as well as keep any paper records of your CE activities and log sheets you have completed during the transition period.

At the end of a three-year cycle, there will be a random selection of members who will have their e-Portfolio and supporting documentation reviewed.



QUALITY

Q *Do I have to keep proof of attendance documents?*

Yes! It is your responsibility to ensure that you receive and retain course certificates and other proof of attendance documents for your records.

Q *How do I know if a sponsor is approved or non-approved?*

Although the College does not approve specific CE courses, we do accept programs for CE points in Category 2 based on the approved sponsor categories. The list of approved sponsor categories, as well as the list of approved and non-approved study clubs, is on the College's website at www.rcdso.org under Continuing Education.

As a general rule, most non-approved sponsors are dentists who offer courses themselves or some dental labs and supply companies. You can check to see if a sponsor is approved by the Academy of General Dentistry at www.agd.org or with ADA/CERP at www.ada.org. Or you can also call the College's Quality Assurance department for more information.

All non-approved sponsors are required to inform dentists of their status on the proof of attendance certificate or letter given to attendees.

Q *As a specialist, am I still required to obtain half of my CE points from specialty-related courses?*

No. This is no longer a requirement.

Q *Do I get one CE point for every hour of attendance at a course?*

Yes. CE points are now awarded on the basis of one CE point per hour of continuing education.

Q *Can I claim CE points for attending hospital rounds?*

Yes. If you attend hospital rounds at accredited institutions you can claim one CE point per hospital round.

Q *Do I get CE points for taking a remedial course?*

Yes. CE points are awarded for remedial courses.

Q *Do I get CE points for taking a CPR course?*

Yes. CE points will be awarded on the basis of one CE point per hour of participation.

Q *Can I claim CE points for teaching?*

You are able to claim CE points for teaching dentistry at a university faculty of dentistry, as well as dental hygiene and Level II dental assisting at an accredited institution. This includes full and part-time teaching.

However, teaching Level I dental assisting or at an Advanced Dental Education Centre is not eligible for CE points.

CE points can also be earned for lecturing on clinical dental topics for approved and non-approved sponsors.

Q *Do I get CE points for reading dental textbooks?*

Yes. Reading of current (published in the last five years) dental textbooks will be eligible for 10 CE points per textbook.

ASSURANCE

Q Are all hands-on courses eligible for bonus points?

No. Bonus CE points may be awarded for hands-on courses sponsored by accredited North American faculties/schools of dentistry. In addition, the Quality Assurance Committee may approve bonus CE points for specific courses.

Please note that a course with a hands-on component is not automatically eligible for bonus CE points. Contact the College's Quality Assurance department if you want to verify that bonus CE points have been approved for a specific course.

Bonus CE points are awarded on the basis of one CE point for every two hours of actual hands-on participation. Half CE points are rounded-up.

Q What is considered a non-clinical course?

Examples of non-clinical courses are those with titles like Practice Management, Creating the Successful Practice, Dental Nutrition, Sexuality and Health, Effective Tax Management, Effective Financial Planning, Herbal Therapies in Dentistry, etc. Although these courses are considered non-clinical, members are still able to claim CE points for them in Category 3 – Other Courses.

Q If I exceed the 90 CE point requirement, can my excess points be carried forward to the next three-year cycle?

No. With the exception of CE points accumulated during the transition period, you can only claim CE points in the three-year cycle in which they were earned. At the end of a three-year cycle, you begin a new three-year cycle with zero CE points. So, it is important that you are aware of the start and end dates of your CE cycle.

Q What if I am a full-time student? Do I still need to obtain CE points?

If you are enrolled in a full-time postgraduate program, you are exempt from CE requirements. However, it is your responsibility to inform the Quality Assurance department in writing of your education status so your three-year cycle can be adjusted accordingly.

If you are enrolled in a part-time dental-related program, you are still required to obtain at least 90 CE points in each three-year cycle.



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