

## **Proposed Draft Quality Assurance Regulation**

**To be made under the *Dentistry Act, 1991* S.O. 1991, c.24.**

**1.** In this regulation:

“Committee” means the Quality Assurance Committee;

“core courses” means courses relevant to practice and designed to promote members’ continuing competence and maintenance of professional standards;

“Practice Enhancement Consultant” means an assessor appointed by the Quality Assurance Committee of the College under section 81 of the *Health Professions Procedural Code*; and

“Practice Enhancement Tool” means a self-administered interactive, computerized professional development program that facilitates the evaluation and assessment of a member’s practice, knowledge, skill and judgment based on peer-derived standards.

**2.** The Committee shall administer the quality assurance program to assure the quality of practice of the profession and to promote and facilitate continuing evaluation, competence and improvement among the members.

**3.** Each member shall be responsible for participating in the quality assurance program, which shall include:

- (a) continuing education;
- (b) practice enhancement;
- (c) peer consultation; and
- (d) an annual declaration.

## **CONTINUING EDUCATION**

### **Accumulation of Points**

**4.** (1) Each member shall participate in and complete continuing education activities, which address continuing competence, continuous quality improvement, changes in practice environments and incorporate standards of practice, advances in technology, and changes made to entry to practice competencies, and thereby acquire the required number of points in accordance with subsection (2).

(2) Each member shall obtain at least 90 continuing education points in each three-year cycle, as follows:

- (a) a minimum of 15 points in core courses approved by the Committee;
- (b) an additional minimum of 45 points in courses offered by approved sponsors;  
and
- (c) unlimited points in other courses.

(3) Members may obtain continuing education points by teaching at faculties of dentistry or institutions that teach dental hygiene or Level II dental assisting and these points apply to the minimum in clause (2)(b).

(4) For the purposes of clause (2)(b), approved sponsors include:

- (a) a faculty or school of dentistry or medicine;
- (b) a body that has been approved by the Academy of General Dentistry or the Continuing Education Recognition Program (CERP), the ADA/CDA recognition program;
- (c) a national or international dental association;
- (d) a provincial or state dental association or their component dental societies;
- (e) local, provincial, state, national or international dental or medical specialty associations;
- (f) Canadian dental or medical regulating authorities;
- (g) study clubs approved by the Committee;
- (h) an accredited hospital;
- (i) a government agency;
- (j) the military;
- (k) qualified providers of emergency procedure programs, such as cardiopulmonary resuscitation, advanced care life support or first aid; or
- (l) other sponsors approved by the Committee.

(5) Any updates to available core courses will be distributed to members via publication on the College's website and in the College's newsletter.

## **Continuing Education Portfolio**

5. (1) The College shall provide each member with a Continuing Education Portfolio.

(2) Each member shall maintain the Portfolio in the format set out therein shall ensure that the Portfolio contains for at least one three-year cycle:

- (a) records evidencing the member's attendance at and participation in continuing education activities; and
- (b) a log of continuing education activities attended, the nature of the activity undertaken, the sponsor, if any, and the number of points credited to that activity.

(3) The member shall maintain the completed Portfolio for five years from the end of each three-year cycle to which the Portfolio relates.

## **PRACTICE ENHANCEMENT AND CONSULTATION**

### **Practice Enhancement Tool**

6. (1) On or before the day that is two years after the day on which this regulation takes effect and at least once every five years thereafter, each member must complete the Practice Enhancement Tool in order to review the member's knowledge, skill, judgment and continued competence.

- 2) (a) Each member shall maintain the results of the completed Practice Enhancement Tool, in either electronic or written format, for five years from the date of completion of the Practice Enhancement Tool.  
  
(b) Each member must ensure that the results required in clause (2)(a) record the practice areas in which the member's knowledge, skill or judgment were identified as deficient, if any.
- (3) (a) If the record required under clause (2) is retained in an electronic format only, it must be reproducible in a written format.  
  
(b) If the record required under clause (2) is retained in a written format, it must be included in the Portfolio.

(4) Each member must provide the record under subsection (2) or a copy of it to the Committee and/or to a Practice Enhancement Consultant, if so requested, and must do so within 30 days of the request.

(5) If the Practice Enhancement Tool identifies an area or areas of deficiency in the member's knowledge, skill or judgment, the member must:

undertake and complete continuing education activities in the area or areas identified as deficient and complete the Tool a second time; or

(b) provide a copy of the results to the Committee within 30 days of completion of the Tool.

(6) If the member takes action under clause (5)(a), the member may consult a Practice Enhancement Consultant to review, interpret or discuss the results of the Practice Enhancement Tool or to seek assistance in identifying appropriate continuing education activities and the provisions of sections 7, 8 and 9 of this regulation do not apply to the consultation.

(7) (a) If the member takes action under clause (5)(a) and the member's second completion of the Practice Enhancement Tool does not identify an area or areas of deficiency in the member's knowledge, skill or judgment, the member must maintain the results in the Portfolio in accordance with subsections (2) and (3).

(b) If the member takes action under clause (5)(a) and the member's second completion of the Practice Enhancement Tool identifies an area or areas of deficiency in the member's knowledge, skill or judgment, the member must provide a copy of the results to the Committee within 30 days of completion of the Tool.

### **Practice Enhancement Consultants**

7. The Committee may appoint Practice Enhancement Consultants to:

(a) review and facilitate members' completion of their continuing education requirements;

(b) review the results of the Practice Enhancement Tool;

(c) assist members in identifying appropriate continuing education activities;

(d) review members' knowledge, skill or judgment or practice; or

monitor members' compliance with the quality assurance program.

### **Practice Enhancement Consultation**

8. A member must participate in a practice enhancement consultation if:

- (a) the Committee receives a copy of the results of a completed Practice Enhancement Tool identifying an area or areas of deficiency in the member's knowledge, skill or judgment;
- (b) the annual declaration is incomplete or it indicates that the member is not in compliance with the quality assurance program; or
- (c) the member is selected as part of the Committee's annual random selection for consultations.

**9.** (1) Each member required to undergo a practice enhancement consultation under section 8(a) must co-operate with the Committee and/or with a Practice Enhancement Consultant and must, if requested:

- (a) confer with the Consultant and/or the Committee, in person or through another medium, as requested by the Consultant and/or the Committee;
- (b) provide to the Committee and/or the Consultant, by answering questions orally or in writing, any information relating to results of the member's completion of the Practice Enhancement Tool.

2 After consulting with a member, a Consultant must make a written report to the Committee.

(3) The Consultant's report to the Committee must include, but is not limited to, the reasons for the report, any recommendations for completion of specified continuing education activities or remedial measures, and the Consultant's log and summary of discussions with the member.

(4) The Committee shall provide the member with all information, including quality assurance information, submitted to it, including but not limited to a copy of the report prepared under subsection (3) and notice of the member's right to submit a written response to the Committee within 30 days after receipt of the notice.

(5) A member may submit a written response to the Committee, in respect of the Consultant's report, within 30 days after receiving the notice given in accordance with clause (4).

(6) After considering the Consultant's report and any submissions made by the member, including any expert opinions, the Committee may do any one or more of the following:

- (a) take no further action, if, in the Committee's opinion, the member's knowledge, skill and judgment are satisfactory; or

- (b) determine that the member's knowledge, skill and judgment are unsatisfactory and require the member to undergo specified continuing education or remedial measures within a reasonable period of time.

### **Peer Consultation**

**10.** (1) If a member is required to undergo a consultation under clause 8(b) or 8(c), the provisions of subsections 9(1)-(5) apply to the consultation, with necessary modifications, and the member must also:

- (a) provide a copy of the member's Continuing Education Portfolio to the Consultant and/or the Committee, if requested to do so;
- (b) confer with the Committee and/or the Consultant, as requested by the Consultant and/or the Committee, in any medium requested and provide any information, by answering questions orally or in writing, in respect of the member's continuing education activities, Continuing Education Portfolio, knowledge, skill, judgment or practice.

(2) The Consultant's report to the Committee under this section may also include any information relating to the member's Portfolio or completion of the Practice Enhancement Tool.

(3) After considering the Consultant's report and any submissions made by the member, including any expert opinions, the Committee may do any one or more of the following:

- (a) take no further action;
- (b) direct the member to complete the records in the Portfolio;
- (c) determine that the member's knowledge, skill and judgment are unsatisfactory and require the member to undergo specified continuing education activities or remedial measures; or
- (d) disclose the name of the member and allegations against the member to the Inquiries, Complaints and Reports Committee if the Committee is of the opinion that the member may have committed an act of professional misconduct or may be incompetent or incapacitated.

(4) If the member:

- (a) does not co-operate with the Committee and/or with a Practice Enhancement Consultant;

(b) does not undertake or successfully complete the required continuing education activities or remedial measures within a reasonable period of time under clause 9(6)(b) or 10(3)(c); or

(c) knowingly provides false information to the Committee and/or the Consultant,

the Committee may disclose the name of the member and allegations against the member to the Inquiry, Complaints and Reports Committee if the Committee is of the opinion that the member may have committed an act of professional misconduct, or may be incompetent or incapacitated.

### **ANNUAL DECLARATION**

**11.** (1) Each year, upon renewal of the member's certificate of registration, each member must complete a written declaration for the Committee, indicating whether he or she is in compliance with the quality assurance program and specifically whether he or she has met the requirements of sections 4, 5 and 6 of this regulation.

(2) If a member is not in compliance with the quality assurance program, the member must provide an explanation as part of the declaration.

(3) The declaration completed under subsection (1) and any explanation shall not be considered quality assurance information.

(4) Where a member knowingly gives false information on the annual declaration and the Committee is of the opinion that the member may have committed an act of professional misconduct or may be incompetent or incapacitated, the Committee may refer the name of the member and the allegations against the member to the Inquiry, Complaints and Reports Committee.