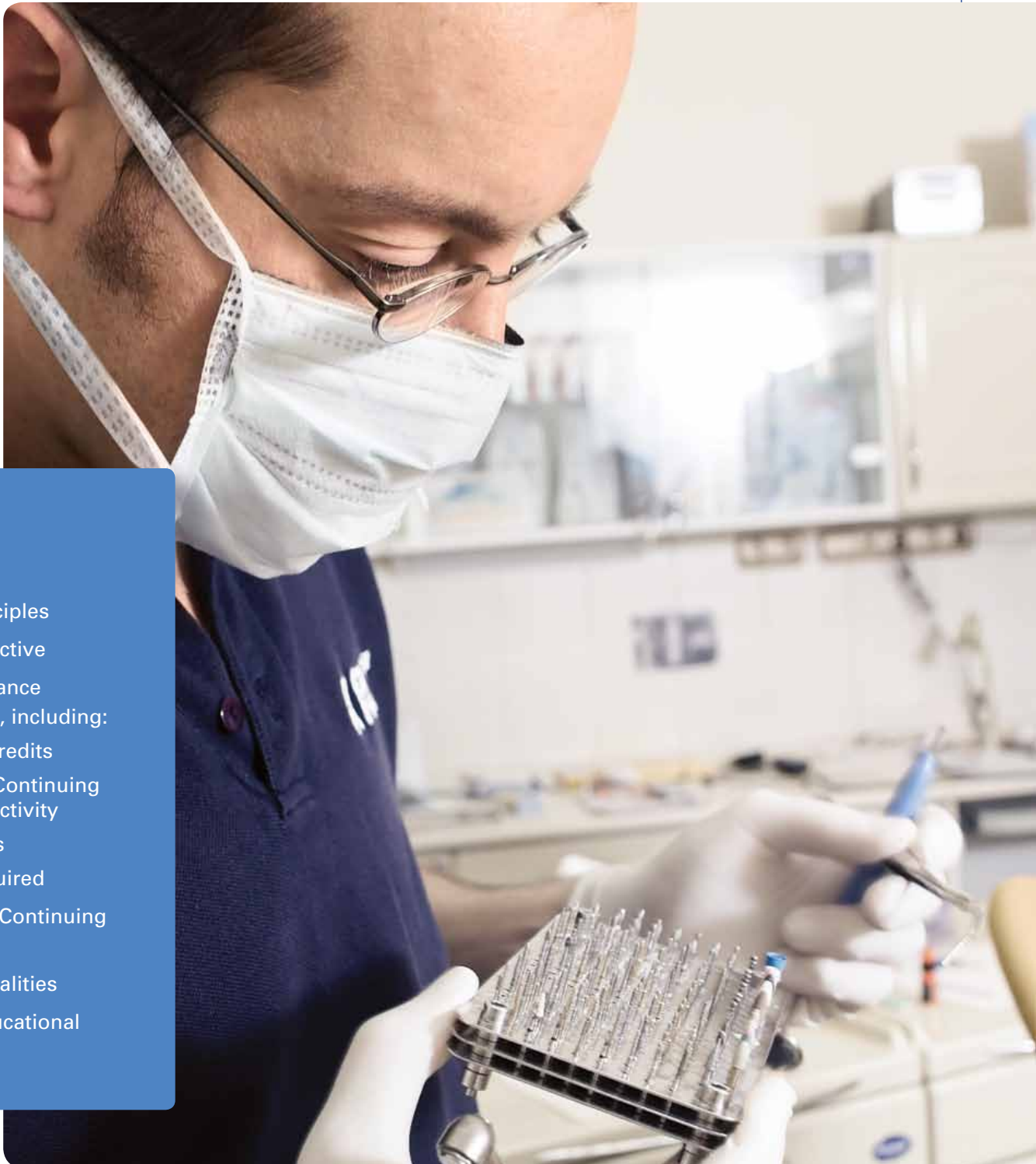


Continuing Education Requirements

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Contents

- 2 Introduction
 - Program Principles
- 3 Program Objective
- 4 Quality Assurance Requirements, including:
 - Reporting Credits
 - Records of Continuing Education Activity
 - Credit Hours
 - Credits Required
- 5 Categories of Continuing Education
- 6 Learning Modalities
- 8 Approved Educational Sources

A commitment to continuing competence and lifelong learning is fundamental to each practitioner's obligation to fulfil this responsibility.

Introduction

The College of Dental Surgeons of British Columbia (CDSBC) is mandated to regulate dentists and certified dental assistants (CDAs) in the public interest. Through CDSBC, the dental profession is accountable for the quality of dental care that is provided within British Columbia.

CDSBC endorses and promotes the philosophy that dentists and CDAs must keep their knowledge up to date and maintain competency in their practices throughout their careers. All members of the dental team must strive to deliver the highest standards of professional care in the provision of dental services. It is the responsibility of every dentist and CDA to abide by the expectations set by the *Health Professions Act*, Regulations and College Bylaws, the *Code of Ethics* and *Standards of Practice for Dentists and CDAs*.

The need for dentists and CDAs to be current in learning and practice has intensified in recent years. Rapid technological change, innovation in health care delivery, new clinical procedures and increasing social awareness are just a few examples of why every dentist and CDA must meet their professional responsibility and the need to maintain competence. A commitment to continuing competence and lifelong learning is fundamental to each practitioner's obligation to fulfil this responsibility.

CDSBC has established continuing competency requirements for annual renewal of registration and certification for dentists and CDAs as part of a Quality Assurance program. The details of the program and guidelines for fulfilling the requirements are presented in this document.

Program Principles

CDSBC's Quality Assurance program is based on the following principles, which should be considered by dentists and CDAs in planning for continuing education activities.

- It is the responsibility of every dentist and CDA to maintain his or her own competence to practice.
- The incorporation of self-reflection and self-assessment into day-to-day practice are important components of this responsibility.
- Practice improvement and professional growth are the ultimate goals of continuing education within CDSBC's Quality Assurance program.
- *The Standards of Practice for Dentists and CDAs* is a core document that should be used for self-assessment by dentists and CDAs. Examples of other documents include the *Code of Ethics*, *Dental Records Management* and the *Clinical Practice Guideline for the Early Detection of Oral Cancer in British Columbia*.
- Dentists and CDAs are encouraged to link learning activities and professional development to their individual practices as a means of enhancing competence.

Program Objective

The objective of the Quality Assurance Program is to promote competence and professionalism at all stages of a dentist's or a CDA's career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of dentistry and/or the management of the dental practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.





*1 hour = 1 credit
Only hours of lecture,
instruction or participation
are eligible.*

Quality Assurance Requirements

The requirements for Quality Assurance are outlined in provincial legislation governing dentists and CDAs. Practitioners acquire credits in three-year cycles, with each new cycle commencing January 1 of the calendar year following the year of registration or certification with CDSBC.

Note: for dentists and CDAs who are new graduates only, credits obtained between the date of registration or certification and the beginning of the first three-year cycle may be applied to the first three-year cycle.

Reporting Credits

Credits should be reported as they are acquired. Credits in excess of those required in a three-year cycle cannot be carried forward to a subsequent three-year cycle.

Dentists and CDAs are responsible for ensuring that credits toward continuing competence are reported on CDSBC approved forms, either individually, or through the sponsoring agency's group submission (for example, dental societies, study clubs, universities and colleges). Transcripts for each dentist and CDA are maintained based on information reported to CDSBC on individual or group report forms and are available at www.cdsbc.org.

CE transcripts will be sent to dentists and CDAs approximately six months before the end of a three-year cycle.

Records of Continuing Education Activity

It is each practitioner's responsibility to maintain documentary evidence of program completion (for example, course descriptions, receipts, certificates and course syllabi). A dentist or CDA may be asked to provide any of these records to CDSBC. For multiple day courses/seminars, proof of attendance and/or a course outline may be required.

Credit Hours

One hour = 1 credit

Only hours of lecture, instruction or participation are eligible.

Credits Required

Dentists—must obtain a minimum of 90 credits during a three-year cycle.

Certified specialists—at least 50 per cent of the total 90-credit requirement must be obtained through programs pertaining to the specialty in which the dentist is registered.

Certified dental assistants—must obtain a minimum of 36 credits during a three-year cycle.

Categories of Continuing Education

Following are descriptions of the categories under which dentists and CDAs may earn CE credits and the maximum number of credits allowed in each category over a three-year cycle.

Category	Description	Max credits (per cycle)	
		Dentists	CDAs
CLINICAL DENTAL	Relates directly to the provision of patient care and treatment.	no limit	
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, or marketing products or services to patients.	30	18
DENTAL/MEDICAL EMERGENCIES	First aid, CPR, ACLS, and management of dental/medical emergencies.	22	7
NON-CLINICAL DENTAL	Topics that are applicable to the dentist's or CDA's practice of dentistry.	15	12
OTHER DENTAL	E.g. CDA modules, lecturers/presenters/mentors/supervisors, university/college courses, examinations, publication authorship, and learning contract/direct study.	variable (see pages 6-7)	



Learning Modalities

Following are examples of CE learning modalities and the credit limits for each one within the three-year CE cycle (one cycle = three years).

Credits are hour-for-hour unless specified otherwise.

Courses/Lectures

Single or multi-day courses or scientific lectures are eligible for credit on an hour-for-hour basis.

Dental Scientific Meetings

Single or multi-day dental scientific lectures or conventions

CREDIT LIMITS

Hour-for-hour credit is given for non-specific educational activities (eg. exhibits) at a convention to a maximum of 5 credits per event (not including formal courses).

Study Clubs

APPROVAL PROCESS

Study clubs and other forms of peer-to-peer learning are encouraged but must be recognized by the Quality Assurance Committee to be eligible for credit.

Dental/Medical Emergencies

First aid/CPR, ACLS and other emergency management courses

CREDIT LIMITS

Dentists: 22 credits
CDAs: 7 credits

Publication Authorship

Articles

Dental articles written and published in a peer-reviewed journal of dental or medical literature may qualify, subject to approval by the Quality Assurance Committee.

APPROVAL PROCESS

Up to 15 credits may be granted per article, at the discretion of the Quality Assurance Committee.

(An example of 15 credits would be the lead author of an article published in a professional publication.)

Books or chapters in books

APPROVAL PROCESS

Credits will be granted on an individual basis on assessment by the Quality Assurance Committee.

Learning Contract or Directed Study

A learning contract or a directed study program can consist of a variety of learning activities designed to meet a specific learning objective.

Examples of learning activities include: structured literature review, supervised clinical practice, internship, etc.

APPROVAL PROCESS

The process for undertaking a learning contract and the number of credits to be earned must be approved by the Quality Assurance Committee.

Advanced Study

Studies in a field applicable to the practice of dentistry in an accredited university or college

A new three-year cycle will commence on January 1 of the year following completion of a postgraduate dental program.

CREDIT LIMITS

Credits for full-time programs are granted on a course-by-course basis to a maximum of:

Dentists: 90 credits
CDAs: 36 credits

Part-time study:

Dentists: 54 credits
CDAs: 22 credits

(Part-time courses must be in excess of 35 hours/semester.)

Self-study Courses

Self-study courses may include the following mediums: educational/clinical video tapes, CD-ROM, other video formats, Internet and print-based material.

APPROVAL PROCESS

The Quality Assurance Committee will determine the number of credits eligible and will extend credit only to those courses that include:

- a clearly defined learning objective;
- supporting literature references;
- post-course knowledge assessment or other mechanism accepted by the Quality Assurance Committee; and
- direct feedback of post-test results

CREDIT LIMITS

Self-study courses qualify for:

Dentists: 54 credits per cycle
CDAs: 22 credits per cycle

*(Total hours will **not** be based on the time an individual takes to complete a program.)*

Dental Teaching

Lecturers, presenters or study club mentors may claim one credit for one hour of CE.

Clinical Supervisors may claim one credit for three hours of clinical instruction.

CREDIT LIMITS

Maximum of 20 credits per year, including time for the development of course content

Examinations

Successful completion of the National Dental Assistants Examining Board of Canada (NDAEB) Examination(s) will not be accepted for credit if it is a requirement for initial certification.

CREDIT LIMITS

Written only – 18 credits
CPE – 18 credits

Dentists who successfully complete the National Dental Examining Board of Canada (NDEB) Certification Examination or the Royal College of Dentists of Canada Certificate Examination will be considered to have met their full 90-hour credit requirement.

CREDIT LIMITS

90 credits

Proof of successful completion of recognized postgraduate dental examinations other than entry-level or specialty qualification exams

CREDIT LIMITS

25 credits

CDA Modules

Completion of approved certified dental assistant advanced education modules for prescribed areas of dentistry

CREDIT LIMITS

Maximum 22 per module



The Quality Assurance Committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Quality Assurance Program, even if those programs come from approved sources.

Approved Educational Sources

The following list includes, but is not limited to, sources where dentists and CDAs may obtain courses, lectures or equivalents that are recognized for continuing education credit, subject to limitations contained in the guidelines.

NOTE: The Quality Assurance Committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Quality Assurance Program, even if those programs come from approved sources. If there are questions as to whether a course will be eligible for credits, please contact CDSBC for further information.

- A recognized educational institution, i.e.
 - » study clubs (recognized by the Quality Assurance Committee)
 - » teaching hospital
 - » government health agencies
 - » military-sponsored health related courses
 - » emergency health programs (CPR, ACLS, first aid, etc.)
 - » dental component societies
 - » professional association courses
 - » dental or medical regulatory authorities
- An educational institute that is accredited by the Commission on Dental Accreditation of Canada (CDAC) or American Dental Association (ADA)
- A body that has been approved by the Academy of General Dentistry (AGD), the American Dental Association – Continuing Education Recognition Program (ADA – CERP), or the Canadian Dental Association (CDA) recognition program
- An international, national, provincial or state dental or medical association
 - » Examples: Canadian Dental Association (CDA), Canadian Dental Assistants' Association (CDAA), Certified Dental Assistants of BC (CDABC), American Dental Association (ADA), and Federation Dentaire Internationale (FDI)

For More Information

If you have questions or require additional reporting forms, contact CDSBC Continuing Education at **604-736-3621** or toll free at **1-800-663-9169**. You can also reach us by email at CE@cdsbc.org or visit our website at www.cdsbc.org.



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