



Study Club Criteria for Acceptance (Standards of Quality Continuing Dental Education)

1. Subject Matter

Preamble:

The dental profession, as a self-governing body, is ultimately responsible for the quality of dental care that is provided to the public. The College, in order to formalize its commitment to these principles, has established continuing education requirements for the re-licensure of dentists and certified dental assistants. It is understood that courses or their educational equivalents, shall have significant intellectual or practical content, directly related to the practice of dentistry or certified dental assisting or ethical obligation of the participant. Study clubs are encouraged to strive for the highest quality of educational experiences for their participants.

2. Membership

- Must be a minimum of five members (exclusive of the mentor);
- Members must attend the majority of meetings (*see: Sample Constitution, section 5.3*);
- All study club executives must be licensed with the College of Dental Surgeons of BC, or the College of Dental Hygienists of BC;
- Non-practicing members may not participate in clinical sessions without an approved permit;
- No study club will be approved that limits its membership based on race, creed, religion, or gender;
- Staff training groups that consist mostly of members of one or two dental offices and have a member dentist as mentor or commercial guest mentors are not considered study clubs.

3. Administration and Reporting

- Each Study Club will be required to reapply to the college every three years (forms will be supplied by the College at the appropriate time);
- The educational program shall be under the continuous guidance of an administrative committee or individual responsible for its quality, content, and ongoing conduct;
- Must meet at least four times per year;

- Attendance must be recorded and made available to each member for their personal continuing education file;
- Credits should be submitted, on behalf of each member, at least semi-annually, and before December 31, on the College's Continuing Education Group Submission Form (which is completed for each study club session);
- Continuing education credits will only be given for lecture and clinical components of a meeting. Dinner meetings do not qualify for credit.
- **For applying or reapplying for acceptance the following are required:**
 - i) **Study Club Application Form (or Reapplication Form)**
 - ii) **A resume or curriculum vitae for all mentors that indicates expertise for the subject material to be presented**
 - iii) **Proposed Agenda for the next year of operation**
 - iv) **Study Club Constitution**
- **Each study club must submit an annual report to the College of Dental Surgeons of BC.**
- ***No credit is available for study club activity during a period in which an annual report has not been filed (except for year of application or reapplication).***

4. Goals

The program provider shall develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program. (see preamble above)

5. Needs Assessment

Program providers shall indicate appropriate ways to determine the current professional needs and interests of the members, and the content of the program shall be based on these needs.

6. Objectives

Specific written educational objectives must be developed for each activity and published in advance for the members.

7. Educational Methods (Formats) and Facilities

Must be appropriate to the stated objectives for the activity.

8. Mentors

Mentors must have expertise in the subject area and must submit a C.V. and objectives (or learner outcomes) of the presentations in advance.

For clinical sessions, mentors must be licensed dentists, certified dental assistants or dental hygienists. Non-licensed mentors must apply for and receive a permit for clinical sessions.

9. EVALUATION

The club shall develop and utilize evaluation forms or other mechanisms that measure the extent to which course objectives have been achieved, assess course content, mentor effectiveness and overall administration of the program.

10. Commercial Conflict of Interest

Activities offered are independent of commercial influence and commercial relationships and sponsorships are to be fully disclosed to the participants.

11. Patient Protection

Participants must be cautioned about the hazards of using limited knowledge when integrating new techniques into their practice.

Where patient treatment is involved patient protection must be assured as follows:

- The club must seek assurance prior to the course, that the participants have the basic skills, knowledge and expertise to perform the treatment techniques being taught.
- The facilities equipment and arrangements for the program, emergency and post-operative care must be appropriate.
- Informed consent is necessary prior to treatment.



(Sample Constitution)

Constitution of the ABC Gold Foil Seminar/Study Club

Article 1 – Name of Operation

SECTION 1

- This group shall be known as the ABC Gold Foil Seminar/Study Club.

SECTION 2

- The clinical activities of the seminar shall be directed and supervised by permanent directors as nominated by the Executive Committee, and elected by the members of the seminar at the annual meeting.

Article II – Purpose- (goals)

The primary purpose of the seminar shall be the study of gold foil and its manipulation, with any other subjects coincident with the advancement of better dentistry in general, as may be selected by the seminar.

Article III - Membership

SECTION 1

- Membership shall be of three types: Active, Privileged, and Honourary.

SECTION 2

- Membership shall be limited to (*number*) members. (*Dependent on facilities and capable instructors*)
(minimum number of members excluding mentor is 4 people)

SECTION 3

- Membership shall be by (*secret?*) ballot and must be made by (*unanimous?*) ballot. Only those who have demonstrated a definite interest shall be considered.

SECTION 4

- Members must be members of organized dentistry (but not limited to 1 or 2 offices).

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SECTION 5 - LOSS OF MEMBERSHIP

1. Personal resignation in writing (*with dues paid*);
2. By 2/3 vote of membership (*reasons may be: inappropriate conduct, malpractice, non-payment of dues, etc.*);
3. Two unexcused absences in one year (*acceptability of excuse shall be determined by the Executive Committee*);
4. Arrears in dues.

Article IV – Officers & Duties

SECTION 1

The officers of the club shall compose an Executive Committee consisting of:

- President
- Vice-President
- Secretary/Treasurer

SECTION 2

- Election of officers shall be conducted annually by a majority vote by secret ballot at the annual meeting.

SECTION 3

- The newly elected officers shall assume their offices at the annual meeting.

SECTION 4 - DUTIES OF THE OFFICERS

President

1. Preside at all meetings and maintain order;
2. Appoint committee(s) with consent of Executive Committee;
3. Decide tie votes;
4. Call special meetings;
5. Responsible for duties of all subordinate officers.

Vice-President

1. Assist the president;
2. Act when the president is absent.

Secretary/Treasurer

1. Take minutes at official meetings and keep records;
2. Collect and receive funds;
3. Make disbursements with signature of president or vice-president;
4. Issue notices;
5. Furnish monthly reports to the Executive Committee.

Executive Committee (*usually the elected officers*)

1. Nominate the clinical directors;
2. Enforce by-laws;
3. Make a yearly audit of finances (*or appoint auditing committee*);

4. Conduct business not ordinarily handled by full membership.

Article V - Finances

SECTION 1

- The dues shall be (*dollars*) per meeting whether member is present or not.

SECTION 2

- Dues shall be payable one year in advance.

SECTION 3

- Special assessment may be levied by only 3/4 vote of membership.

SECTION 4

- Initiation fee may be considered.

ARTICLE VI

SECTION 1

- The seminar shall meet monthly, except during the months of July, August, and December. The date of each meeting shall be the (*number*) day of each month.

SECTION 2

- The meeting shall consist of an afternoon. Evening dinner meetings shall be held in conjunction with the afternoon operative meeting when deemed advisable by the Executive Committee (the dinner meeting component does not qualify for credit).

ARTICLE VII

Amendments shall be made by 2/3 majority vote of members present at any meeting, provided the said amendment shall have been presented at the previous meeting.



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Date _____

Study Club Application Form

(Complete all sections - incomplete applications will be returned)

1. Proposed Name of Study Club: _____

- Type of Study Club: Clinical Educational Study
- Mixed Clinical / Didactic Study
- Didactic - Seminar
- Literature Review
- Mentor Run Study Group

Subject Matter: _____

2. Members:

All Executive members of the study club must be a licensed dentist, certified dental assistant, or dental hygienist. (Non-practicing members may not participate in clinical sessions without an approved permit).

*Note: Intra-office study clubs will not be considered

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Mentor: _____ Contact: _____

*NOTE: A resume or curriculum vitae must be included for all mentors and must demonstrate expertise of the mentor for the subject material to be presented

Other members: (Indicate Dentist, CDA, or Hygienist) and office address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Administration and Reporting:

Expected location of meetings: *(include address if possible)* _____

Contact Information:

Mailing Address: _____

Telephone Number: _____ E-mail: _____

Period of operation: *(i.e. Jan.-Dec. or Sept.-June)* _____

Proposed annual cost assessment per member: _____

**Note: Enclose a Copy of Your Study Club's Constitution*

4. Goals:

What are the goals of your C.E. program? _____

5. Needs Assessment:

Which of the following will you use to assess participant needs?

Survey/questionnaire

Course evaluation form

Verbal feedback during course

Advisory committee input

Other: _____

How will the results of the needs assessment be used? _____

6. Objectives:

Will specific objectives (learner outcomes) be developed for each CE presentation?

YES NO

How will objectives be communicated to potential participants?

Course announcements

Handout materials

Verbally at start of the session

Other: _____

7. Educational Methods:

What educational methods will be utilized?

Lecture/slide presentation

Mentor-lead group discussion

Mentor demonstration on patient

Participation – non-chairside

Patient treatment by members

8. Mentors:

Sessions

with just one mentor

mentored by study club members

with multiple guest presenters

How will you determine if the mentor is qualified to provide instruction in the relevant subject matter?

9. Evaluation:

Using an evaluation form or other mechanisms, which of the following will course participants be asked to evaluate?

Course content

Course handout material

- Mentors
- Meeting expectations
- Facilities
- Use of educational aids and methods

How will the results of the course evaluation be used?

10. Commercial Conflict of Interest

Will your club receive commercial support for any activities?

YES NO

Comments: _____

11. Patient Protections (if applicable)

a) Describe the provisions you plan to have available for emergency care in the following situations. In describing the provisions include the available facilities, equipment, personnel and location in relation to course site.

i) Medical emergencies: _____

ii) Dental procedure emergencies: _____

b) What provisions will be made for obtaining informed consent from the patient?

- c) Prior to the course, how will you assess the participant's ability to assimilate instruction and perform the treatment techniques being taught?

- d) What arrangements will be made concerning liability protection for mentors and participants?

- e) Will participants be warned of the hazards of using limited knowledge in integrating new techniques into their practice? Who will be responsible for ensuring that this is done?

- f) Describe any follow up contact the mentor will have with participants following courses in which patient treatment techniques were practiced or learned.



Study Club Proposed Agenda for This Next Year of Operation

Session	Date	Topic(s)	Format		# hours for Credit (exclude meal-break times)	Mentor	Location
			Lecture Demonstration	Clinical Participation			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							