

# Study Club

## Criteria for Acceptance

### 1. Subject Matter

Programs shall have significant intellectual or clinical content, directly related to the practice of dentistry. 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.
- All study club executives must be registered by the College of Dental Surgeons of Alberta (CDSA).
- Non-practicing members may not participate in clinical sessions without an approved permit.
- 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 of Dental Surgeons of Alberta yearly (forms will be supplied by the College of Dental Surgeons of Alberta 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 reporting.
- Study Clubs are required to formulate their own method of issuing members continuing education verification documentation (e.g., Certificate or Letter of Attendance) after each 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:

1. Study Club Application Form (or Reapplication Form).
2. A resume or curriculum vitae for all mentors that indicates expertise for the subject material to be presented.
3. Proposed Agenda for the next one or two years.
4. Study Club Constitution.

Each study club must submit an annual report to the College of Dental Surgeons of Alberta.

No credit will be given to members for study club activity during a period in which an annual report has not been filed.

**4. Goals**

The program provider shall develop and operate in accordance with a written statement of the goals related to the continuing education program.

**5. Objectives**

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

**6. Educational Methods and Facilities**

Must be appropriate to the stated objectives for the activity.

**7. Mentors**

Mentors must have expertise in the subject area and must submit a CV and objectives (or learner outcomes) of the presentations in advance. For clinical sessions, mentors must be registered dentists.

**8. 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.

**9. Commercial Conflict of Interest**

Activities offered are independent of commercial influence and commercial relationships.