

Continuing Competence Program Manual

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Introduction

This document refers to Dentists registered in Alberta.

Continuing Education is a commitment to continuing competence and lifelong learning that develops and maintains professional competence to enable Dentists to continue to perform their professional roles.

The College of Dental Surgeons Alberta (College) is required to regulate Dentists on the main register as defined by the *Health Professions Act* and *Dentist Profession Regulation*. Through the College, the dental profession is accountable for the quality of dental care that is provided within Alberta.

This Continuing Competence Program Manual is a supplementary and supporting document to the [Standard of Practice: Continuing Competence](#). The Continuing Competence standard of practice describes the components of the Continuing Competence Program, while the Continuing Competence Program Manual explains in detail the Colleges established continuing competence requirements for annual practice permit renewal for Dentists as part of the Continuing Competence Program. The details for fulfilling those requirements are presented in this document.

The College endorses and promotes the philosophy that Dentists 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 to abide by the requirements set by the *Health Professions Act*, *Dentists Profession Regulation*, *Code of Ethics*, and *Standards of Practice*.

Technological change, innovation in health care delivery, new clinical procedures and increasing social awareness are just a few examples of why every Dentist must maintain competence. A commitment to continuing competence and lifelong learning is fundamental to each practitioner's obligation to fulfil their responsibility.

Program Principles

The Continuing Competence Program is based on the following principles, which should be considered by Dentists in planning for continuing education activities.

- It is the responsibility of every Dentist to maintain their own competence to practice.
- The incorporation of self-direction 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 the Colleges Continuing Competence Program.
- The Standards of Practice are core documents that should be used for self-assessment by Dentists. Examples of other documents include the Code of Ethics.
- Dentists are encouraged to link learning activities and professional development to their individual practices.

Program Objective and Eligibility

The objective of the Continuing Competence Program is to promote competence and professionalism at all stages of a Dentist's career.

While value may be found in a specific Continuing Education session, some sessions may not fulfil the Continuing Competence Program objectives and, therefore, will not be eligible for Continuing Education credits.

To be eligible for credit, Continuing Education activities must:

- Have significant intellectual and/or practical content related to the practice of dentistry.
- Have significant intellectual and/or practical content related to the management of the dental practice.
- Relate to your professional responsibilities and ethical obligations as a dental professional.

Approved Educational Sources

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

NOTE: The Competence Committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Continuing Competence 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 the College prior to taking the program.

- A recognized educational provider, i.e.:
 - » study clubs registered with the College
 - » study clubs recognized by provincial dental regulators
 - » teaching hospitals
 - » government health agencies
 - » military-sponsored health related courses
 - » resuscitation programs (BLS, ACLS, PALS and airway management, etc.)
 - » dental societies
 - » 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 American Dental Association Continuing Education Recognition Program (ADA CERP), Academy of General Dentistry Approval for Continuing Education (AGD PACE), or the Canadian Dental Association (CDA) Recognition Program
- A provincial, national, international or state dental or medical association
 - » Examples: Alberta Dental Association (ADA), other provincial dental associations, Canadian Dental Association (CDA), American Dental Association (ADA), and FDI World Federation (FDI)

Approved Educational Programs/Courses – Standards of Practice

Where specified in *College Standards of Practice* requiring approved training programs or other continuing education courses, Dentists must successfully complete a **College approved training program** (see available list on the Members' Portal), or other continuing education courses, **approved in advance** by the College.

Continuing Competence Requirements

Credit Hours
1 hour = 1 credit

Credits must be reported
in 15-minute increments.

Only hours of lecture,
instruction or
participation are
eligible.

Maximum of 8
hours per day

Credits Required
Dentists must obtain
a minimum of 60
credits during a two-
year cycle.

Credit Requirements

Dentists must obtain 60 credits in two-year cycles. For Dentists registering within the two-year cycle, these requirements vary. Credit hours are based on 15 credits for each half-year remaining in the cycle excluding the half-year period at time of registration. Each two-year cycle commences January 1 of the even calendar year and ends December 31 of the odd calendar year.

Reporting Program Credits and Records

Credits should be reported as they are earned and are credited in the year they are obtained. Credits in excess of those required in a two-year cycle cannot be carried forward to a subsequent two-year cycle. However, these program credits may continue to be recorded on your record. Transcripts for each Dentist are maintained based on information reported to the College.

Dentists are responsible for ensuring that credits toward continuing education are reported to the College via the Continuing Education Quick Link on the Members' Portal. Acceptable reporting methods include letters and/or certificates of successful completion.

It is each Dentist's responsibility to maintain documentary evidence of program completion (for example, course descriptions, certificates and course syllabi) for a minimum of six (6) years.

Dentists are able to print their Continuing Competence transcript and access submitted documents from their College online profile.

A Continuing Competence reminder email will be sent to Dentists approximately six months before the end of the two-year cycle.

Audit Process

The College has a quality assurance audit process for continuing competence submissions. This process occurs daily and involves regulatory-directed learning and self-directed learning continuing education course submissions submitted via the Continuing Education portal. The College must verify Self-Reporting of Regulatory-Directed Mandatory Education Courses. If the Dentist believes there are record errors, the Dentist may request the College to correct the information. The Dentist must provide additional information or documentation, as requested prior to correction.

Dentists are reminded that it is their ethical responsibility to ensure that all reporting of Continuing Education credits is accurate. Failure to do so may constitute unprofessional conduct and may result in sanctions.

Exemptions

Application for continuing competence exemption for the current practice permit renewal year can be made in writing to the Registrar and must be accompanied by supporting medical documentation i.e., doctor's letter. Deadline for application for exemption is two months after receiving your Continuing Competence reminder email and must be submitted in writing to the Registrar.

- Reasons for exemption may include:
 - » Illness or disability for 6 months or over with letter from doctor
 - » Loss of job due to illness for 6 months or over with letter from doctor
 - » Death of a spouse, child, or dependent with letter from doctor
 - » Severely ill spouse, child, or dependent with letter from doctor
 - » Any extenuating circumstances not listed above may be submitted

Regulatory-Directed Learning Category Resuscitation (BLS), Sexual Abuse and Sexual Misconduct

Regulatory-Directed learning is a process in which Dentists take mandatory education courses implemented through motions by Council, Standards of Practice, or in compliance with Alberta's *Health Professions Act*.

Alberta Dentists have two (2) Regulatory-Directed categories to fulfill. These are outlined below.

Resuscitation (BLS)

Resuscitation: HCP/CPR (BLS)

All regulated members must have yearly HCP/CPR (Basic Life Support – BLS) including AED or equivalent. Must include a “hands-on” component

4 credit hours yearly; maximum of 8 credit hours over the two-year cycle

Sexual Abuse and Sexual Misconduct

The [Health Professions Act](#) directs that all health profession regulators establish a patient relations program which includes training for regulated members on protecting patients from sexual abuse and sexual misconduct.

The CDSA [Standard of Practice: Sexual Abuse, Sexual Misconduct, and Female Genital Mutilation](#) defines who is considered to be a patient for the purposes of the sexual abuse and sexual misconduct provisions in the *Health Professions Act*, and to clarify the consequences of engaging in sexual abuse or sexual misconduct with a patient.

The mandatory [Protecting Patients from Sexual Abuse and Misconduct](#) course covers requirements for the profession and ones relationships with patients. The knowledge and application of these requirements by Dentists will help to protect patients from sexual abuse and misconduct.

3 credit hours over the two-year cycle

Self-Directed Learning Category Clinical Dental, Cultural Safety, Personal Wellness, Practice Management and Financial

Self-Directed learning is a process in which Dentists take the initiative, with or without the help of others, in assessing their learning needs, formatting learning goals, and identifying resources for learning, choosing and implementing appropriate learning strategies.

Alberta Dentists have four (4) Self-Directed categories to consider. These are outlined below.

Clinical Dental

Topics related directly to the provision of patient care and treatment.

See Self-Directed Learning Categories for description and credit limits on pages 6-8.

Cultural Safety

Topics that are related to inclusivity, sensitivity, respect and diversity within our society and relate to your role as a healthcare professional.

10 credit hours maximum over the two-year cycle

Personal Wellness

Topics that are related to mental and physical wellness of oneself, staff and patient care as they relate to your roles as a healthcare professional.

Didactic courses including, but not limited to, courses related to mental illness, sexual health and conduct, and substance abuse.

10 credit hours maximum over the two-year cycle

Practice Management and Financial

Topics that relate directly to the operation and management of a dental practice.

Includes courses related to educating patients on products or services, and personal financial or retirement planning.

10 credit hours maximum over the two-year cycle

Self-Directed Learning – Categories

Clinical Dental	Description	Credit Limits
Course/Lecture	<p>Single or multi-day course, or scientific lecture where the course or lecture is:</p> <ul style="list-style-type: none"> • in person and/or hands on • live virtual, interactive webinar where the course is delivered in real time, various platforms including Zoom, Google Meet, Skype, Cisco WebEx, etc. • self-study or pre-recorded and has an examination; various mediums include video tapes, CD-ROM, internet, print based materials. 	<p>Eligible for credit on an hour for hour basis with a maximum of 8 hours per day.</p> <p>The Registrar reserves the right to determine the number of credits eligible* and will extend credit only to those self-study or pre-recorded courses that include:</p> <ul style="list-style-type: none"> • a clearly defined learning objective • supporting literature references • post-course knowledge assessment or other mechanism • direct feedback of post test results <p>(*Total hours will not be based on the time an individual takes to complete a program.)</p>
Advanced Study	<p>Graduate or Postgraduate programs related to the practice of dentistry at an accredited university or college.</p>	<p>Credits for Master Programs are granted on a program basis to a maximum of:</p> <ul style="list-style-type: none"> • 30 hours/year for full time per two-year cycle; • 60 hours divided over the life of the program/year if part time per two-year cycle; or • 60 hours over the two-year cycle to be determined at the discretion of the Registrar.
Dental/Medical Emergencies	<p>Resuscitation (must include a “hands-on” component”):</p> <ul style="list-style-type: none"> • Advanced Cardiac Life Support (ACLS) • Pediatric Advanced Life Support (PALS) • Emergency Airway Management • Pediatric Emergency Airway Management 	<p>ACLS:</p> <ul style="list-style-type: none"> • 16 credit hours for full course • 8 credit hours for renewal course (Maximum of 16 credit hours over the two-year cycle). <p>PALS:</p> <ul style="list-style-type: none"> • 16 credit hours for full course • 8 credit hours for renewal course (Maximum of 16 credit hours over the two-year cycle). <p>Emergency Airway Management:</p> <ul style="list-style-type: none"> • 4 credit hours (Maximum of 4 credit hours over the two-year cycle). <p>Pediatric Emergency Airway Management:</p> <ul style="list-style-type: none"> • 4 credit hours (Maximum of 4 credit hours over the two-year cycle).

Self-Directed Learning – Categories

Clinical Dental	Description	Credit Limits
Dental Teaching/Examination	Clinical Supervisors may claim credit hours of clinical instruction or examination.	<p>Teaching: In accredited university or college.</p> <ul style="list-style-type: none"> • Full time – maximum of 10 credit hours per year; 20 credit hours over the two-year cycle. • Part time – maximum of 5 credit hours per year; 10 credit hours over the two-year cycle. <p>Examiner:</p> <ul style="list-style-type: none"> • The National Dental Examining Board of Canada (NDEB) or Royal College of Dentists of Canada (RCDC) – maximum of 10 credit hours over the two-year cycle. • University of Alberta – Multiple Mini Interviews (MMI) training and admission interviews for first year dental students – maximum of 10 credit hours over the two-year cycle. <p>Presentation: Presentation on a professional development activity by the Dentist – maximum of 20 credit hours over the two-year cycle, to be determined at the discretion of the Registrar.</p>
Exhibits/Meeting Attendance	Attendance at non-specific educational activities: e.g., general meeting attendance, exhibits at trade show, etc.	<ul style="list-style-type: none"> • Maximum of 2 credit hours per meeting with a maximum of 4 credit hours over the two-year cycle.
Philanthropic Clinics	Dentists are able to obtain credit hours for attendance at approved volunteer Dental Programs.	<ul style="list-style-type: none"> • Maximum of 12 credit hours over the two-year cycle.
Publication/Authorship	<p>Authorship of Articles</p> <p>Dental articles written and published in a peer-reviewed journal of dental or medical literature may qualify, subject to approval by the Registrar.</p>	<p>Up to 10 credit hours over the two-year cycle may be granted, at the discretion of the Registrar.</p> <p><i>(An example of 10 credit hours would be the lead author of an article published in a professional publication.)</i></p>
Study Clubs/Small Group Learning	<p>Study clubs and other forms of peer-to-peer learning are encouraged (e.g., Lunch and Learn, Hospital Rounds).</p> <p>College registered study club sessions are not automatically eligible for CE credits. A session must meet the requirements outlined in this document to be eligible.</p>	<ul style="list-style-type: none"> • Study Clubs – maximum of 30 credit hours over the two-year cycle. • Lunch and Learn – maximum of 4 credit hours over the two-year cycle. • Hospital Rounds – 1 credit hour per round, with a maximum of 8 credit hours over the two-year cycle.

Self-Directed Learning – Categories

Cultural Safety	Description	Credit Limits
Cultural Safety	<p>Topics that are related to inclusivity, sensitivity, respect and diversity within our society and relate to your role as a healthcare professional.</p>	<ul style="list-style-type: none"> • Maximum of 10 credit hours over the two-year cycle.
Personal Wellness	Description	Credit Limits
Personal Wellness	<p>Topics that are geared towards mental and physical wellness/awareness of oneself, staff and patients care as they relate to your role as a healthcare professional.</p> <p>Didactic courses including, but not limited to, courses related to mental illness, sexual health and conduct, and substance abuse.</p>	<ul style="list-style-type: none"> • Maximum of 10 credit hours over the two-year cycle.
Practice Management and Financial	Description	Credit Limits
Practice Management and Financial	<p>Topics that relate directly to the operation and management of a dental practice.</p> <p>Includes courses related to educating patients on products or services. Includes courses related to personal financial or retirement planning.</p>	<ul style="list-style-type: none"> • Maximum of 10 credit hours over the two-year cycle.

If you have questions, contact CDSA Continuing Competence at 780-432-1012
or toll free within Alberta 1-800-843-3848.

You can also reach us directly by email ce@cdsab.ca or visit our website www.cdsab.ca



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