

Continuing Competence/Education Program Requirements

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This document refers to dentists registered in Alberta.

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

Introduction

The Alberta Dental Association and College (ADA&C) is mandated to regulate dentists. Through the ADA&C, the dental profession is accountable for the quality of dental care that is provided within Alberta.

The ADA&C 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 expectations set by the *Health Professions Act, Dentists Profession Regulation, Code of Ethics and Standards of Practice*.

The need for dentists 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 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.

The ADA&C has established continuing education requirements for annual practice permit renewal for dentists as part of a Continuing Competence Program. The details of the program and guidelines for fulfilling the requirements are presented in this document.

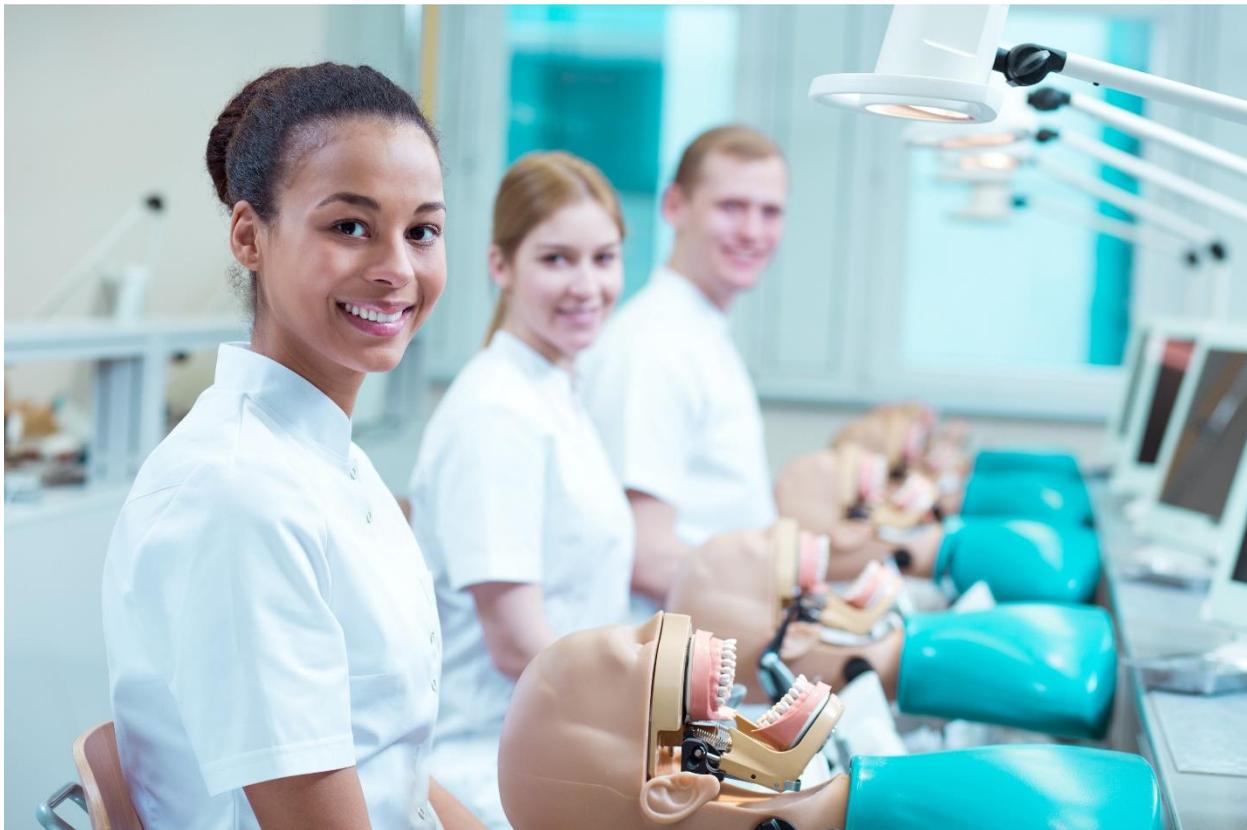
Program Principles

ADA&C's Continuing Education 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-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 ADA&C's Continuing Education 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 as a means of enhancing competence.

Program Objective

The objective of the Continuing Education Program is to promote competence and professionalism at all stages of a dentist'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.





Continuing Education Requirements

The requirements for Continuing Education are outlined in provincial legislation governing dentists. Dentists are required to obtain 60 credits in two-year cycles, with each new cycle commencing January 1 of the even calendar year and ending December 31 of the odd calendar year.

Reporting Credits

Credits should be reported as they are acquired. Credit hours 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. Transcripts for each dentist are maintained based on information reported to the ADA&C.

Dentists are responsible for ensuring that credits toward continuing competence/education are reported to the ADA&C. Acceptable reporting methods are letter and/or certificate of successful completion.

Dentists are responsible to ensure where Electronic Data Verification is utilized by Alberta organizations that they scan in and out of each session to ensure accurate reporting for Continuing Education credit hours.

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

Records of Continuing Education Activity

It is each dentist's responsibility to maintain documentary evidence of program completion (for example, course descriptions, certificates and course syllabi). Dentists may be asked to provide any of these records to the ADA&C. 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. Maximum of 8 hours per day.

Credits Required

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

Continuing Education Exemption

Application for continuing education exemption for the current practice permit renewal year can be made in writing to the ADA&C Registrar and must be accompanied by supporting documentation i.e. doctor's letter. Deadline for application for exemption is two months after receiving your CE reminder and must be submitted in writing to the Registrar.

- Medical Health reasons:
 - » Illness or disability 6 months and over with letter from doctor
 - » Loss of job due to illness for 6 months and 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 can be submitted

1 hour = 1 credit

Only hours of lecture, instruction or participation are eligible.

Categories of Continuing Education

Following are descriptions of the categories under which dentists may earn Continuing Education credits and credits allowed in each category over a two-year cycle.

<i>Category</i>	<i>Description</i>	<i>Credits</i> (per two-year cycle)
CLINICAL DENTAL	<p>Relates directly to the provision of patient care and treatment.</p> <p>Resuscitation: BLS, ACLS, PALS and management of dental/medical emergencies.</p>	minimum of 40 hours
PRACTICE MANAGEMENT AND FINANCIAL	<p>Relates directly to the operation and management of a dental practice.</p> <p>Includes courses related to marketing products or services to patients.</p> <p>Include courses related to personal financial or retirement planning.</p>	maximum of 10 hours
PERSONAL WELLNESS	<p>Topics that are geared towards mental and physical wellness of oneself, staff and patient care.</p> <p>Didactic courses including, but not limited to, courses related to mental illness, sexual health and conduct, and substance abuse.</p>	maximum of 10 hours



Learning Modalities

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

Credits are hour-for-hour unless specified otherwise.

Course/Lectures

Single or multi-day courses or scientific lectures are eligible for credit on an hour-for-hour basis with a maximum of 8 hours per day.

Dental Scientific Meetings/Convention

Single or multi-day dental scientific lectures or conventions.

CREDIT LIMITS

Maximum of 2 credits are given for non-specific educational activities (e.g., general attendance, exhibits) at a convention with a maximum of 2 conventions per two-year cycle.

Philanthropic Clinics

APPROVAL PROCESS

Dentists are able to obtain credit hours for attendance at approved Alberta Community Dental Programs.

CREDIT LIMITS

Maximum of 12 hours in the two-year cycle.

Dental/Medical Emergencies

Resuscitation: BLS, ACLS, PALS and other emergency airway management courses.

CREDIT LIMITS

BLS: 4 credits, *maximum of 8 in the two-year cycle.*

ACLS: 16 credits for full course; 8 credits for renewal course; *maximum of 16 credits in the two-year cycle.*

PALS: 16 credits for full course, 8 credits for renewal course *maximum of 16 credits in the two-year cycle.*

Emergency Airway Management: 4 credits, *maximum of 4 in the two-year cycle.*

Pediatric Emergency Airway Management: 4 credits, *maximum of 4 in the two-year cycle.*

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 Registrar.

APPROVAL PROCESS

Up to 10 credits in the two-year cycle may be granted, at the discretion of the Registrar.

(An example of 10 credits would be the lead author of an article published in a professional publication.)

Study Clubs Small Group Learning

APPROVAL PROCESS

Study clubs and other forms of peer-to-peer learning are encouraged (e.g., Lunch and Learn, Hospital Rounds).

ADA&C registered study club sessions are not automatically eligible for CE credits. A session must meet the requirements outlined in this document to be eligible.

CREDIT LIMITS

Study Clubs – maximum of 30 hours in the two-year cycle.

Lunch and Learn – maximum of 4 hours in the two-year cycle.

Hospital Rounds – 1 hour per round, with a maximum of 8 hours in the two-year cycle.

Advanced Study

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

CREDIT LIMITS

Credits for Master Programs are granted on a course-by-course basis to a maximum of:

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.

Self-Study Courses

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

APPROVAL PROCESS

The Continuing Competence Review Panel or Registrar 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; and
- direct feedback of post-test results.

CREDIT LIMITS

Self-Instructional/Self-study courses qualify for:

40 credits per two-year cycle, without duplication.

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

Dental Teaching/Examination

Clinical Supervisors may claim credit hours of clinical instruction or examination.

CREDIT LIMITS

Teaching:

Full time – maximum of 10 hours per year; 20 hours over the two-year cycle.

Part time – maximum of 5 hours per year; 10 hours over the two-year cycle.

Examiner:

The National Dental Examining Board of Canada (NDEB) or Royal College of Dentists of Canada (RCDC) – hours of examination sessions.

Presentation:

Presentation on a professional development activity by the regulated dentist – maximum of 20 hours over the two-year cycle, to be determined at the discretion of the Registrar.



The Continuing Education Review Panel reserves the right to deny eligibility of credits for programs that do not meet the objective of the Continuing Education Program, even if those programs come from approved sources.

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 guidelines.

NOTE: The Continuing Education Review Panel reserves the right to deny eligibility of credits for programs that do not meet the objective of the Continuing Education 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 ADA&C for further information.

- A recognized educational institution, i.e.
 - » study clubs registered with the Alberta Dental Association and College
 - » study clubs recognized by provincial dental regulators
 - » teaching hospital
 - » government health agencies
 - » military-sponsored health related courses
 - » resuscitation programs (BLS, ACLS, PALS and airway management, 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 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
- An international, national, provincial or state dental or medical association
 - » Examples: Canadian Dental Association (CDA), American Dental Association (ADA), and Federation Dentaire Internationale (FDI)

For More Information

If you have questions, contact ADA&C Continuing Education at 780-432-1012 or toll free within Alberta 1-800-843-3848. You can also reach us by email at ce@adaandc.com or visit our website at www.abdentists.com