

Denturist Society of Saskatchewan



CONTINUING EDUCATION PROGRAM

2021 - 2023

Developed by the Quality Assurance Committee & Council Approved, September 10, 2020

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Introduction and Program Objectives

Under the Denturist Society of Saskatchewan (DSS) Regulatory By-Laws, the Quality Assurance Committee endorses continuing education or professional development designed to promote continuing competence and practice improvement.

The objectives of the Continuing Education (CE) Program are to ensure competence and professionalism at all stages of a denturist's career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of the denturist practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant. The following guidelines apply for the 3-year period starting January 1st 2021 until December 31st, 2023. The Quality Assurance Committee reserves the right to review and modify guidelines for each continuing education cycle.

Quality Assurance Committee

What is the Quality Assurance Committee?

A committee formed by DSS council to perform the following functions:

Administrative Bylaws 7.2

1. To promote and maintain the competence and proficiency among the members of the society, the quality assurance committee shall establish guidelines for continuing education including, but not limited to:
 - a. *Approve and assign value (credits) for all forms of continuing education*
 - b. *Prescribe the minimum amount of credits a member must achieve and maintain*
 - c. *Establish any fees to be paid by members for continuing education programs offered by the Society*
 - d. *Establish protocols for members to report continuing education credits to the quality assurance committee*
2. The quality assurance committee shall establish standards for proper and adequate patient record keeping.
3. The quality assurance committee shall establish guidelines for the inspection of the premises of all members including, but not limited to:
 - a. *Infection control*
 - b. *Advertising standards*
 - c. *Patient record keeping*

Continuing Education Start dates:

- a. *January 1, 2021 start date, continuing until December 31, 2023, and*
- b. *The continuing education start date commences upon membership application with the first year to be pro-rated for requirements i.e. if you become a member in June then 36 hours is divided by 3 years = 12 then times 12 by 2.5 years = 30 hours.*

Continuing Education Requirements

Practitioners are required to obtain continuing education credits on a per year basis within the registration term. Members need to submit all of their hours prior to the registration renewal deadline. These guidelines apply to all categories of membership in the Denturist Society of Saskatchewan:

- a. Practising Resident Member
- b. Practising Non-Resident Member
- c. Intern member 12 hours on an annual basis (prorated as to when internship commences) in the Denturist Skills and Professional Involvement category
- d. Non-Practising Member – on an annual basis 12 hours/year *

*In the situation of retirement, the DSS recommends that a Non-Practising membership be taken for a period of two years and continuing education credits be maintained in the event that you wish to resume practicing.

REPORTING CREDITS

Credits are to be reported annually as part of your annual practicing declaration. These are to be reported directly in the Member Portal by the member:

(<https://members.saskdenturists.dadavan.com/>).

Alternatively, and only in circumstance where you were unable to complete in the Member Portal directly, you may report these hours using the form attached. The Quality Assurance Committee will only track and record reported hours.

RECORDS OF CONTINUING EDUCATION ACTIVITY

It is the members responsibility to maintain evidence of CE completion (i.e. course descriptions, certificates, receipts, course syllabi, etc.), as this information may be requested by a clinic inspector and/or the Quality Assurance Committee.

CREDIT HOURS

One hour = 1 credit

Only active hours of lecture, instruction or participation are eligible.

CREDITS REQUIRED

Denturists must obtain a minimum of 36 CE hours over a successive three-year period. A minimum of 18 hours must be from the *Denturist Skills and Professional Involvement* category. The remaining 18 hours may be obtained from the *Other Dental* category.

Surplus credits accumulated in any cycle **cannot** be carried forward to the subsequent successive three-year period.

Categories for Continuing Education

Category	1 - Denturist Skills and Professional Involvement	2- Other Dental
	<p>CLINICAL DENTAL Relates directly to the provision of patient care and treatment (clinical or laboratory), and includes lectures, hands-on courses and online courses.</p>	<p>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, marketing products or marketing services to patients.</p>
	Attendance at DSS General meetings.	<p>JURISPRUDENCE Relates to the study of ethics, denturism law and regulation.</p>
		<p>Other Dental Includes faculty/teaching positions, self-study courses, participation in professional organizations (DSS, SOHCP, CDSS, DAC, etc.), or study clubs.</p>
Minimum Required Hours (Per 3 Years)	18	<p>Credits from this category can make up the balance of credits required.</p> <p>Further information on following page.</p>

Learning Modalities for “Other Dental”

The following are examples of CE learning modalities and the credit limits for each one within the three-year cycle. These learning modalities are for allocation in the “Other Dental” category.

Please note that repetition of courses or other submissions (from either category) during a 3-year cycle will not be eligible for credits.

Professional Organizations

Participation in professional organizations is encouraged. Professional organizations include the DSS, DAC, etc. Participation includes being an examiner, focus group and or committee member as well as other volunteer positions.

Credit limit: Maximum 6 credit hours per year. (combined, not for each organization, committee or council position)

Dental/Medical Emergencies

First aid/CPR and other emergency management courses.

Credit limit: Maximum 8 credit hours per course

Study Clubs

Study clubs and other forms of peer-to-peer learning are encouraged. Evidence of an agenda and/or speaker notes must be maintained.

Credit Limit: 6 credit hours per year

Publication Authorship

Dental articles written and published in a peer reviewed journal of dental or medical literature qualify for credits on 3 credits per 1000 words, to a maximum of 6 credits per year.

Trade Shows

Hour-for-hour credit is given for educational activities at trade shows.

Credit limit: 6 credit hours per year

Journals

Internet and print-based journal material. Credits apply only to those journals that include:
a clearly defined learning objective;
post-course knowledge assessment must be available and kept in records.

Credit limit: 6 credit hours per year

Dental Teaching Programs

Faculty (full and part-time) lecturers, presenters, study club mentors or instructors who occasionally provide educational and or clinical instruction. Hour per hour for presenting plus a maximum of 2 hours preparation time for the first time a lecture is presented.

Credit limit: 6 credit hours per year

Education Sources

The Quality Assurance Committee reserves the right to deny eligibility of credit for programs that do not meet the objectives of the Continuing Education Program.

The following list includes (but is not limited to) sources where denturists may obtain courses, lectures or equivalents that are recognized for CE credit:

- a. A recognized educational institution
- b. Denturist Society of Saskatchewan Courses
- c. An international, national or provincial dental association (examples: The Denturist Association of Ontario or any other province, The Denturist Association of Canada etc.)
- d. Dental manufacturers or suppliers

FOR MORE INFORMATION

If you have any questions or require additional information, please contact the DSS Administrative Assistant by email at admin@saskdenturists.com or by telephone at 1-855-633-6875 ext. 5.

Quality Assurance Regulation

The Quality Assurance Committee has created the continuing education as part of the self-evaluation program and, if necessary, to assist with the practice enhancement requirements.

Members are required to self-evaluate their areas of strength and need for professional development and then are expected to maintain currency of their professional knowledge by successfully completing continuing education. Member participation in continuing education is monitored by a yearly reporting and a three-year reporting cycle basis.

Approval and Reporting

The QAC will assign credit hours for courses or activities, pursuant to these Continuing Education Guidelines. Members should report a continuing education program, for approval by the QAC, to the committee, no less than 7 days prior to the commencement of that program. The member will be informed, prior to commencement, how many credit hours will be approved. Contact the Committee members, as previously listed, to obtain approval (an outline of the proposed course(s) may be required – courses must total one hour in length, minimum). It is the responsibility of each Member to ensure that their hours of continuing education are reported at the time of their Annual Practice Declaration and by no later than December 15th of each year.

The objectives of the Continuing Education (CE) Program are to promote competence and professionalism at all stages of a denturist's career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of a denturists practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.

FAQ's CE – Continuing Education

How do I determine if a course or event will qualify for CE credits?

The information in this package should clarify the types of courses and events that are approved. When in doubt, contact a member of the QAC for further clarification.

What am I required to obtain and keep as proof of my CE credits?

Proof of all CE credits should be kept in a file at the member's office. These files must be present at the time of clinic inspection and may be requested for review by the QAC at other times. Note that this information is to be kept by the member and not submitted to the QAC or any member of council.

What CE information do I have to send in at the end of each year?

Every year, each member must complete a practice declaration at which time you report your CE hours for that year. The process opens up each year on October 1st with the practice declaration to be completed by the end of October, CE credits to be reported by no later than December 15th and payment to be received by no later than December 15th.

What happens if I fail to meet the CE requirements in any given term?

If a member fails to meet the CE requirements, they will be considered "not in good standing". The registrar is unable to issue or renew an annual license to a member classified as such.

The following page can be used for recording and tracking of CE credits if the member is unable to use the Member Portal at <https://members.saskdenturists.dadavan.com/>.

Reporting Page

Name _____ Unique ID# _____ Year _____

Date	Description	Clinical Dental CE Hours	Other CE Hours
Date:	Signature:	Total Clinical:	Total Other:

Return form by email to admin@saskdenturists.com or by fax to 855-633-6875.