

# CONTINUING COMPETENCY PROGRAM

## GUIDELINE

Council Approved: February 2021

# CONTINUING COMPETENCY PROGRAM (CCP)

## PURPOSE

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The College of Dental Hygienists of Saskatchewan, formerly the Saskatchewan Dental Hygienists' Association, has the legislative responsibility to establish and maintain a continuing competency program that promotes high standards of practice among dental hygienists.

Competence is defined as the combined knowledge, skills, attitudes, and judgment required to provide professional services.

Continuing competency requires an ongoing commitment to learning and reflection of educational needs. Dental hygienists are preventive oral health care professionals and must remain current and informed of oral health care delivery methods, clinical procedures, and technological advances. Registrants are responsible for determining their continuing competency needs and obtaining appropriate education.

## INTRODUCTION

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The Continuing Competency Program requires registrants holding a full, conditional, or non-practising license to complete the following in an assigned three-year reporting period:

- A minimum of fifty (50) continuing education credits.
  - Thirty (30) credits of which must be acquired in Category A- Dental Hygiene Practice.
  - The balance of which may be acquired in Category A, B, or C or a combination thereof.
- Cardio Pulmonary Resuscitation (CPR) certification.
- The Jurisprudence Education Module (JEM).
- Personal Learning Tools (PLTs).

## REPORTING PERIOD

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A three-year reporting period beginning November 1<sup>st</sup> and ending October 31<sup>st</sup> of a respective three-year cycle is assigned to every registrant.

New registrants will be assigned a three-year reporting period dated November 1<sup>st</sup> of the licensing year in which initial registration is obtained.

## GENERAL POLICIES

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1. Credits are obtained on an hour-per-credit basis, where one credit is granted for each hour of participation.
  - a. Only time of lecture, instruction and/or practicum are eligible for credit.
  - b. Time must be accurately reflected on a supporting document in order for credit to be eligible.
2. No activity shall be eligible for more than 25 credits.
3. No more than 10 credits can be claimed in a 24-hour period.
4. Online activities are eligible for credit provided that appropriate supporting documentation is provided and time spent accurately reflects the credit request.
5. Eligibility of credit in the employment environment:
  - a. In-service courses or activities may be eligible for credit. For example, software training or lunch and learns.
  - b. Developing and delivering activities as part of the registrant's regular employment or contractual obligations are not eligible for credit.
  - c. Activities that fall within the expectations of the dental hygienist's regular provision of service are not eligible for credit.
6. Activities required in application for registration and licensure are not eligible for credit. i.e., JEM, licensing examinations.
  - a. Exemption to this policy: local anesthesia courses are eligible to a maximum of 25 credits.
7. Credits cannot be carried over or transferred to a subsequent reporting period and must be completed in the applicable reporting period.
8. Failure to complete the minimum credit requirements in a reporting period will result in an ineligibility for licensure renewal.
9. Credits must be submitted to the CDHS within 120 days of completion of the activity to be eligible.
  - a. Written requests for exemption may be considered on a case-by-case basis.

## REPORTING CREDITS

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All continuing education credits must be self-submitted by registrants using the CDHS Registrant Portal. If an accommodation is required the registrant must contact the CDHS for arrangements.

It is the registrants' responsibility to:

- Self-submit continuing education credits into the College's Registrant Portal.
- Ensure the accuracy of the information recorded.
- Report any discrepancies to the CDHS.
- Complete all required fields of the form including:
  - Category Type (A, B or C)
  - Activity Type
  - Name of Activity
  - Speaker
  - Sponsor
  - Completion Date
  - Claimed Credit Amount
- Submit an appropriate supporting document for each activity including:
  - Registrant's name
  - Title of Activity
  - Date of the activity
  - Hours/credits of activity
  - Verification from host of activity (i.e. signature)

When multiple sessions are attended in one day and only one supporting document is provided (conference transcript), each session must be individually recorded.

If supporting documentation is not provided, registrants should contact the activity sponsor or the CDHS for further guidance.

Providing false or misleading information may be considered professional misconduct.

Registrants must retain supporting documents for the duration of the reporting period.

## **APPROVAL OF CREDIT**

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The CDHS reviews all submitted requests for credit and reserves the right to approve, modify, or deny any credit in accordance with the Continuing Competency Program.

Registrants aggrieved by a decision of the CDHS may appeal the decision by written request to the CDHS Council.

If a registrant is unsure if an activity will be eligible for credit, it is recommended that the registrant obtain prior approval from the CDHS. Prior approval requests must be submitted to the CDHS at least 30 days prior to the activity.

## **CREDIT CATEGORIES**

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Continuing education credits are categorized as the following:

1. Category A: Dental Hygiene Practice
  - a. Relates to the practice of dental hygiene in the areas of clinical dental hygiene, health promotion, research and education. Activities within this category shall include significant intellectual or practical content related to the practice of dental hygiene, oral health, or to the professional responsibility and ethical obligations of the registrant.
  - b. A minimum of 30 credits is required in this category per three-year reporting period.
2. Category B: Practice Management
  - a. Relates to the administration or management of the registrant's practice of dental hygiene.
3. Category C: Professional Involvement and Volunteer Work
  - a. Relates to the promotion and advancement of the dental hygiene profession through community or volunteer activities.

## **ACTIVITIES**

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Registrants are required to self-determine their continuing education needs and select appropriate activities. It is recommended that activities have a clear connection to the competencies and standards of the dental hygiene profession.

The CDHS recognizes that each registrant has a unique process of learning and may benefit from various methods of delivery. While selection of continuing education activities is self-guided, self-interest learning, such as maintaining life balance and/or extracurricular activities, are not eligible for credit.

The following activities are commonly accepted:

1. **Educational Courses or Sessions:** Continuing education courses, presentations, seminars, conferences, workshops, or clinical sessions may be eligible for credit. Recommended providers include:
  - a. College of Dental Hygienists of Saskatchewan endorsed events.
  - b. Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions.
  - c. Provincial, state, national and international dental hygiene and dental regulatory authorities.
  - d. Federal government health agencies, and provincial or local government departments of health or public health.
  - e. Study Clubs registered with the CDHS.
  - f. Other health care organizations.
2. **Community Oral Health Presentations:** Registrants providing lectures, presentations, workshops, table clinics or education sessions outside of their regular employment or contractual obligations may request credit. Credit may be considered for the time required in preparation of the presentation on a case-by-case basis.
3. **Mentorship:** Registrants providing mentorship may request credit once per three-year reporting period.
  - a. Mentors providing a one-day dental office practicum to dental hygiene students are eligible for 3.5 credits in Category A.
  - b. Mentors providing a two-day dental office practicum to dental hygiene students are eligible for 7 credits in Category A.
  - c. Mentors providing professional observation experience to high-school students are eligible for no more than 7 credits in Category C.
4. **Educators:** Registrants that are faculty, instructors, or authorized tutors to students in dental hygiene or dental related education programs may request credit once per three-year reporting period.
  - a. Full-time instructors in a dental hygiene education program are eligible for 10 credits in Category A.
  - b. Part-time instructors in a dental hygiene education program are eligible for 5 credits in Category A.
  - c. Instructors in a dental related education program are eligible for 5 credits in Category A.
  - d. Authorized Tutors to students in dental hygiene or dental related education programs are eligible for 5 credits in Category A.
5. **Professional Involvement/ Volunteer Work:** Registrants that participate in the promotion and advancement of the dental hygiene profession or volunteer for oral health initiatives may request credit.
  - a. Registrants serving in an executive capacity for an organization related to oral health are eligible for 3 credits in Category C.
  - b. Registrants who participate in general, special and/or committee meetings of the College of Dental Hygienists of Saskatchewan are eligible for credit in Category B.
  - c. Registrants who volunteer for oral health initiatives are eligible for credit in Category C.
6. **Advanced Study:** Registrants that complete University level courses in achievement of a dental hygiene related Bachelor's, Master's or Doctorate may request credit.
  - a. Each course (3 credit or 35 or more hours) are eligible for 9 credits.
  - b. A copy of the registrant's transcript must be submitted.
7. **Publications:** Registrants that are published authors of articles (minimum 500 words) relevant to the practice of dental hygiene may request credit.
  - a. Provincial publication will be granted 3 credits in Category C.
  - b. National publication will be granted 5 credits in Category C.

*Alternative activities or providers may be considered pending prior approval.*

## JURISPRUDENCE EDUCATION MODULE (JEM)

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Jurisprudence is defined as *knowledge of the law*. The JEM is designed to ensure that registrants have sufficient knowledge and understanding of the legislation that governs the profession of dental hygiene in Saskatchewan. The JEM is an online, open book learning exercise that demonstrates an understanding of the *Dental Disciplines Act*, Regulatory & Administrative Bylaws, Code of Ethics, Competencies and Standards of Practice. As of November 1, 2018, registrants are required to successfully complete the JEM as a component of the Continuing Competency Program.

- Credits (2) for the JEM are granted in Category A once per three-year reporting period and granted in Category B if repeated in the same three-year reporting period.

## CPR

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A Cardio Pulmonary Resuscitation (CPR) certification course must include both theory and a hands-on component. A CPR certification must be CPR/AED Level C, Basic Life Support (BLS) or Health Care Provider (HCP).

- Credits for CPR are granted in Category A once per three-year reporting period and granted in Category B if repeated in the same three-year reporting period.

## PERSONAL LEARNING TOOLS (PLTS)

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The continuing competency program is a layered approach in assuring that dental hygienists remain current and informed. In addition to the continuing education credit requirements, the CDHS uses an important component learning, self-reflection, to enhance its program. The Continuing Competency Program integrates self-reflection through the use of Personal Learning Tools. A PLT is a form that should be completed either during or immediately following an education activity. PLTs are intended to guide learning, identify education needs, reflect on information and identify constraints in implementing new knowledge/skills.

Personal Learning Tools (PLTs) must be completed for each continuing education credit granted as required by the Continuing Competency Program. Registrants are responsible for completing and retaining their PLTs and are **only** required to submit them to the CDHS if selected for audit.

- Credits for PLTs are granted by reducing the total continuing education credits of 50 to 45. This means registrants are automatically granted 5 credits for the completion of PLTs.

## PLT AUDIT

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Annually, 10% of registrants will be randomly selected for audit at the conclusion of their reporting period. A peer-led audit committee reviews auditee's submissions and determines the outcome.

### PLT Audit Process:

1. Notification of audit selection will be served at least one month prior to the date the PLT submission is due.
2. Auditees must submit completed PLTs for no less than 45 credits found on their continuing competency record.
3. Failure to submit PLTs by the due date are subject to a late fee.
  - a. Neglecting to submit PLTs in response to selection for audit may affect a registrant's standing with the CDHS.
4. PLT submissions deemed unsuccessful or incomplete by the audit review committee will be given opportunity for re-submission.
5. Re-submissions deemed unsuccessful or incomplete by the audit review committee may be referred to the Professional Conduct Committee (PCC) for review.