

# CONTINUING COMPETENCY PROGRAM GUIDELINES

(Revised December 2019)

**SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION**

*Striving for optimal oral and overall health for the people of  
Saskatchewan and a dynamic dental hygiene profession*



# SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

## Continuing Competency Program Guidelines

### PURPOSE

One of the primary responsibilities of the Saskatchewan Dental Hygienists' Association (SDHA) is to ensure the ongoing competence of individual members and to improve the performance of the profession overall. To this end, the goal of this Continuing Competency Program (CCP) is to advance the collective knowledge and quality of care offered by all dental hygienists in Saskatchewan, thus demonstrating the commitment of registered dental hygienists' dedication to protecting the public.

Lifelong learning and reflection of educational needs is the fundamental responsibility of a professional. As preventive oral health care professionals, it is critical for dental hygienists to remain current and informed of changes in oral health care delivery methods, clinical procedures and technological advances in the attainment and maintenance of oral health.

It is the member's responsibility to determine his or her specific continuing competency needs and to pursue activities that meet these identified needs. Examples of how to determine specific competency needs may be:

- Reflecting on practice problems or challenges
- Reviewing the CDHA National Competencies, SDHA Competencies, and Code of Ethics
- Researching answers to questions that have been asked of you
- External feedback
- Evidence based practice

Members have a professional responsibility to read professional oral health journals and newsletters and to keep their practice current. Under the SDHA, CCP credits may be granted for continuing competency learning activities beyond this basic responsibility. It is understood that all learning activities shall have intellectual or practical content related to the practice of dental hygiene, oral health, or the professional responsibility and ethical obligations of a member.

### CCP REQUIREMENTS

1. Members must obtain a minimum of 50 CCP credits in their assigned 3-year period. Of those 50 credits:
  - a. Activity requirements will appear as 45 total requirements on your learning page to reflect that 5 credits are granted for PL tool completion. (see PL Tool section on page 6).

- b. A minimum of 30 credits must be completed in Category A - Dental Hygiene Practice. The remainder can be in Category A, B or C, or a combination thereof.
  - c. All CCP's must be self-submitted on the SDHA member portal with a supporting document (see Reporting of Continuing Competency Program for a list of typical supporting documents on page 3.)
2. A member must provide evidence of successful completion of a Cardio Pulmonary Resuscitation (CPR) course, once in every 3-year reporting period. This course must have a hands-on component and be Level C with AED or Health Care Provider level.
  - a. CPR and First Aid credits qualify as Category A once per 3-year reporting period and Category B if completed again in that reporting period.
3. A member must complete the SDHA Jurisprudence Education Module (JEM), once in every 3-year reporting period. 2 CCP credits in Category A will be granted for successful completion of the JEM. Members are required to upload the Award Certificate as supporting documentation and select JEM as the activity when submitting.
  - a. JEM credits quality as 2 CCP credits in Category A once per 3-year reporting period and 2 CCP credits in Category B if completed again in that reporting period

## **GENERAL POLICIES**

1. The Continuing Competency Program reporting period will follow the annual license year dates: November 1st to October 31st.
  - a. New registrants: the 3 year reporting period will begin the previous November 1st. Activities/courses completed in other jurisdictions during that time period may be submitted for credit.
2. Learning activities that contribute to the scientific, practical, professional, or ethical aspects of the member's practice of dental hygiene will generally be eligible for program credits.
3. Continuing competency credits will be granted for continuing competency courses or professional development activities according to the following policies approved by council:
  - a. Courses or activities will generally be accepted at hour for hour credit, unless otherwise stated. Only actual hours of lecture, instruction and/or practicum time are eligible for credit.

- b. No one course may qualify for more than 25 CCP credits.
- c. A maximum of 10 CCP credits per 24-hour period may be claimed.
- d. There is no limit to online courses completed, however only one credit per hour can be earned online. Therefore, if multiple sessions are taken within the hour only one will qualify for credit.
- e. Program credits cannot be claimed for activities that occur as part of the expectations of the dental hygienist's regular provision of dental hygiene services. For example, if giving presentations to junior high classes is a routine part of your regular employment, this activity is not eligible for program credits.
- f. Learning activities that occur within the practice environment, such as an in-service course offered for all staff members, may be claimed for CCP credits.
- g. CCP Credits in excess of those required in a 3-year period cannot be carried forward to a subsequent period.
- h. In the event that the minimum CCP credits are not achieved on or before the end of the relevant 3-year period, application for annual license renewal will be denied.
- i. As an alternative to obtaining continuing competency credits, registrants may demonstrate their continuing competence for each 3-year period by successfully completing an approved refresher program or completing the Quality Assurance test (NDHCB).
- j. Local anesthesia course taken as a requirement for full licensure are eligible for a maximum of 25 CCP credits.
- k. Members holding a Non-Practising license must meet the CCP requirements.
- l. Continuing competency courses or professional development activities sponsored by the SDHA will be pre-approved.

## **REPORTING OF CONTINUING COMPETENCY PROGRAM (CCP) CREDITS**

1. Members are responsible for keeping track of their continuing competency activities and for submitting them with supporting documentation to the SDHA member portal within 120 days of the learning activity.
  - a. Supporting documentation may include:
    - i. Uploaded certificate of completion;
    - ii. Uploaded conference scan-in/scan-out report;
    - iii. Uploaded photo of a sign-in/sign-out sheet;
    - iv. Course schedule and outline of course content; v. Uploaded Copy of CPR wallet card.
  - b. Supporting documentation must include:
    - i. The date of the event
    - ii. Hours of attendance/credit
    - iii. Signature of session provider for verification
    - iv. Name or description of activity.

- c. SDHA Conferences will not require supporting documentation (note: self-submission is still required but no supporting documents are necessary)

Please note the form titled Request for Continuing Competency Program Credits is discontinued and is not considered supporting documentation.

Providing false or misleading information will be considered unprofessional conduct.

## **MONITORING CONTINUING COMPETENCY PROGRAM (CCP) RECORDS**

It is the member's personal responsibility to ensure that CCP credits are reported on a regular basis and to maintain a Continuing Competency file containing information on each course activity attended. The Continuing Competency file must also contain the completed Personal Learning Tool Forms for the current three-year reporting period. Members are advised to keep a personal record of program credits and all forms submitted for credit for at least 3 years.

The SDHA member portal displays each member's CCP Transcript. It is the member's responsibility to inform the SDHA of discrepancies within a timely manner.

## **ASSIGNING PROGRAM CREDIT**

The Continuing Competency Committee (CCC) will review requests for determination of CCP credits and reserves the right to approve or deny credits for any submission that it considers questionable.

If members are unsure of the relevance or appropriateness of an activity for credit, it is recommended that pre-approval be established with the Registrar.

Members, study clubs, and/or course sponsors may apply directly to the SDHA for pre-determination, at least 30 days prior to the delivery of the course to ensure eligibility for program credits.

## **CONTINUING COMPETENCY PROGRAM CREDIT CATEGORIES**

Continuing Competency activities are divided into the following categories:

1. Category A: Dental Hygiene Practice
  - a. Related 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 member.
  - b. Minimum requirement of 30 credits per 3-year period in this category.

2. Category B: Practice Management
  - a. Related to the administration or management of the member's practice of dental hygiene.
3. Category C: Professional Involvement and Volunteer Work
  - a. Related to the promotion and advancement of the dental hygiene profession through SDHA/CDHA or other community or volunteer activities.

## **CONTINUING COMPETENCY ACTIVITIES**

In recognition of the diversity of learning opportunities, the following activities have been identified.

### **1. Educational Courses/Conferences/Workshops**

- a. SDHA /CDHA or Co-sponsored Activities:
  - i. Continuing Competency courses or professional development activities sponsored by the SDHA are pre-approved for credit.
  - ii. Self-submission of the credits earned at all activities is required with supporting documentation, the only exception is the SDHA conference does not require supporting documentation
- b. Other Sponsoring Agencies: Continuing competency courses, presentations, seminars, conferences, or clinical sessions provided by the following agencies/organizations would likely be approved for program credit:
  - i. Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions (i.e. SK Polytechnic, U of S)
  - ii. Provincial, state, national and international health profession regulatory authorities and associations (i.e. SDAA, SDTA, CDSS, PDC)
  - iii. Federal government health agencies, and provincial or local government departments of health or public health (i.e. health regions, SK Health)
  - iv. Other health care organizations (i.e. Heart & Stroke, Cdn Diabetes)
  - v. For conferences with a variety of sessions, members must clearly indicate which session(s) were attended. Submissions must include the subject and content of each session for which credit is requested.

### **2. Study Clubs**

- a. Hour for hour credit is awarded. Study Clubs must be registered with the SDHA Registrar.
- b. A photo or copy of the Study Club sign-in sign-out sheet that has been signed by the course leader will be accepted as supporting documentation.

### **3. Lecturers/Presenters/Facilitators/Mentors**

- a. Lecturers, presenters, facilitators and mentors who provide dental hygiene presentations or instruction to study groups, health groups or educational programs, outside their

- regular employment or contractual obligations will qualify for hour for hour credit. Such programs include presenting table clinics, guest lectures, workshops, courses, or study clubs.
- b. Hour per hour credit for the development of such an educational program or presentation, equivalent to the length of the course or presentation, will be provided.
  - c. Dental hygienists, who act as a mentor (Claimed only once per 3-year reporting period):
    - i. For a Year 1 Dental Hygiene Student providing a one-day dental office practicum, will receive 3.5 Category A credits.
    - ii. For a Year 2 Dental Hygiene Student providing a two-day dental office practicum, will receive 7 Category A credits.
    - iii. Dental hygienists, who host high-school students, will receive a maximum of 7 credits under Category C. Credit may only be claimed once per 3-year reporting period and must upload documentation acquired from the high school.
  - d. Self-submission of credits required, supporting documentation is submitted to SDHA directly from SaskPolytechnic.

#### **4. Faculty/Instructors/Tutors**

- a. 10 credits per 3-year reporting period will be granted for full time academic instructors in a program of Dental Hygiene. 5 credits per 3-year reporting period will be granted for part time academic instructors in a program of Dental Hygiene.
- b. 5 credits per 3-year reporting period will be granted for instructors in a related program.
- c. 5 credits per 3-year reporting period will be granted for being an authorized tutor in a program of Dental Hygiene or a program related to Dental Hygiene.
- d. Self-submission of credit required, supporting documentation is submitted to SDHA directly from SaskPolytechnic.

#### **5. Professional Involvement**

- a. 3 credits per year in Category C will be granted for serving in an executive capacity of an association involving dental hygiene (i.e. SDHA, CDHA, etc)
- b. Hour for hour credit in Category B for attending formal SDHA or related, annual, general, and/or committee meetings or for carrying out special projects as directed by the above associations.

#### **6. Advanced Study**

- a. Members successfully completing programs applicable to dental hygiene practice that lead to a Bachelor, Master or Doctorate degree, from a recognized education institution, will qualify for 9 credits per 3 credit course of 35 (or more) hours, or equivalent. A copy of the registrant's transcript must be submitted.

#### **7. Dental Publications**

- a. Three (3) credits in Category C will be granted per article related to dental hygiene practice (minimum of 500 words) published in a provincial newsletter. Five (5) credits in Category C will be granted per article published in a national journal.

## **PERSONAL LEARNING TOOL FORMS (PL TOOL)**

The Personal Learning (PL) Tool was developed to:

- a. guide members in their learning;
- b. assist in the determination of specific continuing competency needs/goals,
- c. evaluate the information gained within an activity,
- d. relate new knowledge to the National and Provincial Competencies and Standards and to reflect upon what was learned and what changes in practice may need to occur because of this new knowledge/information.

The PL Tools provide evidence to the SDHA and government that dental hygiene professionals are current in oral health issues within their practice to ensure safe, competent dental hygiene care is provided.

### **1. PL Tool Guidelines:**

- b. A PL Tool form must be completed for each activity listed on a member's Continuing Competency Program Transcript.
- c. PL Tool forms are retained by the member as evidence that they are following the Competencies and Standards of the profession and maintaining evidence of his/her professional development.
- d. PL Tool forms are only submitted to the SDHA office, if that member has been selected for audit/review at the completion of their 3-year period.
- e. An audit/review by a peer committee will be performed on 10% of the members annually. The audits will be performed on a random selection of those members who are at the end of their 3-year reporting periods.
- f. The purpose of the audit/review is to ensure that a PL Tool has been completed in its entirety, for each learning activity for which credit has been granted.
- g. Members will be given notice of at least one month in advance of submissions being due, if they have been selected for audit/review.
- h. PL Tool form submissions must be received by October 31st annually. If submission of the PL Tool forms is submitted after the deadline, members may be subject to a late penalty.
- i. If selected for a PL Tool Audit, only PL Tool forms summarizing the learning for 45 credits are required to be submitted.
- j. Should any forms or information be missing, the member will be given an opportunity to resubmit the missing forms/information.

The Competencies and Standards for Canadian Dental Hygienists document was adopted nationally in January 2010 to replace the previous CDHA/SDHA Practice Standards. The SDHA adopted an SDHA Competencies document in 2014 that more specifically defines scope of practice competencies for dental hygienists in Saskatchewan. These competencies and standards apply to all aspects of the RDH's day-to-day practice and can be used by dental hygienists to assess dental hygiene practices and to identify learning goals that will direct continuing quality improvement activities.