

# CONTINUING COMPETENCY PROGRAM (CCP) GUIDELINES

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



**SDHA**

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Hygienists' Association

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Council Approved:  
February 2021

## Saskatchewan Dental Hygienists' Association (SDHA) Continuing Competency Program (CCP) 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 their 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 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 registrant.

### CCP REQUIREMENTS

1. Members must obtain a minimum of 50 CCP credits in the assigned 3-year period. Of those 50 credits:
  - a. 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.
  - b. Members will be granted 5 CCP credits for the completion of the Personal Learning Tool. (see PL Tool section for detail) Please note: this credit does not appear as a transcript line item but a deduction of credit required (Total activity requirements will be indicated as 45).
  - c. All CCP credit must be self-submitted through the SDHA member portal with supporting documentation. (see Reporting of Continuing Competency Program for a list of appropriate supporting documentation)

2. A member must provide evidence of successful completion of a Cardio Pulmonary Resuscitation (CPR) course, once in every three-year reporting period. This course must have a hands-on component and be Level C with AED or Health Care Provider (BLS).
  - a. CPR and First Aid credits are granted in Category A once per three-year reporting period and Category B if repeated in the same reporting period.
3. A member must successfully complete the SDHA Jurisprudence Education Module (JEM), once in every three-year reporting period. Credit for successful completion of JEM will automatically be populated on the member's transcript.
  - a. 2 CCP credits will be granted for successful completion of JEM in Category A once per three-year reporting period and Category B if repeated in the same reporting period.

### GENERAL POLICIES

1. The Continuing Competency Program reporting period will follow the annual license year dates: November 1<sup>st</sup> to October 31<sup>st</sup>.
  - a. For New Registrants:
    - i. The three-year reporting period will begin the previous November 1<sup>st</sup>. Activities/courses completed in other jurisdictions during that time period may be submitted for credit.
    - ii. Activities/ courses required for application of registration and licensure do not qualify for CCP credit i.e., JEM, licensing examinations.
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. It is recommended to seek prior approval from the SDHA Registrar.
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, for which hour per hour can be earned. If multiple sessions are taken within the hour only one will be granted 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 three-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. Local anesthesia course taken as a requirement for full licensure are eligible for a maximum of 25 CCP credits.
- j. Members holding a Non-Practising license must meet the CCP requirements.
- k. Continuing competency courses or professional development activities sponsored by the SDHA do not require prior approval.

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

1. Members are responsible for keeping track of their continuing competency activities and for reporting those activities to the SDHA. This can be done through the “My Learning” page of the member portal.
2. It is the responsibility of the member to submit learning activities including the required fields and supporting documentation ***within 120 days*** of completion.
  - a. . Required fields include:
    - i. Category Type (A, B, or C)
    - ii. Activity (i.e., Study Club, Advanced Education, Online)
    - iii. Name of Activity/Session
    - iv. Speaker
    - v. Sponsor
    - vi. Completion Date
    - vii. Claimed Credit amount
  - b. 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.
  - c. 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.

Providing false or misleading information will be considered professional misconduct.

## MONITORING CONTINUING COMPETENCY PROGRAM (CCP) RECORDS

It is the member's personal responsibility to ensure a CCP file is maintained through submissions of CCP credit on a regular basis. Members submitting CCP credit to SDHA through the 'My Learning' page will have access to their transcript at any time, it is the member's responsibility to inform the SDHA of discrepancies within a timely manner.

It is the member's responsibility to ensure their CCP file includes the completion of Personal Learning Tool Forms (PL Tool). PL Tool Forms are kept by the member for the current three-year reporting period in the event of an audit. (Details found under Personal Learning Tool Forms)

Members are advised to keep a personal record of program credits and all forms submitted for credit for at least three years.

## ASSIGNING PROGRAM CREDIT

The Registrar will review requests for determination of CCP credits and reserves the right to approve or deny credits for any submission that it considers questionable. Member's may appeal the Registrar decision to the Continuing Competency Committee (CCC). If members are unsure of the relevance or appropriateness of an activity for credit, it is recommended that prior approval be established.

Members, study clubs, and/or course sponsors may apply directly to the SDHA for prior approval, 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

Continuing competency courses, presentations, seminars, conferences, or clinical sessions provided by the following agencies/organizations would **likely** be approved for program credit:

- a. SDHA / CDHA or Co-sponsored Activities:
- b. Other Sponsoring Agencies:
  - 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. SHA)
  - iv. Other health care organizations (i.e., Heart & Stroke, Cdn Diabetes)

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. Study Clubs must be registered with the SDHA Registrar.
- b. Study Club sign-in/sign-out sheet or certificate of attendance that has been signed by the study club coordinator, speaker or sponsor 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 be granted hour for hour credit. Such programs include presenting table clinics, guest lectures, workshops, courses, or study clubs.
- b. The development of an educational program or presentation, equivalent to the length of the course or presentation, will be provided hour for hour credit.
- c. Mentorship mentor (Claimed only once per three-year reporting period):
  - i. Mentors for Dental Hygiene Students providing a one-day dental office practicum, will receive 3.5 Category A credits; providing two-day dental office practicum will receive 7 Category A credits.
  - ii. Mentors who host high-school students, will receive a maximum of 7 credits under Category C.

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

- a. 10 credits per three-year reporting period will be granted for full time academic instructors in a program of Dental Hygiene.
- b. 5 credits per three-year reporting period will be granted for part time academic instructors in a program of Dental Hygiene.
- c. 5 credits per three-year reporting period will be granted for instructors in a related program.
- d. 5 credits per -year reporting period will be granted for being an authorized tutor in a program of Dental Hygiene or a program related to Dental Hygiene.

## 5. Professional Involvement

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

## 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 courses of 35 (or more) hours, or equivalent. A copy of the registrant's transcript must be submitted.

## 7. Dental Publications

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

## 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. Identify constraints in application of knowledge learned.

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:

- a. A PL Tool form must be completed for each activity listed on a member's Continuing Competency Program Transcript.
- b. 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 their professional development.
- c. PL Tool forms are only submitted to the SDHA office, if that member has been selected for audit/review at the completion of their three-year reporting period.
- d. 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 three-year reporting period.
- e. Members will be given notice of at least one month in advance of submissions being due, if they have been selected for audit/review.
- 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. If selected for a PL Tool Audit, only PL Tool forms summarizing the learning for 45 credits are required to be submitted.
- 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. Should any forms or information be missing or deemed incomplete by the audit review committee the member will be given an opportunity to resubmit.
- j. Should re-submission be deemed dissatisfactory, members are subject to professional misconduct.

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.