



# **Denturist Licensing Board of Nova Scotia**

## **Continuing Education Policy**

### **Effective January 2021**

#### **Rational**

Continuous study and self-assessment of educational needs are fundamental and lifelong responsibilities of a professional. Self-governing professions are required under the Health Professions Act to "establish and maintain a continuing competency program to promote high practice standards among registrants." The Denturist Licensing Board of Nova Scotia (the "Board") meets this obligation through mandatory continuing education.

#### **Policy Statement**

The following information outlines the fundamental aspects of mandatory continuing education as viewed by the Board.

#### **Purpose**

The purpose of mandatory continuing education is to ensure the continuing competency of registrants of the Denturist Licensing Board of Nova Scotia.

#### **Responsibilities of Registrants**

Registrants must ensure that:

- continuing education activities reflect the purpose of continuing education, and when in doubt, to seek approval before participation.
- credit hours are accurately reported in the prescribed manner.

#### **Responsibilities of the Board**

The Continuing Education Committee is accountable to the Board to:

- develop standards for continuing education
- monitor and record all credits

#### **Acceptability and Credit Value of Educational Activities**

#### **Types of Educational Activities**

Educational activities can include any of the following:

- participating in a relevant course or program
- developing or teaching a relevant course or program
- attending members meetings for the DSNS (3 credits per meeting)
- participation in professional organizations is encouraged. Professional organizations include the DSNS, DLBNS, The DAC, etc. Participation includes being an executive member, board member, or committee member and other volunteer positions. (*Maximum 6 credit hours per year. Combined, not for each organization, committee or executive position*)
- leading or participating in a group study activity related to denturism (i.e., study club) (*maximum 6 credits per year*)
- publication of an article which is related to denturism (*3 credits per 1000 words to a maximum of 6 credits per year*)
- completion of quizzes related to denturism (*1 credit per successful quiz will be awarded; only quizzes within the recent 12-month period are eligible*)
- research, which is of benefit to the practice of denturism

**Criteria for Acceptability of Educational Activities**

For an educational activity to be acceptable for continuing education credits, it must meet specific criteria. The educational activity must:

- be relevant to the practice of denturism
- specify educational objectives or competencies to be achieved
- identify a method for meeting educational objectives or achieving competencies
- be taught, led or directed by a qualified individual.

**Determination of Acceptability and Credit Value of Educational Activities**

The Continuing Education Committee determines the acceptability of continuing education activity and its credit value. A continuing education course, program, or activity should request a review in advance of its being taken or offered to ensure acceptance, a registrant planning to participate in, or an individual or an organization planning to offer.

**Credit Hours**

Each Denturist must obtain a minimum of 36 credits within a three-year cycle with a minimum of 6 credits per year. Credit points are determined by content. Full-day hands-on is valued at 12 credits, full-day field-related lecture is valued at 9 credits, full-day business-related is valued at 6 credits. Two-thirds of these (i.e. 24 credits) must be directly related to patient care in the practice of denturism. One-third of these (i.e. 12 credits) do not have to be directly related to patient care but must be relevant to office management or the practice of denturism.

A maximum of 6 credits per year will be accepted for credits obtained by attending online courses unless otherwise stated to the registrants by the Board.

The three-year cycle begins with initial registration. The cycle is a 3-year rolling cycle wherein the latest year is dropped and the new year is added, i.e., 2018/2019/2020 then 2019/2020/2021, only the credits within the years included in the current 3-cycle will be carried forward.

Only credits earned in the current cycle will be applied to minimum credit requirements.

**Acceptable Category 1****Directly Related to Patient Care in the Practice of Denturism**

A minimum of 24 credits must be directly related to patient care in the practice of denturism. Acceptable categories are as follows (but are not limited to)

- general anatomy and physiology
- nutrition
- orofacial anatomy
- dental materials
- oral pathology
- dental physiology and the ageing process
- oral health and maintenance
- dental kinesiology (biomechanics)
- infection control
- dental psychology
- radiology
- clinical patient management
- complete dentures
- management of dental emergencies
- partial dentures

- patient removable prosthodontics
- clinical prosthetics
- overdentures
- patient records
- implant overdentures

## **Acceptable Category 2**

### **Indirectly Related to the Practice of Denturism**

12 of the 36 credits may be indirectly related to the practice of denturism. Acceptable Categories are as follows (but are not limited to)

- practice/office management
- medical emergencies
- ethical obligations
- basic life support
- communication skills
- advanced life support
- legal obligations/practice
- medical/dental services related to requirements to the oral complex
- meetings related to the profession.

## **Reporting Credits**

### **Submission of Proof of Attendance by a Registrant**

A registrant must maintain records verifying attendance at the specific course, program or activity for which credit is being sought, which may be requested as proof. For conferences or more extensive programs, verification by an instructor of the actual session for which credit is being sought is required. The deadline for submitting that year's continuing education report only, using the attached reporting form, is due no later than December 1st each year.

For each online course, a separate Online Continuing Education Course Reporting Sheet needs to be completed, which should include the following: Date, Title of Course, Educational Objective, where the course is to be found-link or certificate of completion, Presenter, Time started, Time ended (a template has been created and is attached for your ease of use); these do not need to be submitted with yearly CE Report but must be kept on record by the registrant for verification purposes.

The Board will complete a random audit on approximately 20% of current registrants per year. This audit is designed to monitor a registrant's compliance with all elements outlined in this continuing education policy to ensure the registrant's records support the credits that have been reported.

### **Submission of Proof of Attendance by a body Other than a Registrant**

The Board will accept proof of attendance from an individual or an organization other than a registrant in cases where the Board has authorized the individual or the organization to submit this information. Proof of attendance is a signed copy of the register for a course, program or activity for which credit is being sought. The register must include an attendee's signature at the beginning and end of the course, program or activity. The registrant should ensure that the Board has authorized the individual or organization to submit proof of attendance on their behalf.

## **Failure to Meet Continuing Education Requirements**

The license will not be renewed if a registrant does not meet continuing education requirements.