



Guide

Continuing Competence Program



The College of Alberta Denturists exists so that Albertans can be assured of receiving ethical, professional and safe denturist services. The Continuing Competence Program was legislated in the *Denturists Profession Regulation* in 2002.

The continuous learning and self-assessment of educational needs is a fundamental and life-long responsibility of all professionals. The technological advancements and innovations in delivery of services as well as shifting patient demographics accentuate the need for denturists to maintain and enhance their knowledge as it related to the practice of denturism.

The *Health Professions Act* defines the practice of a denturist:

Practice

3 In their practice, denturists do one or more of the following:

(a) assess, diagnose and treat persons missing some or all of their natural teeth,

(b) design, construct, repair, alter and fit any complete or partial denture for the purpose of restoring and maintaining function and appearance,

(b.1) teach, manage and conduct research in the science, techniques and practice of denturism, and

(c) provide restricted activities authorized by the regulations.

RSA 2000 cH-7 Sched. 8 s3;2008 c34 s23

Activities within a denturist's CCP may address all aspects of practice from treatment protocols and clinical skills to patient care and clinic management.

The *Health Professions Act* also states that a continuing competence program (CCP) must provide for regulated members to maintain competence and to enhance the provision of professional services. It also mandates a College to administer the program as determined in the regulations. The *Denturists Profession Regulation* (s. 10.1) requires regulated members registered on the general register to complete 100 hours of continuing education, in compliance with the program rules, in each sequential five-year period beginning on January 1 following the year of initial registration with the College.

PROGRAM PARTICIPATION

Compliance with the CCP is a mandatory requirement as a regulated member on the general register. In each CCP cycle, members must ensure that they have met the requirements of the program as detailed in this guide. Further, as per s. 9(f) of the regulation, regulated members must be in compliance with the CCP in order to renew their practice permit for the following year.

I. CONTINUING COMPETENCE PROGRAM CYCLE REQUIREMENTS

As per the regulations, all regulated members on the general register are required to participate in the CCP on a consecutive five-year program cycle. Program participation is subject to the following rules:

1. All regulated members are required to complete a minimum of 100 hours of continuing education in each five-year CCP cycle. This cycle commences January 1 following the date of initial registration as a regulated member on the general register.
2. All regulated members are required to complete a minimum of 10 hours of continuing education per registration year.
3. All regulated members are required to complete mandatory learning, as stipulated by Council, associated with the Patient Relations Program at least one within the five-year CCP cycle.
4. All regulated members must record their continuing education on the College website through the member portal.
5. Those individuals who resign from the College, and subsequently reinstate, will be required to participate in the CCP for the months in which they held a full practice permit. In the case where a member is registered for fewer than 12 months in a registration year, the member will be required to complete a pro-rated number of hours of continuing education based on the number of months of full registration (see table below) within the registration year. In turn their CCP cycle end date will be extended to accommodate the time for which they were not a regulated member and ensure that they meet the legislated requirements.

| Months practiced in registration year prior to resignation | Required CCP hours in that time | Months remaining in registration year upon reinstatement | Required CCP hours in that time |
|---|--|---|--|
| 0 – 3 | 0 | 0 – 3 | 0 |
| 4 – 6 | 4 | 4 – 6 | 4 |
| 7 – 9 | 6 | 7 – 9 | 6 |
| 10 – 12 | 10 | 10 – 12 | 10 |

6. All CCP activities shall fall within the current registration year for consideration of registration renewal. An extension of time or registration conditions may be considered at the discretion of the Registrar.
7. Failure to complete a minimum of 10 hours of continuing education within a registration year may result in suspension or cancellation of the individual's practice permit and/or result in additional requirements or registration conditions being assessed by the Registrar or the Registration Committee.
8. Failure to complete the required 100 hours of continuing education in the member's five-year CCP cycle may result in suspension or cancellation of the individual's practice permit and/or result in additional requirements or registration conditions being assessed by the Registrar or the Registration Committee.
9. No hours may be carried forward from one CCP cycle to another.
10. Members must retain their CCP records for two registration years past the end of their last CCP cycle.

II. APPLICABLE CONTINUING EDUCATION ACTIVITIES

As per the Denturist Profession Regulation, regulated members may complete continuing education hours that are both applicable to practice and to promote the personal or non-clinical development of the regulated member.

ACTIVITIES APPLICABLE TO PRACTICE

Continuing education activities, that are applicable to practice, used towards a member's CCP must be related to the profession of denturism. When deciding if an activity could be counted towards a member's CCP, consider if the material being learned is relevant to practice. Should you have any questions about this, please do not hesitate to contact the College.

There is no maximum for the number of hours of continuing education in this category applicable to a registration year or CCP cycle.

ACTIVITIES FOR PERSONAL DEVELOPMENT

Regulated members may use continuing education activities towards their CCP that promote the personal or non-clinical development of the regulated member.

A maximum of 10 hours of continuing education activities may be used towards a member's CCP, within a five-year CCP cycle, that relate to the personal development of the member.

TIME FOR ACTIVITIES

Unless otherwise determined by the Registrar or the Registration Committee, continuing education time may be counted on a time-for-time basis. That is, if a member participates in learning for 1.5 hours, they would count 1.5 hours in their CCP records.

III. CONTINUING EDUCATION ACTIVITIES

All learning that you undergo as a denturist may be counted towards your CCP requirements as per section II above. Examples of learning activities that may be counted towards your requirements are included, but not limited to the list below. Applicable time restrictions, if any, for each category, are noted below.

If a regulated member is concerned as to whether a course will be applicable to-

| | |
|---|---|
| Professional development courses | Business development courses |
| Attendance at structured educational events | Vendor/exhibitor showcases |
| Post-secondary education | Research activities |
| Presentation development and delivery | Course development |
| Surgical observations | Preparing publications |
| College/association committee participation | Precepting |
| CPR | Annual general meetings (AGM) for the denturist profession in Alberta |
| Registration exam volunteerism | |

wards their required CCP requirement, it is recommended that they contact the Registrar.

CONTINUING EDUCATION ACTIVITY TIME ALLOTMENT

| Time Allotment/Restriction | Type of Activity |
|--|--|
| Time for Time (count the actual amount of time spent doing the activity) | Professional development courses ¹ |
| | Business development courses ² |
| Maximum 50 hours per cycle for each type of activity listed | Vendor/exhibitor showcases |
| | AGMs for the denturist profession in Alberta |
| | Presentation/course development and delivery |
| | Denturist study clubs |
| | Surgical observations |
| | Preparing publications |
| | College/association committee meetings |
| | Precepting |
| | CPR (full course and recertification may not be counted in same registration year) |
| | Registration exam volunteerism |
| | Research Activities |

RECORDING CCP ACTIVITIES

In recording a CCP activity, a member should record all details of the activity as requested in the CCP form.

¹ Professional development courses include activities that the denturist uses to further their practice of the profession of denturism. This may include, but is not limited to, learning in technical aspects, patient care and pedagogical applications.

² Business development courses include activities that the denturist may undertake to advance and/or enhance their denturist business. This may include, but is not limited to, learning in finance, human resources and business owner responsibilities.

IV. CCP VALIDATION AND AUDIT

Each regulated member on the general register is required to complete at least 100 hours of continuing education per CCP cycle with a minimum of 10 hours per registration year. This will be recorded on the College website through the member portal.

Members are not required to have College approval for the activities they undertake. As a regulated health professional, it is the member's responsibility to ensure that they are in compliance with their legislated requirements. As such, members will be required to declare on their registration renewal if they are in compliance with the CCP or not. The registration renewal of those who declare non-compliance with the CCP will be managed by the Registrar.

In order that the College may also have due-diligence on this matter, it will conduct a validation and audit of a members CCP.

CCP VALIDATION

Through the registration system, the College is able to assess which members have:

- Completed the minimum of 10 hours of continuing education activities per registration year, and
- Completed the minimum of 100 hours within their CCP cycle.

Please be aware, that should you declare on your registration renewal that you are in compliance with the CCP and through CCP validation the College can attest that you are not, this is grounds for unprofessional conduct and the Registrar will investigate as to the circumstances surrounding this discrepancy. It may be referred to conduct if warranted.

The CCP validation will be run in coordination with registration renewal.

CCP AUDIT

As the College is trusting members to ensure that they are appropriately recording their CCP activities, it is the College's duty to check a small sampling of members to be representative of the whole and validate member declarations. The sample size will be determined based on Council policy. The audit will be conducted by the Registration Committee – a group of regulated members.

As such, members may be selected for an audit of their CCP through two pathways:

- **Random** – this will encompass the majority, if not all, of those audited
- **Directed** – this mechanism is in place to allow the College to ensure compliance and remediation. This part of the sample will be a minority and only utilized with legally defensible reasons.

Members will be provided with considerable notice and the audit will take place following registration renewal. An audit is not a time where the College is looking for members' mistakes but meant as a time for education for both members and the College.