

# Continuing Education Bylaw 10-08

## Introduction

The Manitoba Dental Association, herein referred to as “MDA”, is empowered through *The Dental Association Act of Manitoba* to regulate, discipline and license dentists in the Province of Manitoba.

One major aspect of this is Continuing Education (CE). The Manitoba Dental Association has established continuing competency requirements for relicensure of dentists. CE is simply defined as educational activities/programs that maintain, develop, or increase knowledge, clinical skills, and professional conduct a dentist uses to provide services for patients, public or the dental profession.

The MDA Continuing Education Committee is responsible for approving continuing education activities/programs in Manitoba. The committee is comprised of representatives from dental specialists, general dentists, Faculty of Dentistry, Winnipeg Dental Society, and MDA Annual Meeting and Convention Committee.

*The MDA Continuing Education Committee uses the Continuing Education Recognition Program (C.E.R.P) definition of CE as its basis for approving CE programs in Manitoba.*

**Continuing Dental Education:** Educational activities designed to review existing concepts and techniques, to convey information beyond basic dental education and to update knowledge on advances in dental and medical sciences. The objective is to improve the knowledge, skills and ability of the individual to deliver the highest quality of service to the public and profession. The basic sciences and behavioral and social sciences should be considered inseparable from technical knowledge in their influence on the professional person, and for this reason, educational experiences in these areas are an equally valid part of continuing dental education.

Continuing education programs are usually of short duration and are not structured or sequenced to provide academic credit toward a certificate or degree. Such courses are not applicable to advanced standing in specialty education programs. CE courses are conducted in a wide variety of forms using many methods and techniques and are sponsored by a diverse group of institutions, schools and organizations. Continuing education should favorably enrich past educational experience. These programs should make it possible for dentists and allied team members to attune dental practice to modern knowledge as it continuously becomes available. All continuing education should strengthen the habits of critical inquiry and balanced judgment that denote the truly professional and scientific person.

**Provider:** An agency (institution or organization) that is responsible for organizing, administering, publicizing, presenting, and keeping records for the continuing dental education program. The CE provider assumes both the professional and fiscal liability for the conduct and quality of the program. If the CE provider contracts or agrees with another organization or institution to provide facilities, faculty or other support for the

continuing education activity, the recognized provider must ensure that the facilities, faculty or support provided meet the standards and criteria for recognition. The CE provider remains responsible for the overall educational quality of the continuing education activity. (See Sponsor)

**Sponsor:** Another term used to designate the agency (institution or organization) that is responsible for organizing, administering, publicizing, presenting, and keeping records for the continuing dental education program. (See Provider)

## Approved Sponsors

The CE Committee will accept continuing programs for credit from the following agencies/organization:

- A faculty of school of dentistry or medicine (ie. Universities with a Faculty of Dentistry)
- A body that has been approved by the Academy of General Dentistry (AGD) or CERP (the ADA/CDA recognition program). For information on whether the sponsor of the course or program has been approved by AGD and/or CERP (ADA), please contact the sponsoring agency or visit the following websites:  
Academy of General Dentistry      [www.agd.org](http://www.agd.org)      Phone: 312-440-4300  
CERP (ADA)      [www.ada.org](http://www.ada.org)      Phone: 312-440-2500
- A national or international dental or medical association (ie. CDA, ADA, FDI, etc)
- A provincial or state dental or medical association
- Local, provincial, state, national, or international dental or medical specialty associations (ie. CAO, AAE, WDS)
- Canadian dental or medical regulatory authorities (ie. College of Physicians and Surgeons of Manitoba)
- Study Clubs approved the CE Committee (Appendix 1)
- Qualified providers by emergency procedure programs such as CPR, ACLS, and First Aid

## Non-Approved Sponsors

It is mandatory to submit details of the non-approved sponsor program in advance to the MDA CE Committee for approval for CE credits (ie. Dental Supply Company sponsored luncheon lectures, Dental Lab sponsored lecture)

## Continuing Education Requirement

The continuing education cycle will be three years commencing March 1 of the calendar year following the year of registration.

**Note:** For first-time registrants only, credits obtained between the date of the registration and the beginning of the first three-year cycle will be applied to the first three year cycle.

### a. Credit hours

One hour = One credit hour

Only hours of lecture, instruction or participation can be submitted

### b. Credits Required

Licensed dentists must obtain a minimum of 90 credit hours during a three year cycle. Credit hours in excess of those required in a three-year cycle cannot be carried forward to the subsequent three-year cycle.

### c. Reporting Credit Hours

It is the dentist's responsibility to ensure that credit hours towards continuing education are submitted on approved forms, either individually, or through the sponsoring agency's group submission (for example, dental societies, study clubs, universities and colleges). A history of the continuing education for each registrant will be maintained based on information submitted to the MDA office on an individual basis or from a sponsoring agency.

The MDA will send to each licensed dentist by mail every October a historical transcript of their continuing education. Dentists can view their continuing education transcript online: [www.manitobadentist.ca](http://www.manitobadentist.ca) then log in to the **Members' Only** site.

### d. Guidelines for Continuing Education Exemption

Applications for continuing education exemption for the current renewal year can be made in writing to the MDA Registrar and must be accompanied by supporting documentation ie. Dentist's **Guidelines for Continuing Education Exemption**.

Applications for continuing education exemption for the current renewal year can be made in writing to the MDA Registrar and must be accompanied by supporting documentation ie. doctor's letter. Deadline for application for exemption is January 15<sup>th</sup> to allow for processing prior to the March 1<sup>st</sup> license renewal deadline.

- Medical health reasons;
  - Illness or disability 6 months and over with letter from doctor
  - Loss of job due to illness for 6 months and over with letter from doctor
  - Death of a spouse, child, or dependant, with letter from doctor
  - Severely ill spouse, child, or dependant with letter from doctor
- Out of country for more than 6 months but less than one year;

- Any extenuating circumstances not listed above can be submitted to the committee for consideration.

**e) Acceptable Option**

A registrant in lieu of continuing education hours may select, as an option, the taking and passing satisfactorily the National Dental Examining Board Exam.

**f) Non compliance of Continuing Education By-law**

A license dentist, who has not completed the 90 credit hours requirement by March 1<sup>st</sup> of his/her three year anniversary date may, as an option, choose to attend the number of courses necessary to complete the requirement after March 1<sup>st</sup>. In such case the licensed dentist shall not be eligible for relicensure until the 90 credit hours of continuing education have been completed and submitted to the MDA Registrar.

**Credit Hours Stipulations**

- **General Dentists**
  - No more than 60% of the required 90 credit hours may be obtained in one subject area
- **Specialists**
  - Certified Dental Specialists must attain at least 70% of the required 90 credit hours through activities/courses pertaining to the specialty in which they are licensed.
- **Non Clinical Dental Category**
  - Credit hours are available for participation in non-clinical dental education programs such as practice management, personal development, general nutrition and other profession-related general interest topics. A maximum of 30 credit hours will be awarded per CE cycle in this category.

**Credit Hours Categories**

**Dental Conventions (Multiple topic/Table Clinic/Exhibits)**

- Attendance at full day of multiple day conventions where attendance at clinical sessions has occurred will qualify for up to six credit hours per full day and up to three points per half day attended. Proof of attendance at clinical sessions should be made available when requested.

**Seminars/Courses**

- Hour per hour credit given for attendance to a maximum of 6 hours per day

**Authorship of Journal Articles and/or Chapters in TextBooks**

- Authorship of refereed journal articles and/or chapters in textbooks is eligible for credit hours. Publication of articles in dental journals, excluding editorials are eligible of 18 credit hours per CE cycle. Copy of journal and/or textbook must be submitted to determine the appropriate hours of credit. Credit hours will not be given for writing abstracts or book reviews

### **Teaching (Faculty of Dentistry, School of Dental Hygiene)**

- Credit hours are available for full or part-time instructors at the Faculty of Dentistry and/or School of Dental Hygiene. Credit hours are awarded on the basis of 6 hours per term for full-time faculty appointments. Part-time is defined as a minimum of one lecture per week or one-half day per week, or equivalent, of clinical teaching. Part-time instructors will be awarded 3 credit hours per term

### **Lecturers and/or Presenters**

- Credit hours will be given to any dentist who delivers a lecture on clinical dentistry to an audience of dentists, dental hygienists, and/or dental assistants for a sponsoring agency, such as: study groups, health groups, table clinics, dental societies. Four credit hours will be given for one-half day lecture and eight credit hours will be given for a full-day lecture. A maximum of 24 credit hours per 3 year cycle.
- Lecture/presenters must submit course outline for each lecture they are seeking credit for. Credit hours will be available for each lecture/presentation one time only.

### **Hospital Rounds**

- Attendance at faculty of dentistry hospital rounds. Credit hours will be given only where it is applicable to clinical dentistry. A maximum of 8 credit hours per year to a maximum of twenty-four per CE cycle.

### **Self Study Programs with Independent Assessment**

- For journal articles, video-audio tapes, DVD/CD and/or internet courses with independently graded self-study questions, credit hours will be awarded on the basis on what was established by the recognized provider to a maximum of 30 credit hours per CE cycle. Verification of independent assessment must be submitted. Reporting form must be used in submitting information (Appendix 3)

### **Self Study Programs without Independent Assessment**

- Credit hours will be awarded on the basis of one credit hour per video-audio tape, DVD-CD and internet course that is more than one hour or more in duration to a maximum of 15 credit hours per CE cycle. For internet courses please include website address. Reporting form must be used in submitting information (Appendix 3)

### **Study Clubs**

- Study Clubs must be approved by the Continuing Education Committee (Appendix 1). Attendance records must be maintained and submitted annually to the MDA (Appendix 2). Maximum of 30 credit hours will be awarded per CE cycle.

### **Advanced Study (does not include post-graduate programs)**

- Dentist who successfully completes a dental related, credit eligible course or program offered by a recognized educational institution with a curriculum and assessment. Proof of successful completion of course required. One per hour credit given to a maximum of 30 credit hours per CE cycle

### **Other**

- From time to time the CE Committee will approve a course that does not specifically fall into any of the above categories

By-laws: 10-90 of the Manitoba Dental Association is hereby repealed.

DONE and PASSED by the Board of Directors of the Manitoba Dental Association at Winnipeg, in Manitoba this 29<sup>th</sup> day of May, AD 2008.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

This by-law will become effective on the 15<sup>th</sup> day of December, 2008, unless 10 members request, in writing, its ratification at a general meeting of the Association (Section 43(2) of *The Dental Association Act*). Attached: Appendices: 1, 2, 3 and 4

## **APPENDIX I STUDY CLUB CRITERIA FOR ACCEPTANCE**

### **1. MEMBERSHIP**

- Must be a minimum of five members to be eligible for CE hours
- Members must attend the majority of meetings
- All study club executives must be licensed with the Manitoba Dental Association
- Only licensed dentists may participate in clinical sessions
- No study club will be approved that limits its membership based on race, creed, religion, or gender;
- Staff training groups/staff meetings that consist mostly of members of one or two dental offices and have a member dentist as mentor or commercial guest mentors are not considered study clubs.

### **2. ADMINISTRATION AND REPORTING**

- Each Study Club will be required to reapply to the Manitoba Dental Association every three years;
- The Study Club program shall be under the continuous guidance of an Executive Committee or individual responsible for its quality, content, and ongoing conduct;
- Must meet at least four times per year;
- Attendance must be recorded and filed to the Manitoba Dental Association office (Appendix 2)
- Continuing education credits will only be given for lecture and clinical components of a meeting. Dinner meetings do not qualify for credit.
- **For applying or reapplying for acceptance the following are required:**
  - a) A resume or curriculum vitae for all mentors, if applicable, that indicates their expertise for the subject material to be presented
  - b) Proposed Agenda for the next year of operation submitted annually.
  - c) Study Club Executive Members and general members
  - d) List of goal and objectives
    1. long-range goals (3 yrs) related to the continuing education program
    2. listing needs and interests of members
    3. education objectives for each CE program
    4. details of course outline for each CE program

### **3. MENTORS**

If mentors are part of the study club they must have expertise in the subject area and their C.V. and objectives (or learner outcomes) of the presentations must be submitted in advance.

For clinical sessions, mentors must be licensed dentists with the Manitoba Dental Association. Out-of-Province licensed mentors must apply for and receive a Continuing Course Participant license for clinical sessions.

### **4. EVALUATION**

The club shall develop and utilize evaluation forms or other mechanisms that measure the extent to which course objectives have been achieved, assess course content, mentor effectiveness and overall administration of the program.

## **5. COMMERCIAL CONFLICT OF INTEREST**

Activities offered are independent of commercial influence and commercial relationships and sponsorships are to be fully disclosed to the participants.

## **6. PATIENT PROTECTION**

Where patient treatment is involved patient protection must be assured as follows:

- The facilities equipment and arrangements for the program, emergency and postoperative care must be appropriate.
- Informed consent is necessary prior to treatment.



**APPENDIX 3  
SELF STUDY REPORT FORMS**

**Dentist Name:** \_\_\_\_\_ **License Number: 070-** \_\_\_\_\_

**Check appropriate box:**

**General Dentist**       **Endodontist**       **Oral & Maxillofacial Surgeon**

**Paediatric**       **Periodontic**       **Prosthodontist**

**Oral Pathology**

**Self Study Programs with Independent Assessment** (maximum of 30 CE hours per CE cycle). Please submit Assessment Evaluation for each listed topic.

Date	Name of Program and Sponsor	Allocated CE points	Specialty Related
			YES ----
			YES ----
			YES ----
			YES ----
			YES ----
			YES ----
			YES ----
			YES ----
			YES ----

**Self Study Programs without Independent Assessment** (maximum of 15 CE hours per CE cycle).

Title of Tapes/CD/DVD/ Internet Course	Presented by	Hours	Specialty Related
			YES -----
			YES -----
			YES -----
			YES -----
			YES -----
			YES -----
			YES -----
			YES -----

APPENDIX 4

**THE CREDIT POINT SYSTEM**

<b>Lecture/Seminar Clinical Dentistry</b>	<b>Up to 6 CE hours maximum per day</b>
<b>Lecture/Seminar Non-Clinical Dentistry</b>	<b>Up to 6 CE hours maximum per day to a maximum of 30 CE points per CE cycle</b>
<b>Dental Conventions</b>	<b>Up to 6 CE hours for each day attended</b>
<b>Hospital Rounds</b>	<b>Up to 8 CE hours per year to a maximum of 24 per CE cycle</b>
<b>Self Study Programs</b> <ul style="list-style-type: none"> <li>• <b>With Independent Assessment</b></li> <li>• <b>Without Independent Assessment (includes audio/video tapes, CD-ROMs, DVDs, computer based study)</b></li> </ul>	<b>Up to 30 CE hours maximum per CE cycle</b>  <b>Up to 15 CE hours maximum per cycle CE</b>
<b>Full time Dental Faculty Members</b>	<b>6 CE points per term</b>
<b>Part time Dental Faculty Instructors</b>	<b>3 CE points per term</b>
<b>Authorship of Practice-Related and Scientific Articles in Dental Journals and/or TextBooks</b>	<b>CE hours to be determined by CE Committee upon review</b>
<b>Study Club participant</b>	<b>Up to 30 CE hours maximum per CE cycle</b>
<b>Lecturer and/or Presenters</b>	<b>4 CE hours per half day 8 CE hours per full day</b>