



MANITOBA DENTAL ASSOCIATION

**THE
BYLAW FOR
CONTINUING EDUCATION
OF DENTAL ASSISTANTS**

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PREAMBLE

The Manitoba Dental Association (MDA) is empowered through *The Dental Association Act (The Act)* to regulate, discipline and certify dental assistants in the Province of Manitoba.

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

The MDA Continuing Competency Committee (the Committee) is responsible for approving continuing education activities and programmes in Manitoba. The committee is comprised of dentists, registered dental assistants, representatives of the public and various stakeholder organizations.

The Committee relies on the American Dental Association Continuing Education Recognition Programme (CERP) definitions as a basis for approving CE programmes in Manitoba. For the purposes of this Bylaw, continuing education, provider and sponsor are defined as follows:

Continuing 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 programmes 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 programmes. 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 programmes 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 programme. The CE provider assumes both the professional and fiscal liability for the conduct and quality of the programme. 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.

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 programme.

SECTION I - CONTINUING EDUCATION REQUIREMENT

1. The continuing education cycle shall be a three years commencing May 1 of the calendar year following the year of registration.
2. A credit hour is recognized for an hour of instruction, lecture or participation in an approved sponsor activity or programme.
3. Credit hours for participation in a non-approved sponsor activity or programme shall be determined by the Committee.
4. The Registrar reserves the right to vary, limit or deny a member credit hours for activities or programmes, if in the opinion of the Registrar:
 - a. the credit hours designated are unwarranted relative to the nature of the programme; or
 - b. the programme or activity does not meet the objectives of this Bylaw.
5. Credit hour recognition shall be subject to any limitations or conditions contained in this Bylaw.
6. First-time registrants shall have credit hours obtained between the date of the registration and the beginning of their first three-year cycle applied to the first three-year cycle.
7. **Members shall obtain a minimum of 36 credit hours during a three-year cycle.**
8. **Members shall obtain a minimum of two credit hours in an approved sponsor infection prevention and control activity or programme during a three-year cycle.**
9. Credit hours in excess of the 36 credit hours required in a three-year cycle cannot be carried forward to the next three-year cycle.

SECTION II - REPORTING FOR RECOGNITION OF CREDIT HOURS

1. Members shall submit sufficient evidence to demonstrate participation in an approved sponsor activity or programme or a recognized non-approved sponsor activity or programme.
2. Sponsors submissions of participation records in a form approved by the Committee shall be deemed sufficient evidence to demonstrate member participation.
3. Submission for **credit hours must be received by the MDA within 60 days of participation in the activity or programme.**
4. Failure to submit evidence within 60 days may result in a rejection of the submission for inclusion on the continuing education transcript.
5. A continuing education transcript for each member shall be maintained based on information submitted to the MDA.
6. The Registrar may vary, limit or deny a member credit hours for activities or programmes provided by an approved sponsors, if in the opinion of the Registrar:
 - a. the credit hours designated are unwarranted relative to the nature of the programme; or
 - b. the programme or activity does not meet the objectives of this Bylaw.
7. Credit hour recognition shall be subject to any limitations or conditions contained in this Bylaw.

SECTION III - CONTINUING EDUCATION TRANSCRIPT

1. Continuing education transcript for each member shall be maintained based on information submitted to the MDA.
2. Members may access most current transcript by their online portfolio available at: www.manitobadentist.ca.
3. A member is responsible to review their transcript on a regular basis and inform the MDA of any errors in a timely manner.

SECTION IV - APPROVED SPONSORS

1. Sponsors of activities or programmes (SCHEDULE B - APPROVED SPONSORS) are recognized for continuing education credit.
2. Member shall receive the approved sponsor designated credit hours for the activity or programme on their continuing education transcript based on sufficient evidence of actual participation in the approved sponsor activity or programme.
3. The Registrar may vary, limit or deny a member credit hours for activities or programmes provided by an approved sponsors, if in the opinion of the Registrar:
 - a. the credit hours designated are unwarranted relative to the nature of the programme; or
 - b. the programme or activity does not meet the objectives of this Bylaw.
4. Credit hour recognition shall be subject to any limitations or conditions contained in this Bylaw.
5. The Board on the recommendation of the Committee may add or remove a sponsor identified on SCHEDULE B - APPROVED SPONSORS.

SECTION V - NON-APPROVED SPONSORS

1. Sponsors not listed in SCHEDULE B are non-approved.
2. Non-approved sponsors must obtain Committee approval for any activity or programme in advance for member participation to be recognized for continuing education credit.
3. The Committee shall determine the policy and procedure for the recognition review of a non-approved sponsor activity or programme.
4. The Committee shall designate the maximum credit hours recognized for member participation if a non-approved sponsor activity or programme is recognized.
5. Member shall receive the designated credit hours for the activity or programme on their continuing education transcript based on sufficient evidence of actual participation in the non-approved sponsor activity or programme.
6. The Registrar may vary, limit or deny a member credit hours for activities or programmes provided by a non-approved sponsors, if in the opinion of the Registrar:
 - a. the credit hours designated are unwarranted relative to the nature of the programme; or
 - b. the programme or activity does not meet the objectives of this Bylaw.
7. Credit hour recognition shall be subject to any limitations or conditions contained in this Bylaw.
8. The Registrar shall establish a roster of recognized non-approved sponsor activities and programmes.

9. The Committee shall determine requirements for non-approved sponsor activities or programmes to remain on the roster.
10. The Board in consultation with the Committee may add or remove a sponsor identified on the roster.
11. The Board in consultation with the Committee shall assess a fee for the recognition review of a non-approved sponsor activity or programme (SCHEDULE A - FEES).
12. The Board in consultation with the Committee shall assess an annual fee for a non-approved sponsor activity or programme to remain on the roster (SCHEDULE A - FEES).

SECTION VI - EXTENSIONS AND EXEMPTIONS FROM CONTINUING EDUCATION REQUIREMENTS

1. A member may request in writing to the Committee for a time extension to complete their continuing education requirements.
2. A member may request in writing to the Committee for an exemption from the continuing education requirements.
3. Except as specified in this section, the Committee shall determine the policy and procedure for approving an extension or exemption from the continuing education requirements.
4. The written request for an extension or exemption must be received before the 15th of March of the final year of a member's cycle.
5. At a minimum, the written request must include:
 - a. an explanation of the reason for the request for an extension or exemption;
 - b. supporting documentation of the reason for the extension or exemption; and
 - c. a proposal for maintaining continuing competence in the circumstances.
6. The Committee may consider the following circumstances in approving an extension or exemption:
 - a. public safety;
 - b. illness or disability over six months with medical report;
 - c. death of immediate family member or dependent;
 - d. severe illness of immediate family member;
 - e. out of Canada between six and twelve months;
 - f. extenuating circumstance of a similar nature.
7. On completion of the review of the member request, the Committee may make the following decision:
 - a. approve an extension to the continuing education cycle for the member for a specified time;
 - b. approve an exemption from the continuing education requirements for a specified time; or
 - c. vary the requirements or timeline as appropriate.
8. The Committee shall provide the member a written decision within 30 days of completing their review

SECTION VII - ALTERNATIVE COMPETENCY ASSESSMENT

1. A member may apply to the MDA to perform the National Dental Assisting Examining Board Clinical Practice Evaluation.
2. On receipt of appropriate fees and forms, the MDA will request the NDAEB assess the member.
3. A member must successfully pass all assessments before the end of their continuing education cycle to demonstrate competency.

SECTION VIII - NON COMPLIANCE WITH REQUIREMENTS OF BYLAW FOR CONTINUING EDUCATION

1. A member not completing the 36 credit hours requirement or the alternate competency assessment by the end of their three year cycle shall not have their licence renewed until the necessary credit hours are performed, submitted and recognized.

SECTION IX - LIMITATIONS AND CONDITIONS FOR RECOGNITION OF CREDIT HOURS

1. Non **Clinical Dental Category**
 - a. credit hours are available for participation in non-clinical dental education programmes such as practice management, personal development, general nutrition and other profession-related general interest topics.
 - b. a maximum of 12 credit hours will be awarded per CE cycle in this category.

SECTION X- CREDIT HOURS CATEGORIES

1. Seminars, Lectures and Participation Activities and Programmes
 - a. maximum of six credit hours in a given day.
2. Dental Publications - Authorship of Journal Articles or Contributions to Text Books
 - a. maximum of nine credit hours shall be recognized in a member's continuing education cycle;
 - b. publication must occur during the cycle;
 - c. member must submit:
 - i. copy of journal and/or textbook to the Registrar for determine of appropriate credit hour recognition;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.
3. Teaching (Province of Manitoba accredited dental assisting training programmes)
 - a. maximum of six credit hours per year members appointed full-time in the programme;
 - b. maximum of three credit hours per year for members providing a minimum of one lecture per week or one-half day per week of preclinical or clinical supervision.
 - c. member must submit:
 - i. letter from the accredited dental assisting training programme verifying date, duration and role in the programme;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.
4. Lecturers and/or Presenters to Professional Groups
 - a. maximum of 12 credit hours shall be recognized in a member's continuing education cycle;
 - b. maximum of three credit hours per half day lecture or presentation;
 - c. maximum of six credit hours per full day session;
 - d. lecture or presentation must occur during the cycle;
 - e. lecture of presentation must be for an approved sponsor or a recognized non-approved sponsor activity or programme;
 - f. member must submit:
 - i. the activity or programme outline;
 - ii. the activity or programme public notice;
 - iii. if for an approved sponsor, documentation evidencing the arrangement;
 - iv. completed reporting form approved by the MDA; and
 - v. any other information requested by the Registrar.
 - g. credit hours will be recognized only once for a similar activity or programme.

5. Volunteer Presenters to Non-professional Groups

- a. maximum of six credit hours shall be recognized in a member's continuing education cycle;
- b. maximum of one presentation per year to the same non-professional group;
- c. maximum of one credit hour per presentation;
- d. maximum of one presentation per day;
- e. presentation must occur during the cycle;
- f. member cannot receive compensation for presentation;
- g. member must submit:
 - i. letter from non professional group verifying the date, duration and completion of the presentation;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.

6. Volunteer activities with a dental or dental assisting organizations

- a. maximum of four credit hours shall be recognized in a member's continuing education cycle;
- b. maximum of two credit hours per year;
- c. member must submit evidence of:
 - i. holding Board or Council position in a dental or dental assisting organization;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.

7. Self Study Programmes with Independent Assessment

- a. maximum of 24 credit hours shall be recognized in a member's continuing education cycle for dentally relevant print, electronic, digital or online activities and programmes with independently graded assessments;
- b. credit hours shall only be recognized for print, electronic, digital or online activities or programmes of more than one hour in duration;
- c. members must submit:
 - i. verification of successful completion based on independent assessment results;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.

8. Self Study Programmes without Independent Assessment

- a. maximum of 12 credit hours shall be recognized in a member's continuing education cycle for dentally relevant print, electronic digital or online activities and programmes without independently graded assessments;
- b. credit hours shall only be recognized for print, electronic, digital or online activities or programmes of more than one hour in duration;
- c. maximum of one credit hour per self study programme shall be recognized;
- d. members must submit:
 - i. electronic and digital course materials;
 - ii. completed reporting form approved by the MDA; and
 - iii. any other information requested by the Registrar.

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

Bylaw C - 10 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 02nd day of June 2016.

President

Secretary

This bylaw will become effective on the 15th day of December 2016, unless 10 members request on or before the 14th day of December 2016 in writing, its ratification at a general meeting of the Association pursuant to ss. 43(2) of *The Dental Association Act*.

Attached: Schedules A and B.

SCHEDULE A - FEES

Non-approved sponsor initial application fee \$150.00

Non-approved sponsor annual renewal fee \$ 50.00

NOTE: ALL FEES ARE NON-REFUNDABLE.

SCHEDULE B - APPROVED SPONSORS

- **A faculty of school of dentistry or medicine (ie. Universities with a Faculty of Dentistry)**
- **CDAC accredited dental assisting training programmes**
- **An organization that has been approved by the Academy of General Dentistry (AGD)**
- **An organization that has been approved by American Dental Association Continuing Education Recognition Program (CERP)**
- **A national or international dental or dental assisting association (ie. CDAA, CDA, ADA, FDI, etc)**
- **A provincial dental, medical or dental assisting association**
- **Manitoba health or public health organizations**
- **Manitoba regional health authorities**
- **Local, provincial, state, national, or international dental specialty associations (ie. CAO, AAE, WDS)**
- **Canadian dental or dental assisting regulatory authorities**
- **Study Clubs approved by the Committee**
- **Qualified providers of emergency management programmes (CPR, ACLS, and First Aid)**
- **Canadian Forces Dental Services**