

**NB COLLEGE OF DENTAL HYGIENISTS/  
ORDRE DES HYGIÉNISTES DENTAIRES DU NB**

# **Competencies and Education Program**

**January 2013**

**NBCDH/OHDNB**



ADOPTED BY THE NBCDH COUNCIL SEPTEMBER 2012

## **HIGHLIGHTS OF THE COMPETENCIES AND EDUCATION PROGRAM REQUIREMENTS**

### **Reporting to the NBCDH**

All registered dental hygienists are responsible of maintaining their own continuing competency documents by entering the information on their member portal on the website. Dental hygienists are to enter their information within **three months** of the activity/course. All corroborating documentation must also be uploaded at the time of entry of each course by the dental hygienist.

**\*\*Any dental hygienist who does not have access to a computer or an email address must advise the NBCDH in order to establish another reporting system. \*\***

### **Categories:**

The Continuing Competencies Requirements have been categorized into two major categories:

- Unlimited – learning activities directly related to the practice of dental hygiene, development of educational presentation to other health organizations, participation on National organizations as a committee member or a task force, National Dental Hygiene Certification Board Exam Prep-Test, study clubs, extended studies in dental hygiene will be considered.
- Limited categories- meetings, community health presentation (schools, health fairs, fluoride programs...), CPR, courses related to office management, computer courses, extended studies in programs not related to dental hygiene will be considered.

Please refer to the complete document for details of each category.

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## 1- INTRODUCTION

Lifelong learning is the hallmark of any profession. It is imperative that all professionals remain current in one's discipline. The profession of dental hygiene is constantly changing through technological advances, research, regulatory changes, innovations in health care delivery and development of new clinical procedures. These continual changes accentuate the need for dental hygienists to remain current in their knowledge and clinical care of clients.

To acknowledge its commitment to continuing competence of dental hygienists and to meet the mandate of the Act Respecting the NB College of Dental Hygienists (15(2)(h)), the College has developed a professional Continuing Competency Program which requires continuing education requirement for all registered dental hygienists in New Brunswick. The mission of the NBCDH is to protect the public by developing, advocating and regulating safe ethical dental hygiene practice in NB. The NBCDH council has adopted the following Continuing Competence Program which will consequently ensure the protection of the public by providing current quality care to all.

In developing this document, continuing competency programs of other Canadian dental hygiene jurisdictions and other professional organizations were reviewed and considered by the continuing education committee. This final document is a compilation of important aspects that the NBCDH council feels that all dental hygienists should strive towards as health care professionals. This continuing competency program also refers to the *"Entry-to-practice Competencies and Standards for Canadian Dental Hygienists"* adopted by provincial regulatory authorities.

## 2- REPORTING CYCLE

All dental hygienists are assigned a reporting period of three years as the following:

Group	Requirements		
A	45	Jan 2016 to Dec 2018	Jan 2019 to Dec 2021
B	45	Jan 2017 to Dec 2019	Jan 2020 to Dec 2022
C	45	Jan 2018 to Dec 2020	Jan 2021 to Dec 2023

## 3- GENERAL INFORMATION

All dental hygienists have a professional responsibility to practice within their own unique and individual scope of practice. It is the member's responsibility to assess and determine their own unique learning needs and seek courses that will fulfill the necessary learning knowledge required.

It is understood that all learning activities shall have significant intellectual and practical content related to the practice of dental hygiene, oral health, and general health related issues or the professional responsibility, the professional and personal development of the dental hygienists, and ethical obligation of the member. Consideration will be granted to the individual member's own practice setting when reviewing and accepting program credits. Practice areas include clinical therapy, health promotion, education, administration and research. Learning activities may include but is not limited to the client process of care (assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation), health promotion, research, epidemiology, communications, ergonomics, record keeping, infection control and hazardous materials, regulatory obligations, ethics, and administration.

#### *4- SPECIFIC REQUIREMENTS*

4.1 All current registered members and new applicants must adhere to the guidelines included in this document.

#### 4.2 First-time Registration applicants transferring jurisdictions

Applicants who are currently licensed in another jurisdiction will have the total requirements of credits adjusted according to the date of licensure with the NBCDH. Registrants are to provide a list of continuing competency courses obtained in the past three years while licensed in another province upon their registration with the NBCDH.

#### 4.3 Non-practising members:

4.3.1 Non-practising members are not required to submit continuing competency courses but may do so if they desire. However, non-practising members will be required to provide confirmation of courses upon their request for a practising license. The number of credits to be submitted will vary according to the number of years that the member was a non-practising member and will be calculated by requiring a minimum 15 credits per year as a non-practising member in the three years prior to their request for a practising license. Any one holding a continuous non-practising membership for more than three years may be subject to examinations or refresher program as determined by the Council upon their request for a practising license.

4.3.2 Members wishing to apply for a practising license who do not meet the required minimum of 45 credits in a three year period prior to the transfer may be required to complete an approved refresher program, successfully complete the National dental hygiene certification board examination or any other examinations as determined by the NBCDH council. The NBCDH will judge candidates on a case by case status review.

4.3.3 Any member not licensed to practice in the past 3 years or has not clinically practiced in the past 3 years will be required to successfully complete the National dental hygiene Examination, and an approved refresher program which includes a clinical competency examination component upon their request for a practising license.

4.4 New graduates (applies to new graduates first registered in NB- any transfers from another jurisdiction will be assessed according to section 4.2):

Requirements for continuing competency credits for newly graduated dental hygienists registering with the NBCDH will be waived until the month of January following their year of graduation at which time, their cycle will begin. Credits obtained after initial registration but prior to the cycle will apply towards that cycle.

4.5 Full-time students:

4.5.1 Students enrolled in a full time advanced post-diploma dental or dental hygiene programs of study offered by a recognized educational institution that lead to a Baccalaureate, Master or Doctorate degree or other specific credentials with a dental related component will have their Continuing Competency Cycle waived and a new three-year cycle will commence January of the year following the completion of studies. A copy of the registrant's university/college transcript or proof of university/college registration must be submitted annually to confirm the student's status.

4.5.2 Students enrolled in a full post diploma not dentally related but may enrich the personal and professional development of the dental hygienist can receive credits in the limited category to a maximum of 10 credits per cycle.

## 5- PROGRAM INFORMATION

- a) All registered members of the NBCDH are required to fulfill and enter all their requirements assigned by the NBCDH at the latest by November 30th of the last year of their determined cycle dates. (as per section 2 of this document)
- b) It is recommended that all registered dental hygienists strive to achieve a minimum of 15 credits per year.
- c) Credits obtained exceeding the member's requirements in one reporting cycle cannot be carried forward to the following cycle. However, these courses, when submitted will continue to be recorded in the member's continuing competence program folder.
- d) The NBCDH will ensure that records of the member's continuing competence program folder be made available through the member's side of the website for review by the member.
- e) Members can request a hard copy version by contacting the NBCDH.
- f) In the event that the minimum requirements are not achieved, application for renewal of membership will be denied.
- g) Any member who, for health or personal reasons is unable to fulfill the required hours of continuing competencies can request an extension by providing a written explanation and corroborating documentation to the NBCDH for their consideration. All written request will be reviewed by council or committee. Maternity leave will not be considered for an extension unless under exceptional circumstances.
- h) Program credits cannot be claimed for activities that occur as part of the expectations of the dental hygienist's regular employment provision.



## 6- REPORTING

- a) It is the member's responsibility to enter or submit their credits to the NB College of dental hygienists.
- b) Members are required to enter their continuing competency credits under their member portal on the website. Members who do not have access to internet are asked to contact the NBCDH to establish an alternative process for providing their information to the College.
- c) Courses should be entered in the member's profile as soon as they are completed or at the latest 3 months after completion. Any late submission or entry may be rejected.
- d) Confirmation of their attendance/participation must be provided at the time of registering their participation on the member portal.
- e) The following acceptable confirmation of attendance or participation of the member will be accepted by the NBCDH:
  - i. Certificate by the organization offering the program or sponsor
  - ii. Letter of attendance by the organization or sponsor
  - iii. Complete listing of attendees by the sponsor/organization
  - iv. Letter of confirmation from other groups who requested community presentation/educational session
- f) The supporting documentation must include but is not limited to any of the following:
  - i. Date of course
  - ii. Title of course
  - iii. Course credit or hours
  - iv. Course sponsor
- k) The NBCDH may require further corroborating information in order to approve learning activities. It is the responsibility of the member to provide the additional requested information.
- l) Falsification of any records, information or documents will be considered professional misconduct.

## *7- ASSIGNMENT OF PROGRAM CREDITS*

The NBCDH has the authority to review requests for determination of program credits and reserves the right to approve or disapprove credits for courses or equivalents that it considers questionable in content and relevance to the practice of dental hygiene

- a) One credit will be awarded for one-hour session.
- b) The College will accept the number of credits as determined by other dental professional organizations, other health professional organizations and by University or Colleges.
- c) Members can request a revision of credits hours assigned.
- d) In the instance that a member is unsure as to the content of courses or approval of courses, the member can request a prior determination of credits assigned.

## *8- REQUIREMENTS FOR LICENSURE- EMERGENCY CPR- LEVEL C*

### 8.1 Practising members:

- a) The NBCDH recognizes that all health professionals should be educated and trained in emergency protocol and should maintain their qualifications throughout career. To this end, the NBCDH is requiring all registered dental hygienists to hold a current certificate in emergency protocol in order to practice in NB. The NBCDH requires a minimum CPR certification Level C to fulfill this requirement. Courses must be provided by a reputable agency but is not limited to organizations such as the Canadian Red Cross, Heart and Stroke St-John Ambulance and their affiliated agencies.
- b) Due to the fact that to be current in emergency protocol (CPR C) is a requirement of licensure in order to practice in NB, these courses can be used towards continuing competency credits. However, they will be considered in the limited category to a maximum of credits allotted in the member's determined cycle.
- c) It is the responsibility of the dental hygienist to ensure that they recertify before the expiry date indicated on the previous certificate and that a current certificate is provided to the NBCDH in order to practise in NB.
- d) CPR courses will receive credits according to the suggested recommendations by the course sponsor.
- e) Courses must contain a didactic session and a practical session

## 8.2 Non-practising members:

Non-practising members are not required to hold a CPR certificate but will be required to submit a current certificate upon their request for a practising license.

## 9- CATEGORIES

It is the responsibility of the dental hygienists to ensure that all learning activities shall have significant intellectual and practical content relevant to the practice of dental hygiene, oral health, and general health or to the professional responsibility and ethical obligations of the member. The dental hygienist should assess her own unique needs for learning activities and seek to find courses that will increase the member's knowledge.

The following categories have been established for the purpose of assigning credits:

9.1 Unlimited continuing competence credits

9.2 Limited Continuing competence credits (maximum of 20)

### 9.1 UNLIMITED CATEGORY:

Learning activities in this category includes a variety of formats. In respect to the diversity of learning opportunities, the following areas have been identified and would be accepted in this category:

#### 9.1.1 Educational courses, sessions and conferences attendance

Continuing competence courses, presentations, seminars, conferences, clinical sessions, part-time advanced dental hygiene education that directly contributes to the scientific and clinical aspects of the profession provided by the following agencies would likely be approved for program credits:

- a) Accredited dental hygiene programs, dental programs, universities, or colleges;
- b) Provincial, National and international dental hygiene and dental regulatory authorities, association and their component societies;
- c) Provincial and Federal Government health agencies, departments of health or public health
- d) Hospitals
- e) Provincial, National and international oral health specialty organizations recognized by the Canadian Dental Association (CDA) and the American dental Association (ADA)
- f) Other health care organizations
- g) Other organizations approved the ADA Continuing education recognition program (CERP) providers or meet the requirements of the Academy of General Dentistry's (AGD) program approval for Continuing education (PACE);
- h) Study clubs learning activities that have received credit approval by the NBCDH. (9.1.7)

9.1.2 Formal Advanced Educational Courses or programs dentally related or comprised of a dental component.

Members engaged in part-time studies related to the practice of dental hygiene may qualify for program credits. Educational courses or programs must be offered by a recognized educational institution or/and an accredited oral health program. The member must submit the course outline, the dates of the course, the hours, and proof of successful completion in order to receive prior approval from the NBCDH before entering the course information in their profile.

9.1.3 Self-directed study

Members may participate in self-directed study activities including online learning audio, video or CD/DVD format. To be eligible for program credit hours, self-study activities must include:

- a) A post course examination
- b) Members must provide a certificate of completion

Credits assigned will be granted credits according to the recommendations made by the course provider, publisher, or by the NBCDH.

9.1.4 Participation on Provincial and National dental hygiene organization's as a consultant or committee member.

Participation on organizations such as , but is not limited to the National Dental Hygiene Certification Board ( NDHCB), Canadian Dental Hygienists Associations(CDHA), Commission on Dental Accreditation of Canada (CDAC), the Federation of Dental Hygiene Regulatory Authority (FDHRA), the NBCDH and the NBDHA for the advancement and benefit of the profession as a Consultant/ Committee Task force member, Development/ Evaluation of exam questions/translation, development of Research programs, National publications of articles, or participate on the process of the Commission of dental accreditation of Canada as an active assessor can receive credits.

- a) Members must provide confirmation of participation by the sponsor which must include a description of the participation or the published article, the exact dates, the organization, and the hours.
- b) Credits provided will be determined on a case by case request and review.

### 9.1.5 Developing and delivering of educational programs

Members may receive credits for the development and delivery of education presentations or programs to oral health professionals, or other general health professionals, in the form of study clubs, health groups, outside of their regular employment or contractual obligations. Such programs include guest lectures, workshops, courses, and clinical or didactic presentations.

a) Credits assigned will be determined on a case by case basis

b) In order for the NBCDH to review and provide credits, the member must present the following information:

- I. Learning outcomes
- II. Course outline
- III. Supporting literature references
- IV. Lecture/ presentation

### 9.1.6 Online Prep-Tests for the NDHCB Exam - National dental hygiene certification board

The National Dental Hygiene Certification Board provides access to online prep tests for anyone attempting the National Dental Hygiene Certification Board exam. These prep tests offered on their website would be considered for continuing education credits to any dental hygienists who wish to evaluate her current dental hygiene knowledge. The NBCDH would grant 3 credits for dental hygienist who completes the most current and latest version offered.

### 9.1.7 Study Clubs:

1. Study clubs must register with the NBCDH by providing the following information:

a) Name of the Study Club

b) Membership

- I. Minimum of 5 members
- II. Name of chairperson
- III. List of members

2. Subject matter:

To receive approval, the subject matter must be of interest to oral health or general health and must be relevant to the practice of dental hygiene.

3. Study club members who attend the presentation will receive hour per hour credit.

4. Chairperson must submit a list of attendees to the NBCDH indicating the date of the presentation, location, subject matter and name of the presenter.

## 9.2 LIMITED CATEGORY:

Limited Categories: Maximum of 20 credits

The following learning activities are considered to contribute to the overall professional development and wellbeing of the dental hygienist and the member can request credits to the maximum allotted in this category. Once the maximum obtained, members can continue to submit if they still wish to have them included in their report. Upon this request, the NBCDH will continue to add to the member's report without adding the excess credits to the total requirements.

### 9.2.1 First Aid, CPR, recertification

- 1) Due to the fact that the College feels that it is a responsibility and duty of all health care providers to be current in emergency protocol, these courses can be used towards continuing competency credits. However, they will be considered in the limited category to a maximum of credits allotted in the cycle.
- 2) Courses must be provided by a reputable agency such as the Canadian Red Cross, Heart and Stroke St-John Ambulance and their affiliate agencies. The course must contain a theory and a practical evaluation component.
- 3) CPR courses will receive credits according to the suggested recommendations by the course sponsor.

### 9.2.2 Dental hygiene health promotion/Community presentations

The following programs will be considered but is not limited to:

- 1) Volunteering in schools, community health organizations and programs, health fairs.
- 2) Volunteering in school Fluoride programs- Members must volunteer throughout the year to submit for credits- Maximum of 3 credits per cycle will be allotted.
- 3) Volunteering in international mission program- maximum of 12 Credits per cycle will be provided
- 4) Development of media information for National dental hygiene week campaign

To obtain credits, members are required to provide a letter confirming their participation from the school, organization which includes the date, the total time for the presentation, information and detail on the group presented to.

Members can request credits for the preparation and development time by providing a copy of their presentation, outline of their presentation and the research implicated, time used for the development and preparation. The NBCDH will review and determine credits for preparation time on a case by case basis

### 9.2.3 Professional meetings:

Annual General Meetings, Special General Meetings, committee or Board of Directors/Council meetings and local meetings of professional dental hygiene groups such as the NB College of Dental Hygienists, NB Dental Hygienists Association, Canadian Dental Hygienists Association, National Dental Hygiene Certification Board, Commission of Canadian Dental Accreditation Board, and Federation of Dental Regulatory Authorities are eligible for one credit per hour.

### 9.2.4 Other practice learning activities

Learning activities that helps the practice in general such as practice management, marketing courses, communications, ergonomics, computer and courses that improve the overall general health of the dental hygienists can be considered for credits

### 9.2.5 Full time/Part-Time students enrolled in non-dentally related courses or programs– Maximum of 50 % of their assigned limited category credits

- a) Students enrolled in a full or part-time post diploma programs or courses, which are not directly related to dental practice, or does not bear any relevance to the current practice setting of the dental hygienists can receive credits in the limited category to a maximum of 50 % of their limited credits.
- b) Educational courses or programs must be offered by a recognized educational institution. The member must submit the course outline, the dates of the course, the hours, and proof of successful completion in order to receive prior approval from the NBCDH before entering the course information in their profile.