



**College of Alberta
Dental Assistants**

College Connect

March 7, 2023

Introduction & Housekeeping

Presenters

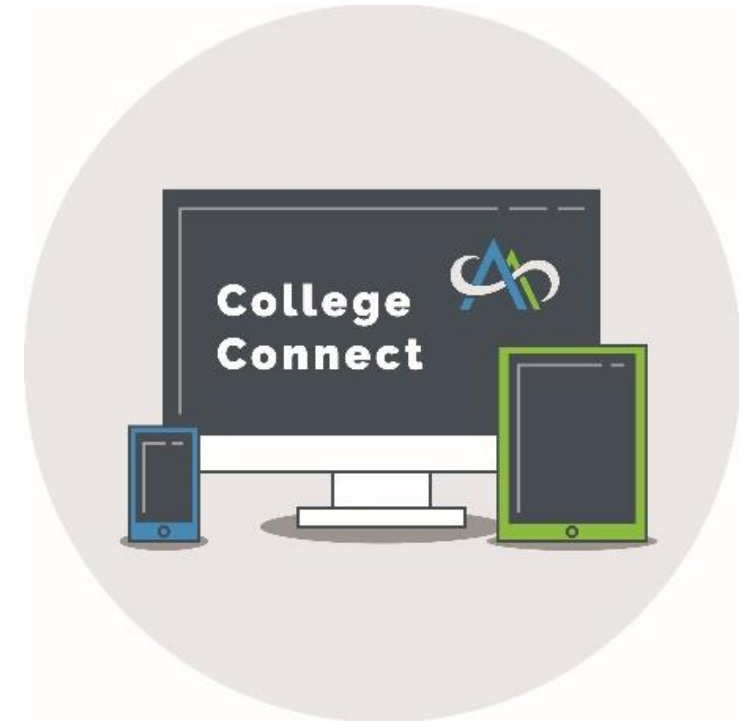
- **April Slotsve**, Education and Practice Director
- **Jennifer Tewes**, Registrar
- **Susan vander Heide**, Operations and Complaints Director

Housekeeping

- **Connection issues** try reconnecting using same link, check your email
- Use the **Questions feature** to submit questions live or to make comments
- Length **45 minutes**
- Session **not recorded**

Content

- What changed recently in the Bylaws and Standards of Practice, and why?
- What are the reporting requirements for Dental Assistants?
- What changed when the Competence Program requirements moved to the Standards of Practice?



Bylaws

Changes

- Registration Requirements
- Wording for Council Roles

New

- Complaints about a Councillor
- Committees & Tribunals
- Language Proficiency
- Forms & Documents
- Reimbursement of Expenses

Standards of Practice

Recent Changes

- Supervision permissions and requirements
- Supervision requirements while performing restricted activities
- Competence Program requirements

Proposed Changes

- Patient-Centered Practice
- Additional Reporting Requirements



Mandatory Self-Reporting

All reports are to be in writing and delivered as soon as possible:

- to this Registrar, and any other registrars if you are regulated by more than one health profession, when a finding of unprofessional conduct is made by one of your regulators
- to this Registrar if you are registered in a similar profession in another jurisdiction and a finding of unprofessional conduct is made against you
- to this Registrar if you are found to have been negligent
- to this Registrar if you have been charged or convicted under the Criminal Code of Canada

Mandatory Reporting of Other Regulated Health Professionals

You MUST report to the Complaints Director of the appropriate College:

- If, in your professional role, you have reason to believe another regulated health professional may be procuring or performing female genital mutilation; or
- If, in your professional role, you have reason to believe another regulated health professional may be guilty of sexual abuse of or sexual misconduct toward a patient.

Specific Standards of Practice

- Who is a patient for the purposes of Bill 21? (Patient Relations Module)
- When, if ever, can a dental assistant or former dental assistant engage in a sexual relationship with a patient? (Answered in the Patient Relations Module)
- Bill 10: prohibiting dental assistants from performing or procuring female genital mutilation.

CCP Moved from Regulation to Standards

- Changes to the *Health Professions Act*
- Continuing Competence Program (CCP) requirements have been moved into our Standards of Practice
- CCP requirements can be found in Standard 18

CCP Policies

November 28th circulated to registrants

Our goal for updating the CCP Policies was to keep the current Competence Program requirements while:

- removing outdated information
- making wording clearer
- making program requirements easier to find and understand
- adding information to support the current requirements

CCP Policies

- January 17th – new CCP Policies took effect.
- We want to help you understand the CCP expectations. We will continue to offer workshops and respond to calls and emails.
- We also created a Competence Program Manual.

Competence Program Manual

Access on our
website or
download the
PDF

[Home](#) / [Practice Resources](#) / [Continuing Competence](#) / [Competence Program Manual](#)

Text Size: [A](#) [A](#) [A](#)

Competence Program Manual

This Competence Program Manual explains what we expect of you and guides you to resources that will support you in the Continuing Competence Program.

Scroll or use the links in this list of contents to review the Manual. Or you can [download the Manual as a PDF](#).

Introducing Continuing Competence

[A Bit About Our CCP](#)

Annual CCP Requirements

[Assess Achieve Analyze](#)
[Changing your Learning Plan](#)
[Repeating Learning Objectives](#)
[Practice Requirements](#)
[Uploading CCP Records](#)

Audit

[Audit Timeline](#)
[Audit Extensions](#)
[Audit Outcomes](#)

[Competency Profile](#)

[Self-Assessment](#)

[CCP Requirements](#)

[CCP Audit](#)

[CCP Forms & Resources](#)

[CCP FAQs](#)

[CCP Workshops](#)

Find a Dental Assistant

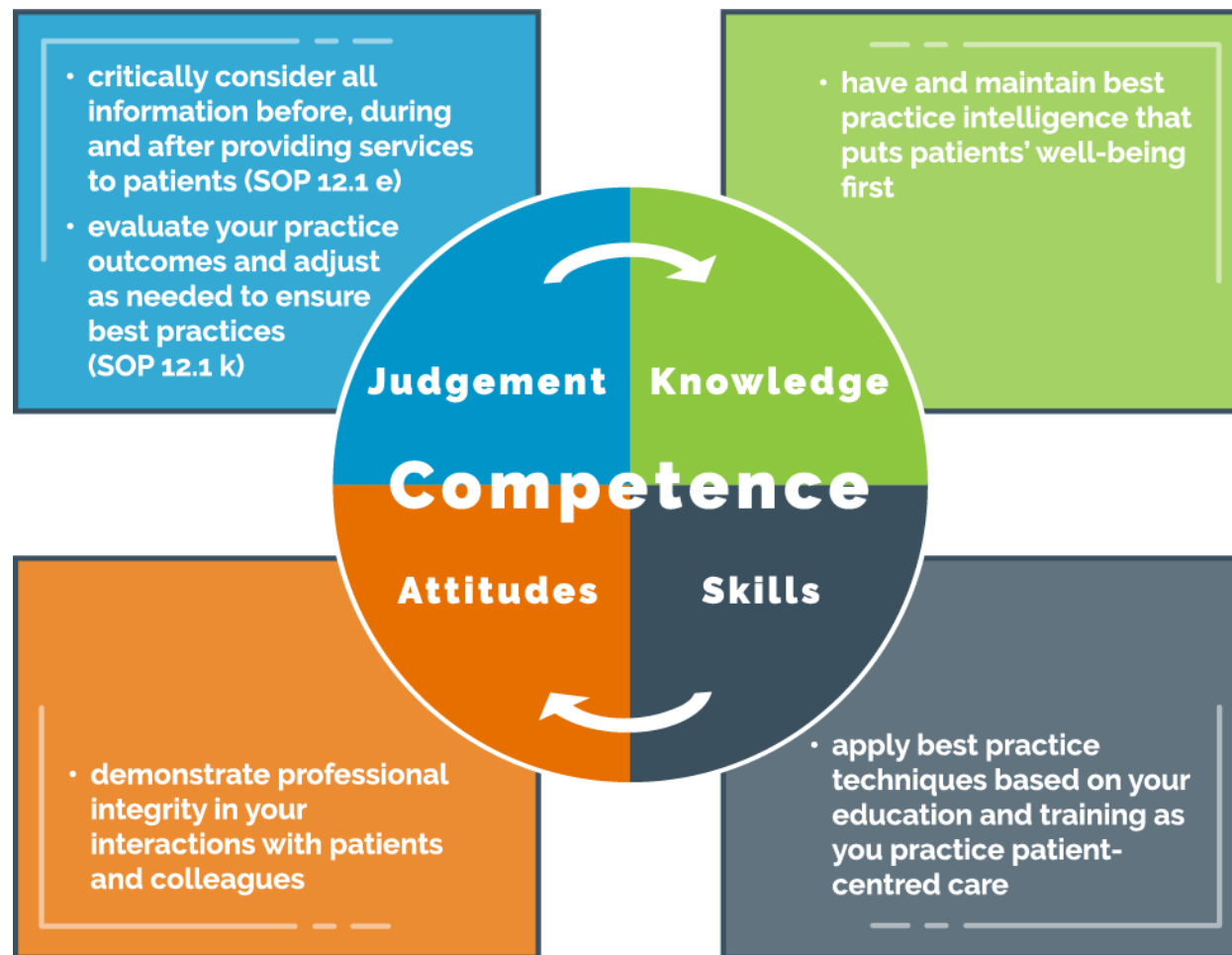
Use our Registry to check the status of a dental assistant's Practice Permit.

FIND

Complaints &

Competence Program Manual

Introduces and defines competence



Competence Program Manual

Identifies the intent of the CCP Program


1. meet the public's expectation of receiving competent care from dental assistants
2. meet the *Health Professions Act* requirement of continuing competence for health professionals
3. meet our College's mission to regulate its members in the public interest, promoting the delivery of safe, quality oral health care
4. work with you to ensure you understand your responsibilities and meet them, practice competently and take responsibility for your own learning
5. encourage you to achieve more through self-reflection

Competence Program Manual

Shares what the Continuing Competence Process includes



Competence Program Manual

CCP Process	What to do and when	Find more information
<p>Assess where you can improve</p> 	<ul style="list-style-type: none">• use the Self-Assessment Tool - at least once a year, before you plan your learning• have conversations with your colleagues - throughout the year• self-identify gaps in practice - throughout the year• develop your learning plan and create two learning objectives - before you renew every year (<i>if this is your first year, you also need to do this right after you become registered</i>)	<p>Get Self-Assessment</p> <p>Get Writing Effective Learning Objective and Results Statements</p> <p>Get Objective and Learning Plan - How to Guide</p> <p>Get CCP Audit Evaluation Guide</p>

Competence Program Manual

- Changing Learning Plan
- Repeating Learning Objectives
- Practice Requirements
- Uploading CCP Records



Competence Program Manual

Audit expectations

CCP Audit Timeline



January

We will notify you by email if we select you for audit and let you know which years of records we will review.



February 28

You must submit your records for audit by February 28.



March/April/May

We review your records and give you feedback. If your records are *Incomplete*, we will work with you to help you understand why, and what you need to make your records *Satisfactory* (remedial process).



May 31

Your audit result must be *Satisfactory* by May 31.



June 1

If your audit is *Incomplete* on June 1, we will refer you to conduct.

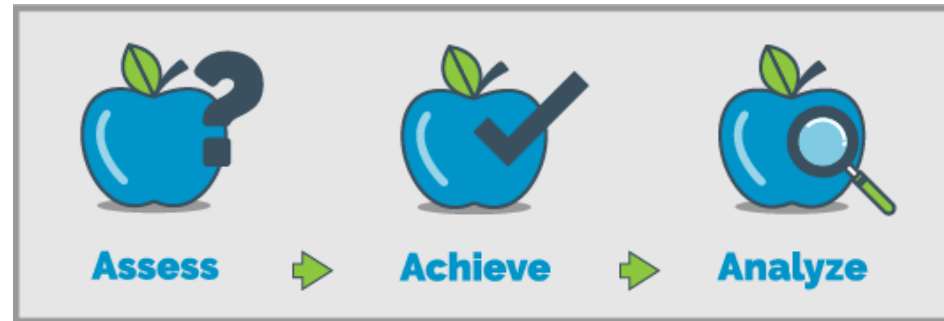
CCP RECORDS

You keep your CCP records up to date in the Portal during the year. You must also keep your own copies of all CCP-related documents for at least five years.

AUDIT RESULTS

Audit results are *Incomplete* and *Satisfactory*. We work with you to ensure you meet the CCP expectations for a *Satisfactory* audit.

Competence Program Manual



**What questions do
you have for us?**



What College events are coming up?

- Planting Seeds, Growing Leaders – March 18
- CCP Workshops – March 14, May 13
- College Connect – May 16
- Council Meeting – May 27





**College of Alberta
Dental Assistants**

Thank you for attending

Next College Connect – May 16, 2023