

CCP Audit Evaluation Guide

You must continue to learn throughout your dental assistant practice to maintain competence. Our Continuing Competence Program (CCP) sets annual requirements you must complete:

- **ASSESS** your own competence to identify areas where learning is needed or will enhance your practice
- create a learning plan to address your learning needs
- **ACHIEVE** your planned learning
- **ANALYZE** the outcome of your learning to confirm you met your learning needs, use this information to form your results statement
- maintain current practice through mandatory practice hours
- participate in the CCP audit (when required)

When we audit your records, we will use this Audit Evaluation Guide to help us determine if your audit result is **Satisfactory** or **Incomplete**. A **Satisfactory** result means that you **have** met the requirements. An **Incomplete** result means that you **have not** met the requirements. If you have an **Incomplete** result, we will let you know which parts are incomplete and why so you can fix them. You can use this Audit Evaluation Guide to help you understand the expectations for a **Satisfactory** result.

Propose and Plan Your Learning **ASSESS → ACHIEVE → ANALYZE**

Where to Look	This will help you meet CCP requirements	This will make meeting CCP requirements difficult
Annual Self Assessment Self-Assessment tool available here	<ul style="list-style-type: none"> ✓ ASSESS your competence annually to identify opportunities for growth and learning that is meaningful to your practice ✓ use the Self-Assessment tool, or you may self-identify ✓ ASSESS your knowledge and abilities, identify where you can improve 	<ul style="list-style-type: none"> ✗ you don't practice self reflection and aren't aware of how competency affects patient care ✗ you lack desire to expand knowledge, skills, judgements, and attitudes
Competency Profile available here	<ul style="list-style-type: none"> ✓ refer to the Competency Profile when developing your Proposed Learning Plans (take note of 3-digit competency number) ✓ it's a living document that outlines the knowledge, skills, behaviours, and attitudes of dental assistants in Alberta 	<ul style="list-style-type: none"> ✗ you aren't familiar with the Competency Profile ✗ you misunderstand the purpose of the Competency Profile

Fulfil and Record Your Competency Requirements

	Meets Requirements of CCP Audit = Satisfactory Audit	Does Not Meet Requirements of CCP Audit = Incomplete Audit
Learning Objectives ASSESS and record your learning objectives in your learning plan in the Portal	<ul style="list-style-type: none"> ✓ you ASSESSED your practice and developed a minimum of 2 learning objectives through self reflection/ assessment and reference to Competency Profile ✓ you waited at least five years before repeating or using a learning objective again 	<ul style="list-style-type: none"> ✗ your learning objective is not meaningful to your current, or future practice as a dental assistant ✗ your learning objective does not enhance your ability to provide safe, effective oral health care service ✗ you completed less than two objectives ✗ you used the same objective within five years ✗ you copied and pasted the competency wording from the Competency Profile instead of assessing your own practice and identifying how it is relevant to you
Wording of Objective	<ul style="list-style-type: none"> ✓ in your Learning Objective statement, you answered these two questions: <i>What do I plan to learn? Why have I chosen this Learning Objective?</i> ✓ you clearly state your objective - (SMART-Specific, Measurable, Achievable, Realistic, Tangible) Example: “As I would like to work in an orthodontic office, I will enroll in the Orthodontic Module to learn how to place and remove orthodontic separators.” 	<ul style="list-style-type: none"> ✗ your Learning Objective statement doesn’t answer these two questions: <i>What do I plan to learn? Why have I chosen this Learning Objective?</i> ✗ your objective is unclear, or you left the space blank ✗ your objective is outside your authorized practice
Competency Number You will find these in the Competency Profile	<ul style="list-style-type: none"> ✓ you selected an appropriate competency number from the Competency Profile Example: Performing CPR is B-5-3. ✓ my competency number makes sense and fits with my learning objective 	<ul style="list-style-type: none"> ✗ you left the space blank ✗ you used a competency number from an old version of the Competency Profile ✗ you entered your registration number, course number, or other number instead of an appropriate competency number

ASSESS →

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→ ACHIEVE →	<p>Learning Activities</p> <p>These are the things you choose to do to ACHIEVE your learning objective.</p>	<ul style="list-style-type: none"> ✓ the activity or education you completed helped you ACHIEVE your learning objective – your learning fits your learning objective ✓ you provided the type of activity ✓ your activities may include educational events, seminars, mentoring, formal courses, and self-directed activities 	<ul style="list-style-type: none"> ✗ the activity or education you completed does not fit with your learning objective ✗ you left the space blank ✗ your learning activity is not allowed Example: learning to perform limited scaling requires formal, in-school training at a recognized institute. It may not be learned “on the job.”
	<p>Completion Date</p>	<ul style="list-style-type: none"> ✓ you ACHIEVED your objectives by November 30 of the applicable Competence/ Registration Year (<i>your completion dates align with the applicable competence year</i>) ✓ each new Competence/Registration year starts on Dec 1, and ends on Nov 30 of the following year, therefore: 2023 learning objectives must be completed between Dec 1, 2022–Nov 30, 2023 	<ul style="list-style-type: none"> ✗ you carried an objective forward to the next plan year (<i>i.e., a 2023 objective cannot have a completion date of Nov 30, 2022, or before</i>) ✗ extra completed objectives cannot be used for the upcoming Competence/ Registration year(s)
→ ANALYZE	<p>Results Statement</p> <p>ANALYZE the results of your learning and tell us how it has improved your practice.</p>	<ul style="list-style-type: none"> ✓ you ANALYZED your learning and answered either of these questions in your result statement: <i>What can I do as a result of completing this Learning Objective? How has completing this Learning Objective improved my practice as a Dental Assistant?</i> ✓ your results statement explains how completing your learning objective was meaningful to your role or practice as a dental assistant, or enhanced the patient experience ✓ your results statement demonstrates alignment and connection to your proposed learning plan 	<ul style="list-style-type: none"> ✗ your results statement does not answer either of the following questions. <i>What can I do as a result of completing this Learning Objective? How has completing this Learning Objective improved my practice as a Dental Assistant?</i> Examples: Passed/ Completed/ I received 90% on the exam/ Recertified in CPR/ Enjoyed the course ✗ you left the results statement space blank

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<p>Proof of Completion</p> <p>Verification of Learning Form available here</p>	<ul style="list-style-type: none"> ✓ aligns with your learning objective and learning activity Examples of acceptable verification of learning include: ✓ Verification of Learning Form–signed by supervisor/employer ✓ Textbook or Book–name of textbook, author, edition number plus pages or chapters read or picture of applicable section of textbook/book ✓ Websites–full website address or link used, picture of specific web page used as learning activity. Example: https://www. waterpik.ca/en/-health/clinical-research/?gclid ✓ College/University Education–transcript ✓ Committee Involvement–copy of agenda or meeting/project minutes ✓ Conference–certificate, attendance record, presentation slides, or agenda ✓ Videos/Webinars–confirmation of registration/attendance ✓ Journal Article–author and title ✓ Mentorship/Preceptorship/Teaching–letter verifying learning goal met from supervisor/mentor/manager ✓ brochure/booklet outlining new knowledge or application of new equipment ✓ reference to our website (abrda.ca) and Professional Practice Learning Centre 	<ul style="list-style-type: none"> ✗ your proof does not match your learning objective and activity ✗ your proof is from a previous competence year (<i>i.e., invalid</i>) ✗ you didn’t submit proof ✗ your proof isn’t signed when required ✗ you signed your own proof ✗ your web link is not detailed/ accurate Examples: Youtube.com/ “I used a water flosser website” ✗ you didn’t list the textbook edition number, and page numbers/chapters Example: Modern Dental Assisting, MDA ✗ your proof is not legible ✗ your attached proof is in a format that we can’t open

ANALYZE

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<p>Practice Hours</p> <p>Record your practice hours in the Portal</p> <p>Practice Hours Verification Form available here</p>	<ul style="list-style-type: none"> ✓ at the time of your audit you have 300 dentally related practice hours over the past 3 years ✓ OR equivalent: <ul style="list-style-type: none"> ✓ Clinical refresher course completed, ✓ OR NDAEB Clinical Practice Evaluation (CPE) completed, ✓ OR dental assistant has graduated from a dental assisting program within the past 3 years <p>Examples of acceptable verification of practice hours include:</p> <ul style="list-style-type: none"> ✓ Practice Hours Verification Form - <u>signed by</u> supervisor/ employer ✓ copy of payslips, with SIN blacked out, that add up to 300 hours ✓ copy of T4s or ROEs with SIN blacked out 	<ul style="list-style-type: none"> ✗ you don't have enough hours ✗ you are unable to confirm hours through provided proof ✗ you didn't provide proof of your hours or refresher course ✗ your proof isn't signed by your supervisor/ employer ✗ you signed your own proof ✗ your proof is not legible ✗ your attached proof is in a format that we can't open