

# 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 and complete at least 2 **Learning Objectives per Plan Year**
- **ACHIEVE** your learning activities to fulfill your Learning Objectives
- **ANALYZE** the outcome of your learning to confirm you met your learning needs, and write reflective statements in the Portal
- maintain current practice through mandatory practice hours
- participate in the CCP audit (when required)

When we audit your records, we use this Audit Evaluation Guide to determine if your audit result is **Satisfactory** or **Incomplete**. **Satisfactory** means you **have** met all the requirements. **Incomplete** means some requirements are **missing or need development**. We'll tell you what's incomplete and why so you can fix it.

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

## Fulfil and Record Your Competency Requirements

		Meets Requirements of CCP Audit = <b>Satisfactory Audit</b>	Does Not Meet Requirements of CCP Audit = <b>Incomplete Audit</b>
<b>A S S E S S</b> ↓	<b>Learning Objectives</b>  <b>ASSESS</b> and record your learning objectives in your learning plan in <a href="#">the Portal</a>	<ul style="list-style-type: none"> <li>✓ you <b>ASSESSED</b> your practice and developed a minimum of 2 learning objectives through self reflection/ assessment and reference to Competency Profile</li> <li>✓ you waited at least five years before repeating or using a learning objective again</li> </ul>	<ul style="list-style-type: none"> <li>✗ your learning objective is not meaningful to your current, or future practice as a dental assistant</li> <li>✗ your learning objective does not enhance your ability to provide safe, effective oral health care service</li> <li>✗ you completed less than two objectives</li> <li>✗ you used the same objective within five years</li> <li>✗ 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</li> </ul>
	<b>Wording of Learning Objective Statement</b>	<ul style="list-style-type: none"> <li>✓ you answered the two questions next to “Learning Objective” in the Portal</li> </ul>	<ul style="list-style-type: none"> <li>✗ you have <b>NOT</b> answered the two questions next to “Learning Objective” in the Portal</li> <li>✗ your objective is unclear, or you left the space blank</li> <li>✗ your objective is outside your authorized practice</li> </ul>
	<b>Competency Number</b>  You will find these in <a href="#">the Competency Profile</a>	<ul style="list-style-type: none"> <li>✓ you selected a 3-digit competency number (1 letter and 2 numbers) that is a close match to your learning objective <b>Example: Performing CPR is B-5-3.</b></li> <li>✓ your competency number makes sense and fits with your learning objective</li> </ul>	<ul style="list-style-type: none"> <li>✗ you left the space blank</li> <li>✗ you used a competency number from an old version of the Competency Profile</li> <li>✗ you entered your registration number, course number, or other number instead of an appropriate competency number</li> </ul>

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→ <b>ACHIEVE</b> →	<p><b>Learning Activities</b></p> <p>These are the things you choose to do to <b>ACHIEVE</b> your learning objective.</p>	<ul style="list-style-type: none"> <li>✓ the activity or education you completed helped you <b>ACHIEVE</b> your learning objective – your learning fits your learning objective</li> <li>✓ you provided the type of activity</li> <li>✓ your activities may include educational events, seminars, mentoring, formal courses, and self-directed activities</li> </ul>	<ul style="list-style-type: none"> <li>✗ the activity or education you completed does not fit with your learning objective</li> <li>✗ you left the space blank</li> <li>✗ your learning activity is not allowed <b>Example: learning to perform limited scaling requires formal, in-school training at a recognized institute. It may not be learned “on the job.”</b></li> </ul>
	<p><b>Completion Date</b></p>	<ul style="list-style-type: none"> <li>✓ you <b>ACHIEVED</b> your objectives by November 30 of the applicable Plan/ Registration Year (<i>your completion dates align with the applicable Plan year</i>)</li> <li>✓ each new Plan/ Registration year starts on Dec 1, and ends on Nov 30 of the following year, therefore: 2024 learning objectives must be completed between Dec 1, 2023–Nov 30, 2024</li> </ul>	<ul style="list-style-type: none"> <li>✗ 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>)</li> <li>✗ extra completed objectives cannot be used for the upcoming Plan/ Registration year(s)</li> </ul>
→ <b>ANALYZE</b>	<p><b>Wording of Results Statement</b></p> <p><b>ANALYZE</b> the results of your learning and tell us how it has improved your practice.</p>	<ul style="list-style-type: none"> <li>✓ you <b>ANALYZED</b> the outcome of your learning to confirm you met your learning needs</li> <li>✓ you answered the two questions next to “Results Statement” in the Portal</li> <li>✓ your results statement demonstrates alignment with and connection to your proposed learning plan</li> </ul>	<ul style="list-style-type: none"> <li>✗ you have <b>NOT</b> answered the two questions next to “Results Statement” in the Portal</li> <li>✗ you left the results statement space blank</li> <li>✗ you have not written reflective statements that help us understand the impact of your learning on your practice, instead you simply wrote statements like: <b>Course was good/ Passed with 80%/ I like taking these types of courses</b></li> </ul>

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

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