



**College of Alberta
Dental Assistants**

CCP Policy 003

Continuing Competence Audit

CCP-POL-003 Continuing competence audit

Legislative authority: This policy is established under the Dental Assistants Profession Regulation, the *Fair Registration Practices Act*, the *Health Professions Act*, the *Health Professions Restricted Activity Regulation*, and the *Labour Mobility Act*. Authority is further supported by the Bylaws of the College of Alberta Dental Assistants (2023).

1.0 Purpose

This policy establishes the Continuing Competence Program (CCP) audit framework for the College of Alberta Dental Assistants.

It defines the purpose, authority, and expectations for audit of CCP participation to support regulatory oversight, consistency, and defensible decision making.

This policy confirms that audit is a regulatory mechanism used to evaluate participation in the CCP and to provide reasonable assurance that regulated members are maintaining competence over time.

2.0 Scope

This policy applies to all regulated members of the College of Alberta Dental Assistants.

This policy applies to the selection, review, and evaluation of CCP submissions.

This policy does not define regulated member requirements or outcomes, which are established in CCP-POL-002 Continuing Competence Requirements and CCP-POL-004 Continuing Competence Outcomes and Actions.

3.0 Principles

The College applies the following principles to ensure CCP audit is effective, consistent, and aligned with regulatory expectations.

1. **Public interest is protection** through oversight of continuing competence.
2. **Fairness and procedural transparency** are ensured by applying consistent processes, timelines, and communication.
3. **Proportionality is applied** by distinguishing between administrative non-compliance and potential competence concerns.
4. **Consistency is maintained** through standardized evaluation approaches and criteria.
5. **Regulated member support is provided** by separating evaluation from remediation and focusing on improvement where appropriate.
6. **Defensibility is ensured** through clear documentation, rationale, and decision making processes.
7. **Strategic alignment is maintained** with the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Continuing competence outcomes and actions framework

The following requirements establish the Continuing Competence Program audit framework used by the College to evaluate CCP participation.

4.1 Purpose of audit

1. Audit is conducted to:
 - a. confirm that CCP requirements are met
 - b. support safe, competent, and ethical practice
 - c. provide regulatory assurance of ongoing competence
 - d. identify where clarification, guidance, or follow-up may be required to support compliance with CCP requirements
2. Audit does not directly measure competence but evaluates evidence of participation in the CCP.

4.2 Selection for audit

1. Regulated members may be selected for audit based on:
 - a. random sampling
 - b. being new to the CCP in the previous registration cycle
 - c. previous CCP audit outcomes requiring follow-up
 - d. identified indicators of potential risk to safe practice
2. Selection methods must be applied consistently and documented

4.3 Audit notification

1. Regulated members selected for audit are notified in writing.
2. Notification must:
 - a. confirm selection for audit
 - b. identify what CCP records are being reviewed
 - c. indicate that no action is required at the time of notification
 - d. outline that results and next steps will be communicated following review

4.4 Audit review

1. CCP records are reviewed against:
 - a. CCP-POL-002 Continuing Competence Requirements
 - b. established evaluation criteria and guidance
2. Review is conducted:
 - a. prior to release of results
 - b. using consistent evaluation approaches
3. Audit review and regulated member support functions are operationally distinct.

4.5 Communication of results

1. Audit results are communicated in writing.
2. Communications identify the audit outcome, any required action, applicable timelines, and available next steps.

3. The College uses consistent communication processes to support fairness, transparency, and accountability.

4.6 Response and follow-up

1. Regulated members may be required to:
 - a. submit missing documentation
 - b. complete additional learning
 - c. revise CCP submissions
2. A standardized response period is established and communicated.
3. During the response period:
 - a. the College may provide guidance or support
 - b. regulated members may update or complete requirements
4. Regulated members who require follow-up may be selected for audit in a subsequent registration cycle.
5. The Registrar and Chief Executive Officer (or authorized delegate) may extend a response or completion timeline where reasonable, documented, and consistent with fairness, transparency, and public interest.

4.7 Documentation and record keeping

1. The College maintains records of:
 - a. audit selection
 - b. review outcomes
 - c. communications
 - d. decisions and rationale
2. Records support transparency, accountability, and defensibility.

4.8 Decisions and Communication

1. Decisions are based on evaluation of CCP participation against established requirements.
2. All decisions are communicated in writing with reasons and, where applicable, include information on any review or appeal rights available under the *Health Professions Act* or applicable College policy.
3. The College maintains a record of all decisions to support accountability, transparency, and compliance reporting.

5.0 Expected outcomes

1. **Public interest is protected** through oversight of continuing competence.
2. **Consistency and fairness are achieved** through standardized audit processes and timelines.
3. **Regulated member engagement is supported** through clear expectations and structured follow-up.
4. **Regulatory assurance is strengthened** through evaluation of CCP participation.
5. **Defensible decision making is maintained** through documentation and transparent processes.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change.

6.0 Related legislation and references

Legislation and regulation

Dental Assistants Profession Regulation.

Fair Registration Practices Act.

Health Professions Act.

Health Professions Restricted Activity Regulation.

Labour Mobility Act.

College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023).

Code of Ethics (2020) of the College of Alberta Dental Assistants.

Council and Registrar and Chief Executive Officer (or authorized delegate) Relationship Policy (2024).

Governance Policies of the College of Alberta Dental Assistants.

Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

Standards of Practice of the College of Alberta Dental Assistants

Related College policies

CCP-POL-001 Continuing Competence Program Framework

CCP-POL-002 Continuing Competence Requirements

CCP-POL-004 Continuing Competence Outcomes and Actions

7.0 Definitions

1. **Audit:** A regulatory process used to evaluate a regulated member's participation in the Continuing Competence Program.
2. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act*, responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term "College" refers to the College of Alberta Dental Assistants.
3. **Continuing competence:** The ongoing ability of a regulated member to practice safely, ethically, and effectively in accordance with the Standards of Practice and the College of Alberta Dental Assistants Code of Ethics 2020.
4. **Continuing Competence Program (CCP):** A program established under the *Health Professions Act* and the Standards of Practice that supports regulated members in maintaining competence through ongoing reflection, learning, and application to practice.
5. **Reflective practice:** A structured process through which a regulated member assesses their own practice, identifies learning needs, and evaluates the impact of learning on professional performance.

8.0 Document information

Policy type	Continuing Competence			
Policy owner	Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	June 20, 2026			
Effective date	June 20, 2026			
Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	CCP-POL-001 Continuing Competence Program Framework CCP-POL-002 Continuing Competence Requirements CCP-POL-004 Continuing Competence Outcomes and Actions CCP-PRC-001 Continuing Competence Administration Procedure CCP-PRC-002 Continuing Competence Participation and Submission Procedure CCP-PRC-003 Continuing Competence Audit Procedure CCP-PRC-004 Continuing Competence Outcomes and Follow-Up Procedure CCP-PRC-005 Continuing Competence Specified Education or Training Exemption Procedure Bylaws of the College of Alberta Dental Assistants (2023) College of Alberta Dental Assistants Code of Ethics (2020) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust Standards of Practice of the College of Alberta Dental Assistants			