



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

CONTINUING COMPETENCY PROGRAM GUIDELINES

August 2023

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CDHM Continuing Competency Program (CCP) Guidelines

In Effect August 15, 2023

PART 1 - INTRODUCTION

One of the primary responsibilities of the College of Dental Hygienists of Manitoba (CDHM) is to ensure the ongoing competence of individual practitioners and to improve the performance of the profession overall. To this end, the goal of this Continuing Competency Program (CCP) is to advance the collective knowledge and quality of care offered by all dental hygienists in Manitoba; thus, demonstrating our commitment to public protection.

Lifelong learning is the fundamental responsibility of a professional. As preventative oral health care professionals, it is critical for dental hygienists to remain current and informed of relevant changes in oral health care delivery methods, clinical procedures and technological advances in the attainment and maintenance of oral health.

It is the registrant's responsibility to determine their specific continuing competence needs and to pursue activities that meet these identified needs. The registrant must be able to justify that reported learning activities have significant intellectual or practical content related to the practice of dental hygiene, oral health, or to the professional responsibility and ethical obligations of the registrant.

PART 2 - BACKGROUND

The Dental Hygienists Act and Regulation defines the responsibility of the College of Dental Hygienists of Manitoba to establish and maintain a Continuing Competency Program:

DENTAL HYGIENIST ACT, PART 5, CONTINUING COMPETENCY

17 Continuing competency program

The council must establish a continuing competency program to oversee the practice of dental hygiene. The program may provide for, but is not limited to,

- (a) reviewing the professional competence of members;
- (b) requiring members to participate in programs for ensuring competence; and
- (c) conducting practice audits in accordance with this Act.

Dental Hygienists Regulation, Section 9(1)(f) and 19(1)(c)

9(1) An applicant for registration on the register of dental hygienists must submit the following to the board of assessors.

- (f) evidence of completion of any continuing competency requirements the council may require

19(1) A dental hygienist is entitled, on application, to have his or her registration renewed upon

- (c) satisfying any continuing competency requirements required by the council

Through participation in this self-directed program, registrants maintain competence and enhance their provision of professional services, and in doing so, meet this professional requirement.

The CDHM recommends dental hygienists assess their own professional practice learning requirements by completing the CDHM [Self-Assessment Tool](#).

PART 3 - GENERAL POLICIES

3.1 Reporting Period

- All CDHM registrants on the Practicing Register are required to complete an annual Continuing Competency (CC) submission.
- All CC reporting is completed online.
- The CC annual submission deadline is April 30.
- Submissions received after the April 30 deadline are subject to a late fee.
- Submissions received after May 31 are considered non-compliant.

3.2 Reporting Requirements

- Registrants on the Practicing Register will submit **12 hours** of Continuing Competency Activities every year.
- 'Hours' can be entered in 30-minute increments, e.g., two and a half hours is entered as '2.5'; round up for other increments and registrants are responsible for ensuring the *actual* total activity time is equal to 12 hours.
- Only activities completed within the 24 months before the submission deadline will be accepted.
- It is the responsibility of the registrant to ensure the accuracy of information submitted to CDHM, including uploaded supporting documentation.
- For some activities, uploading supporting documentation as evidence of participation/completion, is required. If supporting documentation is not available, a short reflection will be required.
- Supporting documentation includes a certificate of completion/attendance, confirmation of successful completion of a course examination, or transcripts.
NOTE: Supporting documents will be removed from CDHM online accounts once the CC Audit Committee has approved all registrant submissions for the year. Please note, registrants are responsible for retaining copies of all supporting documentation in their personal records for 5 years.
- Activity hours cannot be carried over (e.g., a course that was 24 CE hours cannot be used as 12 hours for one year, and 12 hours for the next year)
- CDHM reserves the right to limit activities and/or activity hours.
- The maximum time claimed for Volunteerism is four (4) hours per CCP year.
- The maximum time claimed for AGM Attendance is one (1) hour per CCP year.
- Hours used towards CCP Volunteering or Education cannot be used towards the Practice Hour Requirement

3.3 Reporting Activities

- All CCP submissions are completed online by signing into your CDHM account.

- CDHM guidelines, documents, etc. are already a basic professional responsibility to maintain current practice and are NOT included under the College's CC activities.
- CC hours cannot be claimed for activities that occur as part of the expectations of the dental hygienist's regular provision of dental hygiene services. For example, if giving presentations to junior high school classes is a part of a dental hygienist's employment, this activity is not eligible to be included as a CC activity. However, learning activities or training that occurs in the practice environment may be eligible for CC hours, and a Pre-Approval form must be completed and submitted to CDHM.
- If it is not clear to the CC Committee how an activity is related to DH scope of practice an additional reflection/summary may be required.
- The CC requirement will not be pro-rated and partial submissions will not be accepted.
- If a registrant is unsure of the relevance or appropriateness of an activity for CC, it is recommended that pre-approval be established with the College.
- Registered Study Clubs may apply for pre-approval of courses or lectures prior to presentation
- It is understood that additional time may be spent on learning activities, however activities submitted for CC will be calculated hour-for-hour **or** the CE hours indicated by a course provider will be used.
- Falsification of any records or information is considered professional misconduct and an offence under the Dental Hygienists Act.

3.4 Mandatory Learning Activities

From time to time, the College will establish mandatory courses or learning activities to be completed within a specified period. As these courses are important educational activities, each mandatory learning activity may be claimed for program credits as determined by the College. A past example of a mandatory course is the "Health Equity and Cultural Humility" module. Information on future Mandatory Learning Activities will be communicated via email to all registrants.

PART 4 - ACTIVITY CATEGORIES

Learning activities that contribute to the scientific, practical, professional, or ethical aspects of the member's practice of dental hygiene will generally be eligible for CC hours. In recognition of the diversity of learning opportunities, it is recommended to seek prior approval from CDHM for activities that are not accounted for in the following 6 categories.

NOTE: Although the College recognizes the value of extracurricular activities (e.g., weekly yoga class) and self-interest learning, such as maintaining life balance, these activities will not be accepted as CC hours.

4.1 Reading a Peer-reviewed Journal Article or Dental Hygiene Textbook Chapter

- Maximum 2 hours of time per activity (article or textbook chapter)
- Articles and textbooks should be published within the last 5 years, but not be older than 10 years.
- Textbook chapters must be from the most recent/current edition of the textbook.
- This category includes providing a short (approx. 150-300 words) reflection summary, e.g., *Describe an example of the knowledge/skills gained from this activity; Of the*

knowledge/skills attained from this activity, provide an example of how this applies to your practice.

- Clinical Practice Guidelines or Regulatory Guides from other health professions may be included in this category, however, CDHM guidelines, documents, etc. are already a basic professional responsibility to maintain current practice and are NOT included under the College's CC activities.
- Professional magazines, non-peer-reviewed articles, websites, blog posts, etc. will not be accepted.

NOTE: The name of the journal must be entered in the online form; journal name will be accepted as either the shortened citation format (Can J Dent Hyg.) or the full name format (Canadian Journal of Dental Hygiene)

4.2 Dental Hygiene Course/Lecture/Session/Workshop

- Activities submitted for this category will be calculated hour-for-hour **or** the CE hours indicated by a course provider will be used. (e.g., a 1-hour lecture is submitted as 1 hour towards the CC requirement).
- Hours can be entered in 30-minute increments, e.g., two and a half hours is entered as '2.5'; round up for other increments. Registrants are responsible for ensuring the actual total activity time is equal to 12 hours.
- This category requires either uploading a Certificate of Completion/Attendance/ Transcript OR providing a short (approx. 150-300 words) reflection summary, e.g., *Describe an example of the knowledge/skills gained from this activity; Of the knowledge/skills attained from this activity, provide an example of how this applies to your practice.*
- For conferences with a variety of lectures, supporting documentation must clearly indicate which sessions were attended, OR each session must be entered individually and a short (approx. 150-300 words) reflection summary is required.
- Examples of Activities:
 - Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions (*For registrants engaged in full or part-time Formal Advanced Education, such as a bachelor's degree, Masters, or PhD, related to the practice of dental hygiene, a transcript will be considered proof of successful completion. A reflection summary will not be accepted.*)
 - Accredited webinars or online/in-person courses (e.g., third-party accreditation may be provided by PACE or CERP)
 - Courses offered by provincial, state, national, and international dental hygiene and dental regulatory authorities, associations, and their component societies.
 - Courses offered by federal government health agencies, including Canadian Forces, and provincial or local government departments of health or public health
 - Courses available through hospitals accredited by the Canadian Council of Hospital Accreditation
 - Courses offered by provincial, state, national, and international oral health specialty organizations which are recognized by the Canadian Dental Hygiene

Association (CDHA), Canadian Dental Association (CDA), or the American Dental Association (ADA)

- If you are unsure whether your activity is acceptable as a continuing competency activity, *complete and submit a [Pre-Approval Form](#) to cdhm@cdhm.info, before selecting this category.*
- Product training/workshops that cannot be applied under the examples above may be eligible for a maximum of 2 hours towards the CCP requirement. Complete a [Pre-Approval form](#) and submit to CDHM@CDHM.info to confirm whether the training can be used towards this category. (A reflection summary is required for this type of learning.)

4.3 Volunteerism & Professionalism

- Maximum 4 hours of time per annual CCP submission
- This category includes providing a short (approx. 150-300 words) reflection summary, e.g., *Reflect on your volunteer experience and comment on how it has contributed to your professional growth as a dental hygienist.*
- Hours can be entered in 30-minute increments, e.g., two and a half hours is entered as '2.5'; round up for other increments and ensure your actual total activity time is equal to 12 hours.
- For teaching/presentations, when calculating total activity time, use the length of the actual presentation, and add hour-for-hour time for preparation, e.g., a 1-hour presentation would include 1 additional hour for preparation → 1 hour presentation + 1 hour preparation = 2 hours of volunteer activity time towards overall required annual hours.
- Examples of Activities for volunteering:
 - DH Teaching/presentation/project
 - MDHA/SDH Mentorship Program
 - Community Oral Health Project/Program
 - Participation in CDHM/MDHA/CDHA/UMSDHAA initiative/project/committee (positions receiving an honorarium are included in this category)
 - Other Pre-Approved DH Volunteer Activity **complete and submit a [Pre-Approval Form](#) to cdhm@cdhm.info, before selecting this category.*

4.4 Professional AGM

- Maximum 1 hour of time per annual CCP submission
- This category includes providing a short (approx. 150-300 words) reflection summary, e.g., *What valuable information did you take away from this meeting?*
- AGMs for the following organizations may be included in this Category:
 - CDHM
 - CDHA
 - MDHA
 - UMSDHAA
 - Other - **complete and submit a [Pre-Approval Form](#) to cdhm@cdhm.info, before selecting this category.*

4.5 Indigenous Cultural Sensitivity Training

- Activities submitted for this category will be calculated hour-for-hour **or** the CE hours indicated by a course provider will be used. (e.g., a 1-hour lecture is submitted as 1 hour towards the CC requirement).
- Hours can be entered in 30-minute increments, e.g., two and a half hours is entered as '2.5'; round up for other increments and ensure your actual total activity time is 12 hours.
- This category includes either uploading a Certificate of Completion/Attendance/ Transcript or providing a short (approx. 150-300 words) reflection summary, e.g., *Describe an example of the knowledge/skills gained from this activity; Of the knowledge/skills attained from this activity, provide an example of how this applies to your practice.*
- The list below provides examples of learning in this category. If your contemplated training is not in this list, **complete and submit a [Pre-Approval Form](mailto:cdhm@cdhm.info) to cdhm@cdhm.info, before selecting this category.*
 - The Path – offered by CDHA
 - Indigenous Canada Course (by University of Alberta – available through Coursera)
 - San'yas – Anti-Racism Indigenous Cultural Safety Training Program
 - Manitoba Indigenous Cultural Safety Training (MICST)
 - Other Pre-Approved training

4.6 Pre-Approved

- This activity type includes academic research, publications, etc. and requires a short (approx. 150-300 words) reflection summary, e.g., *Describe an example of the knowledge/skills gained from this activity; Of the knowledge/skills attained from this activity, provide an example of how this applies to your practice.*
- Hours will be determined on an individual basis and can be entered in 30-minute increments, e.g., two and a half hours is entered as '2.5'; round up for other increments and ensure your actual total activity time is 12 hours.
- Complete and submit a [Pre-Approval Form](mailto:cdhm@cdhm.info) to cdhm@cdhm.info, before selecting this category.
- Activities include:
 - Research
 - Development of a Research Project
 - Carrying out a Research Project
 - Facilitation of focus groups for research purposes
 - Research/thesis for the purposes of obtaining a Masters or Doctorate.

NOTE: This activity is only granted in this 'Activity Category' when research is completed in a graduate program that does not assign "units of course weight". Research conducted in courses that are assigned units of course weight will be claimed under the "DH Course/Lecture/Session/Workshop" Activity Category.
 - Publications

- Articles written and published in a peer-reviewed journal.
- Published reviews of books related to dental hygiene practice.
- Published reviews of chapters of oral health-related books.
- Chapter(s) written in a reference or textbook.

NOTE: Although dental hygiene research is encouraged, responding to a survey or questionnaire is not an accepted activity.

PART 5 - CCP AUDIT

- The CCP Committee reviews every submission. The Committee may provide feedback, request additional information, or require revisions, as necessary.
- The Committee reviews submissions using the expectations outlined in this Guide.
- The College may seek additional verification of the registrant's attendance, participation, and/or completion of activities. This includes verification of time reported for hour-for-hour activities.
- If requested, the registrant must provide additional information or documentation related to the learning activity in question.
- The College retains the right to conduct a CC audit at any time.
- The College has the authority to adjust the number of hours and category for any reported activity.
- For submissions deemed incomplete by the Committee, the registrant will be given an opportunity to resubmit.
- Failure to meet the CC requirements will result in the issuance of a Notice of Non-Compliance (*Dental Hygienists Act, 19(1)(c) and Dental Hygienists Regulation, 26(1)*)

Confidentiality: Information related to participation in the Continuing Competency Program is confidential and any person who has access to or comes into possession of such information shall not publish, release, or disclose the information in any manner except as necessary to carry out powers, duties, and obligations under the Dental Hygienists Act.

PART 6 - APPENDICIES

[CCP Activity Pre-Approval Form](#)