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## **MANDATORY CONTINUING EDUCATION POLICY**

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**Adopted April 1, 2008**  
**Revised July 7, 2017**

## 1. **INTERPRETATION**

### 1.1 **Definitions**

In this policy, unless the context dictates otherwise, the following terms and phrases have the meaning ascribed to them below:

- a) The term “**year**” means and designates the period commencing on April 1 of one year and ending on March 31 of the following year;
- b) The term “**member**” means and designates any person holding a permit granted by the Ordre des hygiénistes dentaires du Québec and who is registered on its Roll;
- c) The term “**Order**” means and designates the Ordre des hygiénistes dentaires du Québec;
- d) The term “**reference period**” means and designates the period commencing on April 1 and ending on March 31 two years later.

- 1.2 In this policy, when the context so requires, the singular includes the plural and vice versa, and the masculine gender includes the feminine and vice versa.

## 2. **OBJECTIVE**

- 2.1 The general objective of this policy is consistent with the **Order’s** mission to protect the public, and more specifically, with the role it must play as regards the professional competence of its **members**.

As such, the Order must ensure that its members have the requisite skills upon their admission to the dental hygienist profession as well as throughout their career.

Such a mission therefore involves establishing various means to maintain and develop the professional competence of its members. In this regard, mandatory continuing education is an appropriate way of allowing members to maintain, update, improve and expand the knowledge and skills associated with exercising their profession as dental hygienists.

To this end, this policy seeks to promote the competence and professionalism of members by determining the framework for continuing education (CE) activities in which they are required to take part.

## 3. **SCOPE OF APPLICATION**

- 3.1 This policy applies to all **members** of the **Order**.

#### **4. CONTINUING EDUCATION REQUIREMENTS**

4.1 All **members** must accumulate, per **reference period**, a minimum of forty (40) hours of CE activities directly related to their profession as dental hygienists and deemed relevant by the **Order**, including a minimum of ten (10) hours **the first year (excluding hours eligible for reading scientific articles as set out in section 4.4)**.

**Members** may, at any time, consult the secretary of the **Order** to verify whether a CE activity is deemed relevant by the **Order** pursuant to this section.

4.2 A CE activity must allow the **member** to develop her skills and professional knowledge.

4.3 **Members** may choose from the following CE activities:

1. CE courses offered by the **Order**, through a person or organization recognized by resolution of the Board of Directors;
2. Courses offered by colleges or universities, specialized institutions or dental societies;
3. Dental symposiums or conventions;
4. Presentations at conferences or seminars;
5. Drafting of published scientific articles in the field of dentistry;
6. Various training sessions, notably case history discussions or seminars;
7. Participation in research projects.

The instructor delivering the CE activity must have the requisite educational and professional expertise.

4.4 Among the forty (40) CE hours required under the terms of section 4.1, a maximum of ten (10) hours may be devoted to reading scientific articles related to the **member's** professional activities, and deemed relevant by the **Order**.

4.5 Each **reference period**, **members** must take cardiopulmonary resuscitation (CPR) training in accordance with the guidelines of the Heart and Stroke Foundation of Canada. A maximum of five (5) hours of this training may be recorded, for the **year** in question, as part of the CE hours required under the terms of section 4.1.

4.6 The fees associated with the CE activities set out in section 4 shall be borne by the members.

## 5. EXEMPTION

- 5.1 The secretary of the **Order** may, for a given **year** or **reference period**, grant a **member** an exemption from continuing education or decrease the requirements set out in section 4, if said member is unable to comply with the requirements of this policy for a serious reason, notably due to her health, pregnancy, a trip abroad or any other case of force majeure.
- 5.2 Any **member** may obtain an exemption from continuing education or a reduction in the requirements set out in section 4 by sending a written request to this effect to the secretary of the **Order** within thirty (30) days of the beginning of the **year** or reference period or within thirty (30) days of the occurrence of the event justifying the request for exemption.
- 5.3 The secretary of the **Order** shall send the **member** a written and reasoned decision within forty-five (45) days of the request for exemption.
- 5.4 Any **member** who has obtained an exemption or reduction in the requirements set out in section 4 shall inform the secretary of the **Order** of the cessation of the circumstances that entitled the member to such an exemption or reduction in requirements.

The secretary may then maintain the exemption for the **year** or reference period in question or require that the **member** comply with the requirements set out in section 4.

- 5.5 Any person who registers or re-registers on the Roll of the **Order** after May 1 of a given **year** shall not be required, for said year, to comply with the requirements mentioned in section 4. The **member** shall comply with these requirements commencing on April 1 following the date of her registration or re-registration on the Roll.

## 6. VERIFICATION

- 6.1 **Members** are responsible for managing their continuing education and recording the number of hours engaged in CE activities and reading scientific articles.
- 6.2 **Members** shall, upon annual renewal of their registration on the Roll of the **Order**, produce a declaration stating the number of hours engaged in relevant CE activities and reading relevant scientific articles during the previous **year**. They shall also attest to taking cardiopulmonary resuscitation (CPR) training as stipulated in section 4.5.

Any exemption or reduction in requirements set out in section 4 granted to a **member** pursuant to section 5.1 shall be indicated by the **member** in her annual declaration.

- 6.3 The **member** shall keep, for presentation on request to a representative of the **Order**, the certificates of attendance in CE activities and/or supporting documentation identifying the content and duration of the activities, the name of the person, organization or educational institution that organized or offered the activity, and if applicable, the results obtained.
- 6.4 The secretary of the **Order** shall transmit to any **member**, if applicable, no later than June

30 following the period for which the declaration is presented to the **Order**, a written notice stating the obligations or requirements the **member** failed to meet during the **year** or reference period in question and the time period granted to remedy the failure:

- To produce the annual declaration and, if applicable, present supporting documentation;
- To devote the minimum number of hours required under this policy to relevant CE activities;
- To take cardiopulmonary resuscitation training (CPR) required under this policy.

The secretary of the **Order** shall also inform all **members** of any CE activity deemed not relevant by the **Order's** Executive Committee. In this regard, the **Order's** Executive Committee has full discretion.

## **7. SANCTION**

7.1 Any **member** who fails to remedy her default following transmission of the notice stipulated in section 6.4 may be subject to a special inquiry by the Professional Inspection Committee of the **Order** for the purpose of verifying his or her professional skills. A written notice to this effect shall be transmitted to the **member**.

7.2 Following said inquiry by the Professional Inspection Committee and in accordance with the *Professional Code* as well as the *Règlement sur le comité d'inspection professionnelle de l'Ordre des hygiénistes dentaires du Québec* (R.S.Q., c. C-26, r.101.2), the Committee may recommend to the Board of Directors of the **Order** that the **member** be required to successfully complete a refresher program or training session or both concurrently and to limit or suspend the right of such **member** to exercise her professional activities until such time as this obligation is fulfilled.

## **8. EFFECTIVE DATE**

This amended policy shall be effective April 1, 2012.