



College of
Dental Hygienists
of Ontario

Protecting your health and your smile

Quality Assurance Program

Professional Portfolio – F.A.Q.

Common Problems with Submissions



- ▶▶ **Incomplete information**
- ▶▶ **Assumptions that we know what you do or that everyone does it so no need to write it**
- ▶▶ **Standard precautions for infection control?
Yes... but what are they?**
- ▶▶ **Old forms, no forms, missing forms**
- ▶▶ **Incorrect registration number**
- ▶▶ **Illegible photocopy**



***Common Problems with Submissions* cont'd**

- ▶▶ **Goals not clear / not related to dental hygiene**
- ▶▶ **No connection between learning and your dental hygiene practice**
- ▶▶ **No indication that learning has taken place / goals have been achieved**
- ▶▶ **Number of goals not equal to number of Forms 7**
- ▶▶ **No bibliography for self-initiated learning: websites, journals, text books, videos, audio tapes**



Checklist for Submission



- ✓ Do not submit supporting documentation to the College with your professional portfolio unless requested to do so.
- ✓ Only submit a portfolio for the years that are requested. The QA Committee may request a different year so keep all your portfolio documents and receipts for seven (7) years.
- ✓ Make sure your CDHO registration number is included on each page of your portfolio and on ANY OTHER correspondence submitted to the College. Your registration number is on your selection letter.



Checklist for Submission cont'd

- Submit a COPY ONLY of your portfolio. You must keep the original in your possession.**
- Use the checklist provided with your selection letter to ensure your submission is complete before you submit.**
- Complete the Professional Portfolio Review Form. Make sure you sign and date the declaration. Making false or misleading statements in your professional portfolio submission is considered a professional misconduct and could be subject to disciplinary action.**



F.A.Q.

What is a professional portfolio?

A professional portfolio within the CDHO Quality Assurance Program serves two functions. Firstly, the maintenance of a professional portfolio is considered to be a Continuing Quality Improvement (CQI) activity. This document will contain information regarding your formal qualifications and on-going involvement in your profession. It is designed to be a record that helps to verify your current level of competence to practise and your continuing quality improvement activities. Secondly, the professional portfolio will be used for peer assessment purposes. The Quality Assurance Committee will conduct a Professional Portfolio/Practice Review annually.

As you go through the professional portfolio guide and forms, you will have a better understanding of the professional portfolio. Once established, the professional portfolio will be useful to you and to the CDHO to help record and monitor your professional growth and development and the impact of this growth and development on client care/outcomes.



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F.A.Q. cont'd



Who is required to maintain a professional portfolio?

If you are a dental hygienist registered to practise in Ontario, you are required to participate in continuing quality improvement activities and maintain a professional portfolio. If you hold an inactive certificate of registration, you must have a professional portfolio. All dental hygienists are required to have a professional portfolio.

How will I know to send in my professional portfolio?

You will be notified by mail that you have been selected to participate in either the Professional Portfolio/Practice Review or the CQI Review.

Do I need to type my portfolio?

As of 2010, it is mandatory that your portfolio be maintained in an electronic format.



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F.A.Q. cont'd

I am not working as a dental hygienist, do I still need a portfolio?

Yes. If you are registered with this College, you must have a professional portfolio. If you maintain a general or specialty certificate of registration you are included in the selection for the Peer Review.

I am not working as a dental hygienist but have a general certificate of registration, do I need to do continuing education?

Yes. You have the same obligations for continuing your competency level as working dental hygienists. You are expected to make learning goals that will prepare you for when you return to practice. You will record your learning in your portfolio.

I am a RDH holding a general certificate with the College, but am close to retirement. Can I be exempt from the Quality Assurance Program?

No. All registrants holding a general or specialty certificate of registration must comply with the Quality Assurance Program without exception.



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F.A.Q. cont'd

I work as a temp, how do I complete my typical day?

You will have to assess what a typical day is for you. What services do you typically provide? What is your role in your client's process of care? What infection control protocols do you ensure for all clients? What are you recording in your client record?

Do I have to use the College forms to document my learning activities?

Yes. It is important that all CDHO registrants' Quality Assurance records be in a consistent format to facilitate a fair evaluation process.

What kind of learning activities will the Quality Assurance Committee accept?

The Committee accepts a wide range of learning activities such as seminars, journal reading, video tapes, professional activities/research, etc. There is the expectation that all learning will be based on current dental hygiene research and theory, and will be relevant to your dental hygiene practice. This will need to be documented and demonstrated in your professional portfolio. You must show the Committee that you are remaining competent through continuous learning that relates to your practice.



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F.A.Q. *cont'd*

Can I submit my professional portfolio electronically?

Yes, you can send it as an attachment in an e-mail addressed to qualityassurance@cdho.org. Please be sure to use your registration number followed by the words “portfolio submission” in the subject line.

**Professional portfolio forms may be downloaded from the College website:
www.cdho.org**

Most of the professional portfolio forms will be self-explanatory. However, if clarification is required you may consult the guide for a more detailed explanation. If further clarification is required please call the Quality Assurance Administrator at the CDHO for assistance.

