



College of
Dental Hygienists
of Ontario

Protecting your health and your smile

Guidelines for Continuing Competency for Ontario Dental Hygienists

Section F

Maintenance of a Professional Portfolio

All dental hygienists in Ontario must maintain a *Professional Portfolio* and complete continuing quality improvement (CQI) activities that are sufficient to ensure their continued competence. The *Professional Portfolio* is the major component of the Quality Assurance Program. It serves as a positive focus for continuous quality improvement and will permit the dental hygienist to review their practice through self and peer assessment.

The *Professional Portfolio* helps dental hygienists reflect on their dental hygiene practice, to identify areas of their practice that require enhancement/improvement and to customize their continuing quality improvement activities in a manner that suits their personal situation and resources. These guidelines are provided to further assist dental hygienists in the selection of appropriate learning goals and activities.

In a three-year period, dental hygienists should complete about 75 hours of CQI activities, averaging approximately 25 hours per year. At least 80% of learning activities must be directly related to the dental hygienist's learning goals and practice. The remaining 20% of CQI activities may come from activities that relate to dental hygiene but do not necessarily relate to the learning goals. For example: attending conferences and dental hygiene society meetings.

In addition to the 75 hours, each dental hygienist involved in clinical practice must hold current a CPR certificate at the basic life support level, which includes training in cardiopulmonary resuscitation (CPR) at the basic support level, including one-rescuer and two-rescuer CPR for adults, children, and infants; the relief of foreign body airway obstructions for adults, children, and infants; the use of an automatic external defibrillator (AED); and the use of ambu-bags resulting in certification or recertification by the Heart and Stroke Foundation of Canada, the Canadian Red Cross or an entity with equivalent requirements.

Setting Learning Goals

Every year dental hygienists will select learning goals that identify gaps in practice knowledge identified through self-assessment. The number of goals dental hygienists select for each year will vary depending on their knowledge needs and the amount of learning required in achieving each goal. Goals should be concrete enough to enable the dental hygienist to seek learning activities that enhance knowledge and guide behaviour change sufficiently to make a positive impact on her/his dental hygiene practice. Each goal should be completed in one year. A large goal that would span more than one year to complete should be divided into yearly achievable milestones.

Goals for those in clinical practice should be directly related to one or more of the following:

- Dental hygiene science
- Dental hygiene practice
- Ethical and legal obligations of dental hygienists
- Communication, cultural awareness, inclusive practice
- Infection control
- Record keeping
- Professional Portfolio
- Self-initiation
- Social justice as it relates to dental hygiene, access to care
- Interprofessional collaboration, multi-disciplinary practice

- Radiography, radiation safety, radiation protection officer training
- Health and safety, WHIMIS
- Process of care
- Peer mentorship training, acting as a mentor/receiving mentorship through the Peer Mentorship Program.

Goals for dental hygienists who are not in clinical practice should be directly related to their specific practice and/or to general dental hygiene knowledge.

Goals for educators should relate to their area of teaching and/or educational theory and practice.

Selecting Learning Activities

Recommended learning activities:

- Courses or workshops designed for health professionals offered by professional associations, societies or study clubs
- Presentations, publications, or learning modules offered by the CDHO
- Courses or workshops offered by accredited dental hygiene schools
- Courses or workshops offered at Community Colleges or Universities
- Home study courses designed for dental hygienists offered by reputable sources that have post-test and grant a certificate of successful completion
- Giving an original presentation of a paper, essay, or formal lecture in dental hygiene to a recognized group of fellow professionals at a scientific meeting
- Writing an original scientific paper that is published in a scientific professional journal
- Creating an original scientific, educational, or clinical exhibit at a professional meeting
- Observation of a peer in practice if it can be applied to a goal and is combined with other sources of learning
- Self-study conducted using current dental, dental hygiene and/or medical peer reviewed journals and text books.

Suggested activities for non-goal related learning:

- Holding a leadership position as a representative of the CDHO, National or Provincial association
- Attendance at a dental hygiene conference or symposium
- Attendance at society meetings and study groups
- Reading dental hygiene scientific journals
- Volunteer work in a community oral health project
- Participating in programs that provide substantial pro bono dental hygiene services to the dentally underserved populations or to persons who reside in areas of critical need within Ontario
- Acting as a mentor to a colleague who requires mentoring through the New Registrant Mentorship Program or the Quality Assurance Program
- Receiving mentorship as a requirement of the New Registrant Mentorship Program or the Quality Assurance Program.

Activities Not to Include

- Attending business meetings
- Giving a speech at a luncheon or banquet
- Giving speeches or presentations to community, school or church groups
- CPR and first aid re-certification

- Attending staff meetings
- Attending lunch and learn product demonstrations
- Self-study from non-professional magazines, books or journals
- Discussions with product sales representatives, employers, and colleagues
- Taking Yoga, fitness and/or stress reduction classes
- Reading books related to personal wellness, stress reduction and weight loss.

Reporting Requirements

Dental hygienists are required to report yearly on their compliance with the requirement to maintain a Professional Portfolio and complete sufficient continuing quality improvement (CQI) activities for the previous year on their registration renewal application.

Dental hygienists who are notified by the Quality Assurance Committee that they are to participate in a quality assurance review, must submit their Professional Portfolio and include their learning goals and learning activities (Forms 6, 7, and 8) for the previous three years. Each reported year will include separate forms for the learning goals and the learning activities. For example, a portfolio submitted in January 2013 will contain three Form 6s, representing 2010, 2011 and 2012 respectively. A Form 7 must be submitted for each goal.

- A bibliography for all self-learning must be submitted on Form 7
- For courses and presentations, the title of the course/presentation, name of presenter(s), their credentials and sponsor (if applicable) must be included on Form 7
- Only typewritten submissions will be accepted for assessment
- Dental hygienists are required to keep proof, such as certificates of attendance, biographies of presenters and receipts, for all CQI activities as appropriate which may be requested by the Quality Assurance Committee.

Bibliography for Learning Activities

All CQI activities used to support goals require a bibliography for the resources used. The resources should be referenced on the Form 7. Samples of bibliographic references for various CQI activities are listed below to help guide you.

Presenter/Speaker

Date (mm/dd/yy)	CQI Activity – Course title/Project	Presenter or Resources Used	Type of Activity	# of Hrs
12/19/11	Detecting Oral Cancers in the Mouth	Marvin Von Scapel, MD, oncologist, Any Hospital	Slide presentation	4

Course/Workshop

Date (mm/dd/yy)	CQI Activity – Course title/Project	Presenter or Resources Used	Type of Activity	# of Hrs
12/19/11 to 01/23/12	The Dental Hygiene Process of Care	Ontario Dental Hygienists' Association, Dental Pro Learn	On-line course	6

Journal article

Date (mm/dd/yy)	CQI Activity – Course title/Project	Presenter or Resources Used	Type of Activity	# of Hrs
12/19/11	Prevalence of Oral Cancer in Smokers	Layton, P. Name of Scientific Journal, Volume 1, Spring 2010, p 34-56	Self-study	1

Self as Presenter

Date (mm/dd/yy)	CQI Activity – Course title/Project	Presenter or Resources Used	Type of Activity	# of Hrs
12/19/11	Client's preferences to ultra-sonic instruments – master's thesis presented at National Conference	Your Name RDH, MSc	Slide presentation of original research	4

Knowledge Network

Date (mm/dd/yy)	CQI Activity – Course title/Project	Presenter or Resources Used	Type of Activity	# of Hrs
12/19/11	Parkinson's Disease	College of Dental Hygienists of Ontario, CDHO Advisory Parkinson's Disease, 2009/10/27	Self-study	1/2