

College of Dental Hygienists of Ontario

Duplicating Forms

To get an additional copy of a form, you need to use the copy/paste function from your wordprocessing program's menu.

- ✓ Click anywhere on the form you want to duplicate.
- ✓ A small box will appear on the top left corner of the title (see grey square below).
 1. Click on that box (It will highlight your form).
 2. Right click on your mouse and select 'Copy'
 3. Place your cursor after the end of the form you just copied (below the line)
 4. Click Ctrl + Enter to do a Page Break
 5. Put your cursor on the new page, right click on your mouse and select 'Paste' or 'Paste Rows'.
- ✓ You should have an additional form.

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4.a. A Typical Day In My Dental Hygiene Practice

Please complete a description of your activities in a typical day. If you are employed in a non-clinical setting, please describe a typical week. Please do not use insurance codes in your description. For content information, you may find the following documents useful: CDHO proposed regulation regarding Prescribed Records, CDHO Dental Hygiene Standards of Practice, CDHO Code of Ethics and the Professional Portfolio Guide.

Address of Practice: _____

Time Allowed for Client	Client Age Group or Type	Dental Hygiene Services Provided to Include – Assessment, Planning, Implementation and Evaluation	Infection Control Protocols	Record-Keeping Procedures

- ✓ If you do not see the box in the left corner, place your cursor in the left margin and click at the height of the title to highlight the text. Keep the mouse button pressed down and bring your cursor to the bottom of the page to highlight the whole form. (See graph below)
 1. Click on the right mouse button
 2. Select 'Copy'
 3. Place your cursor at the bottom of the form that you just copied (make sure your cursor is outside the form, under the line)
 4. Click Ctrl + Enter to do a Page Break
 5. Put your cursor on the new page, right click on your mouse and select 'Paste'.

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4.a. A Typical Day In My Dental Hygiene Practice

Please complete a description of your activities in a typical day. If you are employed in a non-clinical setting, please describe a typical week. Please do not use insurance codes in your description. For content information, you may find the following documents useful: CDHO Records Regulation, CDHO Dental Hygiene Standards of Practice, CDHO Code of Ethics and the Professional Portfolio Guide.

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Instructions for Submitting Your Professional Portfolio

Please use the **most recent forms**. You can find them on our website: www.cdho.org

- ✓ Click on the tab **Quality Assurance/English/QA Package**.
- ✓ Go to Section E and click on the link 'Professional Portfolio Forms (MS Word)'.
- ✓ The *File Download* pop-up screen appears with the options 'Open' and 'Save'. Click on *Save*.
- ✓ The 'Save as' pop-up screen appears. Select the filename and location where you want to save the document on your PC. (e.g. save as file 'portfolio.doc', in folder 'My Documents' on drive 'C'.)
- ✓ **Note:** Most word processing programs should open the file, if you are having difficulty opening it, start by opening your program, from the file menu, select open and browse to the portfolio file you previously downloaded and click 'Open'.

Sending Your Portfolio

E-mailing your professional portfolio:

- E-mail the professional portfolio to: qualityassurance@cdho.org
- You should receive confirmation by e-mail within 3 business days.
- You can use your e-mail address in lieu of a signature, **ONLY** if you are submitting your portfolio by e-mail.

Mailing your professional portfolio (by post):

Please submit a **photocopy** of your professional portfolio, as the one you submit for the assessment will **NOT** be returned. Portfolios must be kept on file as per the QA's policy and procedures handbook.

- Photocopies should be clean, clear and legible.
- **Do not staple or bind the pages**. If you wish, the pages may be paper-clipped
- Mail the professional portfolio to:
Quality Assurance
College of Dental Hygienists of Ontario
69 Bloor St. E, Suite 300
Toronto ON M4W 1A9