

Continuing Education Category 1 (core) Course Submission Checklist

June 2024

Background:

Category 1 (core) courses are defined in the regulations and guided by the QA Committee. They are:

- **Fundamental:** Broadly relevant to the practice of the profession.
- **Necessary:** Promote continuing competence and maintenance of professional standards.
- **Progressive:** Essential for advancing the profession, particularly in areas of strategic priority.

- The Quality Assurance Committee reviews courses and assigns points in Category 1 (core) when the criteria included in this document have been met.
- This checklist has been designed to guide submissions for Category 1 (core) consideration. It should be completed by the approved sponsor, with input from the presenter(s).
- The process begins with the submission of this self-assessment and related documents. The Quality Assurance Committee's decision is communicated in writing to the approved sponsor and presenter(s) within five business days of the decision.
- Materials should be submitted four weeks before a posted QA Committee meeting date unless alternative arrangements have been made with RCDSO staff. Time-sensitive submissions may be approved by the Director, Quality for one year.

Instructions:

- This checklist has been divided into five sections to facilitate completion:
 - PART 1: Contact Information
 - PART 2: Course Information
 - PART 3: Presenter Information
 - PART 4: Course Delivery Requirements
 - PART 5: Attachments and Attestations
- Criteria assessed by the QA Committee are listed below.

Please submit this self-assessment and any related documents to ce@rcdso.org.

Course

- Course is timely and broadly relevant to dentists in Ontario.
- Content is evidence-informed and supported by references. There is no commercial content.
- Course is delivered using best practices for adult learning.
- Content is inclusive of diverse needs and supports equitable access to care.

Presenter(s)

- Presenters have expertise on the topic (related to credentials, professional experience and/or lived experience).
- Presenters have no conflicts of interest that would affect their ability to speak to the topic.
- Presenters are in good standing with their regulatory college (if applicable).

Course Delivery

- Delivery occurs in association with an approved sponsor as defined in O. Reg 27/10: QUALITY ASSURANCE.
- Delivery is free of commercial bias.
- Participant and delivery responsibilities are met.

Continuing Education Courses: Roles and Responsibilities

APPROVED SPONSOR

- Approved sponsors are defined in O. Reg. 27/10: QUALITY ASSURANCE (ontario.ca).
- Approved sponsors are permitted to host continuing education activities in all categories. Only Category 1 (core) courses are submitted to the QA Committee for review, however.
- Approved sponsors coordinate the submission of courses for Category 1 (core) consideration and host the first delivery of a new course.
- The approved sponsor is responsible for overseeing the administrative aspects of course delivery, including attendance, attention, assessment of knowledge, and maintenance of participation records. They are responsible for providing a certificate of completion that includes the information required by the RCDSO.

PRESENTER(S)

- Course content is usually the intellectual property of the presenter, and therefore the presenter is responsible for ensuring that they have exercised reasonable care and caution to meet the requirements defined by the Quality Assurance Committee in this checklist. In cases where an organization owns the intellectual property, the organization carries this responsibility.
- The presenter must demonstrate that they have expertise specific to this topic and complete the attestations on p. 9.
- All courses assessed by the QA Committee and assigned points in Category 1 (core) must be presented as submitted. Minor adjustments may be made by the presenter to reflect updates in evidence.
- Courses must be presented in conjunction with an approved sponsor to be eligible for points in Category 1 (core).

ONGOING PRESENTATION OF CATEGORY 1 COURSES

- Following the initial presentation, the presenter may deliver the course with any approved sponsor. The roles and responsibilities for presenting a Category 1 course continue to apply.
- The approved sponsor at the time of the course delivery carries the responsibility for overseeing administrative aspects, including attendance, attention, assessment of knowledge and participation records.
- If the presenter delivers the course with an unapproved sponsor, the course qualifies for points in Category 3. In this case, the title of the course should be different to avoid confusion with the approved Category 1 course.

PART 1: CONTACT INFORMATION

Submission Date:

Course Title:

Course title should be succinct. Category 1 courses must not use an existing Category 1 course name. Please review the RCDSO website listing prior to submission.

Course Duration:

Number of Points requested:

Type: new resubmission – content reviewed to maintain currency

current expiry date:

All resubmissions must be reviewed by the presenter and updates completed as required.

Presentation Date:

Name of Approved Sponsor:

Contact Name:

Email:

Phone:

Presenter #1:

Email:

Presenter #2:

Email:

Presenter #3:

Email:

What contact name and email do you want the RCDSO to include on its website for this course?

Contact Name:

Email:

None

PART 2: COURSE INFORMATION

This section is used to assess the criteria of timeliness and relevance of the course to dentists in Ontario.

<p>Course Description (100 words maximum)</p> <p><i>Please include a brief overview of the course as it might appear in an event program or promotional material.</i></p>			
<p>Learning Objectives:</p> <p><i>Please enter the learning objectives from the participants' perspective.</i></p>	<p>Upon completion of this course, participants will be able to:</p> <ol style="list-style-type: none"> 1. 2. 3. 		
<p>Clinical Competency</p> <p><i>Based on the course description and learning objectives, what is the focus of this course?</i></p> <p><i>RCDSO staff may prioritize a competency area to provide clarity on the focus of the course. This information will be included in the confirmation letter.</i></p>	<input type="checkbox"/> Access to Care <input type="checkbox"/> Caries and prevention <input type="checkbox"/> Clinical – other <input type="checkbox"/> Communication/Conflict Resolution <input type="checkbox"/> Dental anesthesia <input type="checkbox"/> Dental public health <input type="checkbox"/> Endodontics <input type="checkbox"/> Equity, Diversity and Inclusion (EDI) <input type="checkbox"/> General dentistry	<input type="checkbox"/> General medicine <input type="checkbox"/> Implants <input type="checkbox"/> Infection prevention and control <input type="checkbox"/> Informed Consent <input type="checkbox"/> Jurisprudence and ethics <input type="checkbox"/> Local anesthesia <input type="checkbox"/> Medical emergencies <input type="checkbox"/> Operative (restorative) dentistry <input type="checkbox"/> Oral medicine and pathology <input type="checkbox"/> Oral surgery <input type="checkbox"/> Orthodontics	<input type="checkbox"/> Pediatric dentistry <input type="checkbox"/> Periodontics <input type="checkbox"/> Pharmacology <input type="checkbox"/> Prosthodontics <input type="checkbox"/> Radiology <input type="checkbox"/> RCDSO Standard - Dental CT Scanners <input type="checkbox"/> RCDSO Standard – other (e.g., Dental Record keeping) <input type="checkbox"/> RCDSO Standard - Use of Sedation and General Anesthesia in Dental Practice

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))
Course material is evidence-informed and supported by references.	<p>Check all that apply.</p> <p><input type="checkbox"/> Course content aligns with RCDSO Standards, Guidelines and Advisories where applicable.</p> <p><input type="checkbox"/> Content is supported by evidence that is documented in current, peer-reviewed scientific publications.</p> <p><input type="checkbox"/> Slides include references and specific citations where necessary.</p> <p><input type="checkbox"/> Permissions for copyrighted images including cartoons are noted.</p> <ul style="list-style-type: none"> • If the item is within the public domain, a citation shows where the image was obtained. • A slide may be added to the beginning of the presentation stating “Case images are my own unless otherwise stated. I have permission to use all included photos” or “Unless otherwise stated, images utilized in this presentation are open source and readily available on the internet”.
There is no commercial bias in the course materials.	<p>PRESENTATION SLIDES:</p> <p><input type="checkbox"/> Refer to generic names rather than trade names.</p> <p><input type="checkbox"/> Do not contain commercial logos or branded images.</p> <p><input type="checkbox"/> Do not include photographs, names or contact information for specific clinicians or clinics.</p> <p><input type="checkbox"/> Do not include reference to peer selling.</p>
The course is delivered using best practices for adult learning.	<p><input type="checkbox"/> Learning objectives are clearly written and content is contextualized to be relevant to dental practice.</p> <p><input type="checkbox"/> The course includes a mix of didactic and interactive content, including polls, question periods, “chat” entries in the platform etc.</p> <p><input type="checkbox"/> The course leaves participants with tangible knowledge to put into practice. Where possible, participants are provided with resources to support them to implement changes in practice (e.g., checklists, one-page references).</p>
The course is inclusive of diverse needs and supports equitable access to care.	<p><input type="checkbox"/> Course reflects diversity within the dental profession and embraces principles of equitable access to care. Wherever possible, examples that are inclusive of a range of patient populations have been used to help dentists translate knowledge to action.</p> <p><input type="checkbox"/> Where appropriate, opportunities that allow participants to consider how to address diversity, equity and inclusion in their own practice have been included.</p>

PART 3: PRESENTER INFORMATION

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))
Presenters have expertise on <u>this</u> topic.	<p>Check all that apply.</p> <p><input type="checkbox"/> The presenter's expertise in <u>this</u> topic is clearly stated in the attached CV or bio. Expertise may be demonstrated through a combination of topic-specific:</p> <ul style="list-style-type: none">• formal education (degrees, certificates)• professional experience and appointments• publication in peer-reviewed journals• presentations at professional conferences <p><input type="checkbox"/> Presenters who have lived-experience add a valuable perspective to continuing education. It is not necessary for them to include a professional CV with the submission.</p>
Presenters have no conflicts of interest that would affect their ability to speak to this topic.	<p><input type="checkbox"/> Presenters have attached a signed Conflict of Interest statement.</p> <p><input type="checkbox"/> Presenters disclose any conflicts of interest at the beginning of the presentation, and include a slide in their presentation. Sample text: "the presenters have no proprietary, financial or other personal interests or relationships relevant to this presentation that could give rise to a conflict of interest."</p>

PART 4: COURSE DELIVERY INFORMATION

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))
<p>Method of delivery</p> <p><i>Please note that courses that are delivered both live and through e-Learning will be assessed from one submission and given concurrent eligibility and end dates. Versions will have separate course codes.</i></p>	<p>Please check all delivery methods that apply to this course:</p> <p><input type="checkbox"/> Live (in person or virtual)</p> <ul style="list-style-type: none"> • Course is delivered by the presenter(s) in real-time. • Attendees all join at the same time and may participate in-person or virtually (live online or livestream). • Examples include conference sessions or standalone courses. <p><input type="checkbox"/> E-Learning (asynchronous course or recorded session)</p> <ul style="list-style-type: none"> • Course is developed to be delivered asynchronously, at a time and pace defined by the attendee. • Some courses may give access for a defined period with the option to attend at any time during that interval. Others may be open-ended. • Recorded versions of a course must deliver the same content as live versions. • Examples include watching a recorded webinar or participation in e-Learning modules developed specifically for asynchronous delivery. <p><input type="checkbox"/> Blended (includes both live and e-learning components)</p> <ul style="list-style-type: none"> • A portion of the course is delivered asynchronously and a portion live. • This method may be used when the course content is too long for one day, but not enough for two days, so the speaker asks participants to watch a recording as pre-work to the session. • Participants in a blended course must complete both live and e-learning components.
<p>Delivery is free of commercial bias.</p>	<p><input type="checkbox"/> Financial sponsors, their representatives, their logos, materials or products, are not in the room during the presentation or included in presentation materials.</p> <p><input type="checkbox"/> The presentation does not promote products or services or identify products of the company or companies that provide funding for the presentation. It is permissible for the approved sponsor to acknowledge financial or in-kind aid received.</p>

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))
Participant and delivery responsibilities are met: 1) Attendance	<input type="checkbox"/> There is a process to ensure that participants have attended the full presentation and completed the assessment component, for example: <ul style="list-style-type: none"> • In-person events: by scanning badges on entry and exit, or sign-in and sign-out sheets. • Virtual events: by asking participants to answer a poll question every 30 minutes. • e-Learning modules: by ensuring that the platform tracks completion of sections and prevents the user from fastforwarding a recording.
2) Attention	<input type="checkbox"/> Virtual delivery only: Polling questions are used every 30 minutes. Participants respond to 80%.
3) Knowledge assessment completed	<input type="checkbox"/> The quiz is attached. OR <input type="checkbox"/> The approved sponsor will ensure that the quiz is administered.
4) Certificate of Completion provided	<input type="checkbox"/> A certificate of completion will be provided, including the: <ul style="list-style-type: none"> • Course Code provided by RCDSO (Category 1 only) • Title of the Course (as assessed by the QA Committee) • Date of delivery (or completion for e-Learning) • Category and number of points assigned by the QA Committee (Category 1) or Category and duration in hours for Category 2 and 3 • Participant's name
5) Attendance records maintained by sponsor	<input type="checkbox"/> Attendee records will be maintained for a minimum of eight years following the date of the event, including either the original sign-in/sign-out sheets and assessment sheets OR an administrative record that summarizes this information for each attendee.
FOR E-LEARNING COURSES:	<input type="checkbox"/> The quality of the recording is clear and advances without issue. <input type="checkbox"/> Participants cannot advance the cursor to drag to the end. <input type="checkbox"/> A place is provided for participants to type in question and speaker has agreed to respond.

PART 5: ATTACHMENTS AND ATTESTATIONS

Attachments

The following supporting documents are attached:

- Presenter's signed Conflict of Interest
- Presenter's CV/Bio that describes expertise relevant to this course
- Poll questions for live virtual delivery
- Presentation slides or link to e-Learning course
- Quiz (if available)
- Copy of certificate provided to participants (see RCDSO website for sample)

ATTESTATIONS

(to be completed by presenter(s))

Please Note: This section is not required if it duplicates a formal process through the approved sponsor (e.g., speaker agreement, review by planning committee). If this applies, the sponsor should indicate "Speaker Agreements in place" under "Presenter Name", then sign and date.

- If Applicable: I attest that I am a member of

(name of Regulatory College) and am a current member in good standing.

- I attest that this course:

- has been developed using the latest scientific evidence and evidence-informed practices.
- incorporates the standard of care relevant to this topic.
- reflects current legal-ethical issues and guidance, where applicable.

Presenter Name:

Signature

Date

ATTESTATIONS FOR ADDITIONAL PRESENTERS

If Applicable: I attest that I am a member of

(name of Regulatory College) and am a current member in good standing.

I attest that this course:

- has been developed using the latest scientific evidence and evidence-informed practices.
- incorporates the standard of care relevant to this topic.
- reflects current legal-ethical issues and guidance, where applicable.

Presenter Name:

Signature

Date

ATTESTATIONS FOR ADDITIONAL PRESENTERS

If Applicable: I attest that I am a member of

(name of Regulatory College) and am a current member in good standing.

I attest that this course:

- has been developed using the latest scientific evidence and evidence-informed practices.
- incorporates the standard of care relevant to this topic.
- reflects current legal-ethical issues and guidance, where applicable.

Presenter Name:

Signature

Date

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