



Standards of Quality Continuing Education

The following Standards represent the minimum criteria to which AADH continuing dental education Provider/Sponsors adhere:

- I. **Administration** - Administration of the program must be consistent with:
 - a. Goals of the program.
 - b. Objectives of the planned activities.
 - c. The program shall be under the continuous guidance of an administrative authority and/or individual responsible for its quality, content and ongoing conduct.
- II. **Fiscal Responsibility** - Resources shall be sufficient to meet:
 - a. Goals of the program.
 - b. Objectives of the planned activities.
- III. **Goals**
 - a. The Provider/Sponsor shall develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program.
 - b. Goals shall relate to the health care needs of the public and/or interests and needs of the profession as it relates to patient care.
- IV. **Needs Assessment**
 - a. Provider/Sponsors shall utilize identifiable mechanisms to determine objectively the current professional needs and interests of the intended audience, and the content of the program shall be based upon these needs.
- V. **Continuing Education Course Content**
 - a. Courses offered shall be a means of an orderly learning experience in the area of dental and medical health, preventive dental services, diagnosis and treatment planning, clinical procedures, basic health sciences, emerging sciences, dental practice administration, or the Dental Practice Act and other laws specifically related to dental practice which is designed to directly enhance the licensee's knowledge, skill or competence in the provision of service to patients and/or the community.
 - b. The following subjects meet AADH course content guidelines:
 - i. Courses based on current dental hygiene practice, research and patient care delivery.
 - ii. Courses in preventive services, dental hygiene diagnosis/assessment, comprehensive treatment planning, implementation, and re-evaluation.
 - iii. Courses dealing primarily with nutrition counseling of the patient.
 - iv. Courses in dentistry's role in individual and community health emergencies and disasters.



VI. Continuing Education Course Content - continued

- v. Courses that pertain to the legal requirement governing the licensee in the areas of auxiliary employment and delegation of responsibilities; the Health Insurance Portability and Accountability Act (HIPAA); actual delivery of care; and workplace, environmental and general safety.
 - vi. Courses addressing infection control practices.
 - vii. Courses addressing the evaluation, improvement and/or methods of correction for recall and scheduling systems.
 - viii. Courses addressing ergonomics, and the improvement of office operations for the patient's benefit and/or to improve the continuity of care provided to the patient.
 - ix. Courses addressing the implementation and/or mechanism of alternative delivery systems.
 - x. Courses addressing patient record keeping.
 - xi. Courses in skills such as communication, behavioral sciences, patient management and motivation when oriented specifically to the needs of the dental practice and will improve the health of the patient.
 - xii. Courses in other subjects of direct concern to dentistry such as dentolegal matters, including but not limited to risk management, liability, and malpractice, employment law and employment practices.
 - xiii. Courses in methods of health care delivery and sociopolitical problems directly involving dental hygiene.
- b. The following course subjects are considered outside the scope of AADH guidelines:
- i. Money management, the licensee's personal finances or personal business matters.
 - ii. General physical fitness or the licensee's personal health.
 - iii. Presentations by political or public figures or other persons that do not deal primarily with dental practice.
 - iv. Basic skills such as memory training and speed reading.
 - v. Courses designed to make the licensee a better business person.
 - vi. Courses in which the primary beneficiary is the licensee.

VII. Objectives

- a. Specific written educational objectives or learning outcomes must be developed for each course and published.

VIII. Admissions

- a. In general, continuing education activities shall be made available to all dental professionals, as appropriate.
- b. If activities require previous training or preparation, the necessary level of knowledge, skill or experience shall be specified in course announcements.

IX. Commercial Relationships

- a. All commercial relationships must be fully disclosed to participants at the beginning of the program.

- b. Provider/Sponsor and instructor commercial relationships must be fully disclosed in all promotional materials and participant handouts.
- X. **Educational Methods**
- a. Educational methods must be appropriate to the stated objectives for the activity.
 - b. Where participation is involved, enrollment must be related to available resources to assure effective participation by enrollees.
- XI. **Facilities** - Facilities selected for each activity must be appropriate to accomplishing:
- a. Educational method(s) being used
 - b. Stated educational objectives
- XII. **Patient Protection**
- a. Participants must be cautioned about the hazards of using limited knowledge when integrating new techniques into their practices.
 - b. Where patient treatment is involved, either by course participants or instructors, patient protection must be assured as follows:
 - i. Sponsor must seek assurance prior to the course, that participants have the basic skills, knowledge, and expertise necessary to assimilate instruction and perform the treatment techniques being taught in the course.
 - ii. Informed consent form from the patient must be obtained in writing, prior to treatment.
 - iii. Appropriate equipment and instruments must be available and in good working order.
 - iv. Adequate and appropriate arrangements and/or facilities for emergency and postoperative care must exist.
 - v. Liability insurance is recommended for all professional participants.
- XIII. **Instructors**
- a. Instructors chosen to teach courses must be qualified by education and/or experience to provide instruction in the relevant subject matter.
 - b. The number of instructors employed for a CE activity must be adequate to assure effective educational results.
- XIV. **Publicity** - Publicity shall be informative and not misleading. It shall include:
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| a. Course title | j. Date |
| b. Description of course content | k. Specifics as to the approvals granted and credits available. |
| c. Educational objectives | l. For effective presentation and assimilation of course content, the prior level of skill, knowledge, or experience required (or suggested) of participants shall be clearly specified in publicity materials. |
| d. Description of teaching methods to be used | |
| e. Costs/Tuition | |
| f. Name of the sponsor and a contact person | |
| g. Course instructor(s) and their qualifications | |
| h. Refund and cancellation policies | |
| i. Location | |



- XV. **Evaluation** - The Provider/Sponsor shall develop and utilize activity evaluation mechanisms that:
- a. Are appropriate to the objectives and educational methods.
 - b. Measure the extent to which course objectives have been accomplished.
 - c. Assess course content, instructor effectiveness, and overall administration.
- XVI. **Course Records**
- a. Provider/Sponsors shall maintain permanent and accurate records of individual attendance and make such records accessible to attendees, if needed.
 - b. Any record granted in connection with the continuing education activity may be a certificate however, must not be, nor resemble, a diploma.
 - c. The AADH may randomly audit providers to verify compliance and/ or if requested by a course attendee(s).

