

14 STANDARDS OF QUALITY CONTINUING DENTAL EDUCATION

The following 14 Standards represent minimum criteria to which continuing dental education sponsors should adhere if they wish approval from an AGD constituent Academy for FAGD/MAGD credit.

I Administration

Administration of the program must be consistent with:

- a. the goals of the program;
- b. the objectives of the planned activities.

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. the goals of the program;
- b. the objectives of the planned activities.

III Goals

The sponsor shall develop and operate in accordance with a written statement of its broad, long-range goals related to the continuing education program.

Goals shall relate to the health care needs of the public and/or interests and needs of the profession.

IV Needs Assessment

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 Objectives

Specific written educational objectives must be developed for each activity and published in advance for the intended audience.

VI Admissions

In general, continuing education activities shall be made available to all dentists.

If activities require previous training or preparation, the necessary level of knowledge, skill or experience shall be specified in course announcements.

VII Educational Methods

Educational methods must be appropriate to the stated objectives for the activity.

Where participation is involved, enrollment must be related to available resources to assure effective participation by enrollees.

VIII Facilities

Facilities selected for each activity must be appropriate to accomplishing:

- a. the educational method(s) being used;
- b. the stated educational objectives.

IX Patient Protection

Participants must be cautioned about the hazards of using limited knowledge when integrating new techniques into their practices.

Where patient treatment is involved, either by course participants or instructors, patient protection must be assured as follows:

- a. the 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.
- b. an informed consent form from the patient must be obtained in writing, prior to treatment.
- c. appropriate equipment and instruments must be available and in good working order.
- d. adequate and appropriate arrangements and/or facilities for emergency and postoperative care must exist.

X Instructors

Instructors chosen to teach courses must be qualified by education and/or experience to provide instruction in the relevant subject matter.

The number of instructors employed for a CDE activity must be adequate to assure effective educational results.

XI Publicity

Publicity shall be informative and not misleading. It shall include:

- a. course title;
- b. a description of course content;
- c. the educational objective;
- d. a description of teaching methods to be used;
- e. costs;
- f. the name of the sponsor and a contact person;
- g. course instructor(s) and their qualifications;
- h. refund and cancellation policies;
- i. location;
- j. date;
- k. specifics as to the approvals granted and credits available.

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.

XII Evaluation

The 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.

XIII Course Records

Sponsors shall maintain permanent and accurate records of individual attendance and make such records accessible to attendees.

Any record granted in connection with the continuing education activity must not be, nor resemble, a certificate or diploma.

XIV Commercial or Promotional Conflict of Interest

Activities designed to market or promote the products of a commercial company are subject to regulation by the U.S. Food and Drug Administration (FDA), while activities that are essentially independent of commercial influence are not. In this context the standards are designed to ensure that:

- a. All activities offered by CE sponsors are independent of commercial influence, either direct or indirect.
- b. All commercial relationships between the sponsor, course presenters and/or a commercial company are fully disclosed to participants.