

ERO Accreditation Manual for Continuing Dental Education Programme Providers

Dental profession, like many other professions with a practical undergraduate education, is maintained by the continuity of the professional development after graduation with a lifelong learning. Continuing education and post-graduate training is usually provided by professional associations, dental organisations, societies, universities or relevant private bodies.

Regardless of the educational provider resources and apart from the undergraduate education, continuing professional development is of vital importance as it has principles and the ultimate goals to deliver best quality services to the profession and thus for a better patient health care. For this reason, the quality standards and accreditation (or recognition) systematics are required and already present for the educational activities.

The worldwide continuing professional development and education systems, beside varying in practice, contain a lot in common. A Continuing education programme provider and instructor, is required to have some basic structural functioning. Demanding on those basics, carrying out the detailed conditions of targeted accreditation system would be more effective and meaningful.

Another important issue is that the creation of a quality approach in the continuing education organization and the adoption of the related staff is extremely important for the continuity and effectiveness of the system. Thus primary reintegration of the fundamentals mentioned in this manual may be a strong and useful to start to the accreditation process.

Among the accreditation and recognition standards accepted worldwide are analysed** (ACCME, ADA CERP, IDA...), the essential fundamental requirements should indicate the following categories:

- The CE programme provider must have a Quality Management System.
- The CE programme provider must carry out the Education Planning Activities in the framework of specified policies and procedures.
- The CE programme provider must have an “Assessment and Evaluation System” to assess both the institutional functioning and the education performance.

The primary but essential requirements constitute the preliminary step(basis) for the accreditation procedure. The requirements mentioned above can also be evaluated as the leading guide to follow through the application processes which include further details of various quality definition aspects (attached criteria).

A. Quality Management System

In order to receive any continuing education accreditation, the requirements that a programme provider is required to meet are as follows:

- ✓ to define the objectives of the existence of the organization mission and define where it would be in the future (vision).

- ✓ to determine the basic values and principles to be used for the process to reach its vision.
- ✓ to describe and manage the activities carried out within the institution and define how efficient the activities are.
- ✓ to describe and manage the services provided by the institution and define effectiveness
- ✓ to set the targets both for administrative and educational processes.
- ✓ to follow the quality of service and ensure the continuous development.

Carrying out the above requirements, can easily be accomplished by the help of a Quality Management System

B. Education Planning

Below are the vital criteria for an institution and should be taken into consideration;

- ✓ Defining education planning process
- ✓ Determining the basis of the decision of making in education,needs assessment.
- ✓ Identifying the training purposes. For each training, it is also required to define the knowledge obtained, the skills and behavioural achievements of the participants at the end of training.
- ✓ Defining methods for determining the teaching methods.
- ✓ Determining the criteria for the instructors eligibility .
- ✓ Measurement and assessment and measurement of the educational performance.
- ✓ Defining the scope and continuity of the certification.
- ✓ The scientific validity and up-to-date knowledge must be guaranteed.
- ✓ Ethical principals must be determined for the implementation and certification of the educational activity.

C. Assessment and Evaluation

In order to guarantee the continuous development of the institution, it is required to create goals in all activities, to follow the rate of achievement of objectives and to make the necessary

adjustments and improvements. These conditions prove that Quality Management System described in Article A is carried out in the institution.

In order to form the said quality cycle, it is required to make an effective assessment study. Assessment and Evaluation areas can be defined in the following main headings:

- ✓ The success in carrying out the administrative processes of the institution,
- ✓ Success rate of achieving corporate goals,
- ✓ The implementation rate of the education plan,
- ✓ Success rate of achieving gains of participants,
- ✓ Satisfaction of the participants,
- ✓ The performance of the trainer.

When the CE providers fulfill the basic requirements summarized above in three titles with their unique approaches or systems, they will have begun to fulfil the important and vital parts of an accreditation system.

Acknowledgement

We would like thank Dr.Mutlu Tunç, CDE Consultant of Turkish Dental Association for his kind efforts and consulting.