

PORTFOLIO WORKSHOP

Dentalelle – www.dentalelle.com with Andrea Twarowski

You are audited IF..

- 2015 – your CDHO # ends in 5 or 7
- UNLESS you have submitted your portfolio within the last few years
- Not sure? Call the CDHO to make sure (check the web site and login)

Changes

1. You can submit your portfolio (the same way we have been submitting)

2. Exam (go to NDHCB.com and click on QA ASSESSMENT TOOL)

On the exam they give you case studies as well

You choose a location because it needs to be monitored

I'm told it's open book...

3. Exam + On-site assessment

Accessor from the CDHO comes into your practice and looks at EVERYTHING

Once you make your decision with the CDHO you cannot change it, so choose wisely!

6,7,8 forms are like before and you can carry over those but all other forms are NEW

SMILE Portal

- CDHO's new Smile Portal
- [System for Managing Individual Learning](#)
- 3rd party and has nothing to do with CDHO UNTIL you submit 😊
- Written and audio instructions to make it as easy as possible
- When you go in – CDHO – Quality Assurance – QA Resources (look at all the new documents). Remember to login to view your files specifically
- Before you go further you must enter in your new practice details
- After all that – go to the Self Assessment tool (this is mandatory to do)
 - Answering questions on how many standards you meet within your practice (hopefully you reach all of them)
 - IF you don't meet a standard, that's ok! CDHO will guide you automatically to a goal statement you could use so that you meet that standard (or standards) by the time you submit your portfolio
 - MUST complete this first before you can go into your actual portfolio
- IF you don't do this self assessment you WILL be audited the following year

Good news!~

- As per CDHO – as of May 2014 99.9% of members who submitted their portfolio had demonstrated competence (4000 people audited in 2014). 74 people needed to review a few things, and re-submit areas
- This is good! So try not to stress, you got this 😊
- Make sure to do the 75 hours over 3 years or automatically you will have deficiencies
- OR – unacceptable activities
- 15% had unexpired CPR courses
- 18% had missing forms – an easy mistake to correct I think!

New Options

- These new options were developed because almost half of RDH's submitted a survey saying they didn't LIKE doing the portfolio
 1. **You can submit your portfolio** (the same way we have been submitting)
 2. **Exam**
 3. **On-site assessment**
 - Accessor from the CDHO comes into your practice and looks at EVERYTHING
- I don't know about you, but I would prefer to continue the portfolio instead of doing an exam or on-site assessment 😊

Starting 2015

- Forms 1,2,3,9 submitted using that SMILE system
- You still need 75 hours
- You have a year to submit
- You still need a typical day, goals, activities, and evaluation
- **NEW - Practice profile**
 - List of questions and you have four options to check off (so much different!)
 - CDHO will call you if they need clarification
 - All practices you work in – put in your primary and briefly mention others (BUT focus on primary)

The Exam

- IF you choose to do this:
- Prep takes approximately 75 hours to complete
- \$125 + tax and three attempts
- You DO NOT have to do goals, activities, etc.
- You will still need to complete a typical day
- Its recommended to buy the latest **Mosby's or Darby** to study from (***if you need help with this let me know, I offer study courses on this at Dentalelle***)
- 75 questions, online (but you need to do it online at a specific location), and multiple choice + case studies

Exam + Assessment

- When you select this third option, you will need to call the CDHO to book the assessment with someone
- The assessor will come into your practice and review it all
- Especially infection control and records
- Review of client records
- Talking with other co-workers
- Collecting charts and review your patient records
- Manuals will be reviewed
- No fee for this as far as I know?

TIP

- Save as you move along the SMILE portal – it will not save automatically
- Once you hit SUBMIT, its gone! Don't submit until you are ready (January)
- Make sure to make note of any readings you do! Magazines (milestones) or articles online. **Even 30 minutes here or there adds up to your hours!**
- Remember when choosing activities – you can have as little or as many as you like. The main thing is they pertain to your goal statements
 - 80% of activities MUST however be related to your goals (and 5 hours would be non-goal related)

Goals/Activities

- When you work on your goals and activities, it is important to spend just as much time on making notes of how you **applied these to your practice!** How did this new knowledge for you help improve your practice? **CDHO LOVES to see this part!**
- They also love examples, **give specific examples** so they can see you actually applied them to your practice
- 5 hours are the unrelated (non-goal) hours but they must still be related to hygiene in some way

If you are a temp hygienist

- You still need to do the typical day but it is easier because you choose your primary office and base it on that
- You still need to get creative but you don't need to add as much detail 😊

Yay!

- You can have a goal on 'Quality Assurance' and use these Portfolio Workshops at Dentalelle as activities towards your goals 😊.
- Stay tuned for more webinars and power points to add to your hours
- For example – if you read this whole file and it takes you 30 min to read and 1 hour to take notes that's already 1.5 hours. It adds up!

Questions

- Email me anytime 😊.
- andrea@dentalelle.com

