RCDSO | Royal College of
Dental Surgeons of Ontario

E-PORTFOLIO USER GUIDE

TABLE OF CONTENTS

e-Portfolio User Manual

INTRODUCTION

The e-Portfolio is a secure online place for dentists to record their Continuing Education (CE) activities and store their verification documents. Dentists are required to maintain their e-Portfolio as confirmation that they have satisfied the Continuing Education requirements of the Quality Assurance Program.

Over your 3-year cycle, you must enter at least 15 points in Category 1, 45 points in Category 2 and a maximum of 30 points in Category 3.
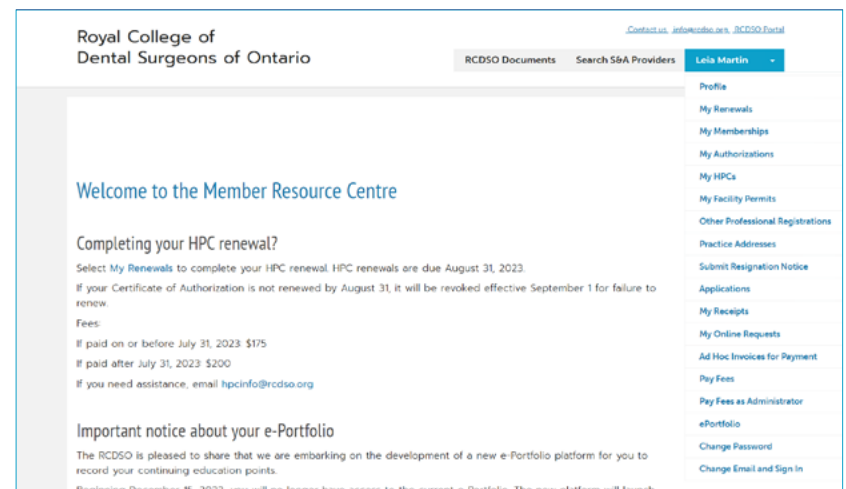
CATEGORY 1	CATEGORY 2	CATEGORY 3
Min. **15** pts.	Min. **45** pts.	Max. **30** pts.

SAVE THE DATE: February 14

You must enter all CE points for a completed cycle within two months of the cycle ending. This means that when your cycle ends on December 14, all entries must be completed by February 14.

STEP 1: Log in

To access your e-Portfolio, please login to the **Member Resource Centre**. Navigate to your name and select "**e-Portfolio**" on the drop-down menu.

STEP 2: View your dashboard

Your dashboard is on the Ⓐ **Home** page of your e-Portfolio. It summarizes your information, beginning with an overview of your Continuing Education (CE) cycle, including details of your cycle start and end date.

You can only enter new activities, or make changes to entries, for the current cycle (dates between your cycle start date and today's date).

Ⓑ You can also see the number of points you have reported in each category, relative to the number you need for that Category. The grey progress bar in each box changes to teal so you can see how you are doing and focus on the categories where you may need additional points.

Finally, the "Total" box gives you your overall status and progress towards your required 90 points.

The dashboard shows you the summary of points once they have been approved. If it seems that points are missing, check the list of all activities by clicking on Ⓒ **CE Activities** tab to see if the status is "pending" or "draft."

STEP 3: Add a new activity record

A Click on **ADD New Activity Record**

- You do not need to remember the details of the points category assigned to each activity.
- This will be assigned automatically based on the activity and the information entered.

B Choose one of the options listed under **Activity Type**

> **TIP**
>
> *Beside each activity type, you will see a* ❓ *. If you hover over this icon, you will see a brief description of the item.*

We have streamlined our terminology. Courses are listed as live, e-learning and blended.

Live courses may be delivered in person or virtually (livestream). The speakers are delivering the course in real time.

e-Learning courses refer to asynchronous delivery, where the participant is joining a webinar that was recorded in the past, or an online course.

Blended delivery refers to courses that have part of the material delivered in real time (live) and part delivered through e-learning activities.

Activity descriptions

Activity Type	Description
Category 1 (Core) Course	Category 1 (Core) Courses have been approved by the RCDSO's Quality Assurance Committee and are offered through an approved sponsor. Core courses are relevant to the practice of dentistry and have been designed to promote continued competence and maintenance of professional standards. Please see the RCDSO's website for a current list. New in 2023: If you attend the same course more than once in your three-year Continuing Education (CE) cycle, the first time will be approved for Category 1 points. Subsequent entries will be eligible for Category 2 points. You may repeat the same course in a later CE cycle and be awarded points for it in Category 1.
Category 2 and 3 Courses	Any course, lecture or seminar not listed as a Category 1 (Core) Course should be entered here. The information you provide will determine the number and allocation of points. Courses/lectures/seminars delivered by an approved sponsor on a clinical dental topic are eligible for points in Category 2. This includes attendance of a course/lecture/seminar on a clinical dental topic offered by an approved sponsor at a dental convention. Courses/lectures/seminars on non-dental topics that are relevant to the practice of dentistry or delivered by a non-approved sponsor are eligible for points in Category 3.

Activity Type	Description
Teaching	Teaching dentistry at a university faculty of dentistry or teaching dental hygiene or Level II dental assisting at an approved institution is eligible for Category 2 points. The information you provide will determine the number of points. • Full-time teaching = 20 points per semester. • Part-time teaching = 10 points per semester. Part-time teaching is defined as a minimum of one lecture per week or one half-day per week, or equivalent, of clinical teaching.
Lecturing	Lecturing refers to the delivery of CE courses and is an activity eligible for CE points. Dentists are eligible for: • Category 1 points when they deliver a Category 1 course in Ontario through an approved sponsor. • Category 2 points when they deliver a course with clinical content through an approved sponsor. • Category 3 points when they deliver a course with non-clinical content through an approved sponsor OR a course with clinical content through a non-approved sponsor. The information you provide will determine the number of points. • Sessions that are 5 to 8 hours in duration = Full day = 10 points • Sessions that are 1 to 4 hours in duration = Half day = 5 points

Activity Type	Description
Self-Study Activity / e-Learning Program	Self-study activities and e-learning programs are developed for independent learning. They are not delivered in real time, and participants work at their own pace. Participants may need to register to have access for a defined period (e.g., completing e-learning modules) or attend without registering (e.g., watching a recorded webinar). The information you provide will determine the category and number of points. • Category 2 points are earned for clinical content delivered by an approved sponsor. An independent assessment must be completed. • Category 3 points are earned when the activity includes non-clinical content OR a non-approved Sponsor. Independent assessment may be included but is not required.
Grand Rounds	You can claim CE points for attending grand rounds on clinical topics at an approved institution such as a teaching hospital. Points are eligible for Category 2.
Authorship	You can claim CE points for authorship of articles or chapters relevant to the practice of dentistry and published in peer reviewed dental journals or textbooks. CE points are not awarded for the writing of abstracts or book reviews, or for poster presentations. Authorship is eligible for points in Category 2. The information you provide will determine the number of points. • An article published in a peer reviewed journal = 10 points • A chapter relevant to the practice of dentistry published in a textbook = 20 points

Activity Type	Description
General Attendance – Dental Convention	General attendance at a dental convention, including show floor and poster presentation, is eligible for points in Category 3. Where appropriate, please select Category 1 (Core) Courses or Other Courses to enter specific courses attended at the convention. The information you provide will determine the category and number of points. • Full day general attendance = 6 points • Half day general attendance = 3 points • Category 1, 2 or 3 courses = points as noted on the certificate and entered under Category 1 (Core) Courses or All Other Courses where appropriate.
Dental Society and Study Club Business Meetings	Attending a business meeting for a dental society (e.g., component society of the Ontario Dental Association) or approved study club is eligible for points in Category 3. Please note dental societies and study clubs are considered approved sponsors. Courses hosted by a dental society or approved study club should be entered under Category 1 (Core) Courses or All Other Courses where appropriate.
Reading	Regularly reading peer reviewed dental journals and current dental textbooks is eligible for points in Category 3. • Journal subscriptions (not individual articles) = 5 points per year (maximum 2 subscriptions per year). Journals may be entered at any time during the year. • Textbooks published within five years = 10 points

Content layout

Once you select a specific activity, you will see a series of fields specific to that activity.

All activity entry pages follow the same layout. Hover over the ❓ for hints and guidance.

All fields must be completed before the activity can be submitted. Attempts to submit without all content will be saved as draft and the missing information noted in red.

You will need to have your attendance certificates handy when logging your CE activities. Your certificates have all the information needed to complete your entry.

Supporting Details section: a brief description of the activity is included in the box at the top. This section also includes any details about restrictions or considerations. It is important that you take a moment to review this information.

Supporting Details - Category 2 and 3 Courses

Any course, lecture or seminar not listed as a Category 1 (Core) Course should be entered here. The information you provide will determine the number and allocation of points.

Courses/lectures/seminars delivered by an approved sponsor on a clinical dental topic are eligible for points in Category 2. This includes attendance of a course/lecture/seminar on a clinical dental topic offered by an approved sponsor at a dental convention.

Courses/lectures/seminars on non-dental topics that are relevant to the practice of dentistry or delivered by a non-approved sponsor are eligible for points in Category 3.

Course Name, Session Date, Duration, and activity-specific information required to describe the activity in sufficient detail for the purpose of allocating points.

❓Course Name ❓Session Date ❓Duration in Hours

06/dd/2023 🗓

Between Jun 15 2023 and today's date

TIP

Wherever possible, please use the dropdown lists provided since this will allow for the automatic approval of your points.

NOTE

The session date must fall between the start date of your cycle and the current date. You cannot enter activities from a past cycle. You cannot enter activities into the future.

Sponsor Name section: enter three or more characters to locate the sponsor, then select from the dropdown list.

| Sponsor Name	Other Sponsor Not in List: ☐
▲	
Please enter 3 or more characters	

NOTE

The list of sponsors is drawn from a repository of past entries to the e-Portfolio platform. If a sponsor is not listed, please check the box 'Other Sponsor Not In List' and enter the name of the sponsor as it appears on your attendance certificate. RCDSO staff will review your submission and provide a response within 15 business days.

Verification documentation:
THIS SECTION IS OPTIONAL:
This spot may be used to upload your certificate of attendance or other verification documentation. If you have not received an attendance verification document for a CE activity you completed, please contact the course provider and request one for your CE records. The ❓ will give you information about the specific activity requirements. Once your activity has been approved, the uploaded certificates are sufficient verification in the event of an audit.

❓ **Please upload verification of your CE activity.**

📎 Choose file(s)
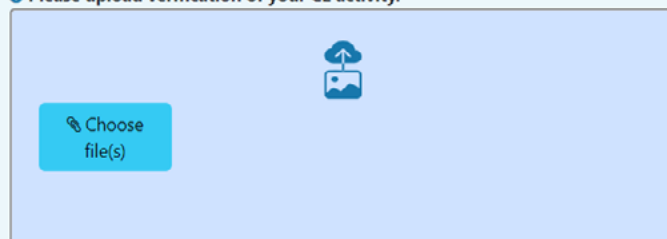
1. **The entire verification document must be uploaded.** Excerpts are not sufficient. Hover over the ❓ icon for examples of acceptable verification documents.
2. **If you have uploaded your verification document(s)**, once your entry to e-Portfolio has been approved (see status field), no other documentation is required by the College to satisfy CE requirements. You may choose to keep your original certificates or attendance records but are not required to do so.
3. **If you have elected to maintain paper copies**, you must retain your attendance records for at least 5 years after the end of the CE cycle, and provide them to the College when requested for audit of your e-Portfolio.
4. Please do not upload files larger than 125 MB.

NOTE

The entire verification document must be uploaded. Excerpts are not sufficient.

IMPORTANT

If you have elected to maintain paper copies rather than upload, you must retain your attendance records for at least five years after the end of the CE cycle and provide them to the College when requested for audit of your e-Portfolio.

Activity Type	Examples of acceptable verification documents include:
Category 1 (Core) Course	• Attendance certificate • Attendance report e.g., ODA Annual Spring Meeting attendance report
All Other Courses	• Attendance certificate • Attendance report • Letter of attendance from course sponsor
Teaching	• Letter from institution confirming part-time or full-time teaching status, semester(s) and year(s) taught
Lecturing	• Letter from course sponsor • Copy of participant certificate that includes name of presenter
Self-Study Activity / e-Learning Program	• Certificate of completion • Attendance record

Activity Type	Examples of acceptable verification documents include:
Authorship	• URL or ISBN or DOI of authored work *OR* • Uploaded copy of published article or chapter
Grand Rounds	• Attendance certificate • Attendance report
Dental Convention	• Certificate of general attendance
Reading	N/A
Dental Society and Study Club business meetings	• Attendance certificate • Attendance report • Letter of attendance from course sponsor

Clinical Competency Area(s): Please select all that apply, noting that at least one clinical competency must be selected for the activity to be assessed as Category 1 or 2.

Clinical Competency Area(s) Covered

☐ Access to Care	☐ Caries	☐ Dental anesthesia
☐ Endodontics	☐ General Dentistry	☐ General medicine
☐ Implants	☐ Infection prevention and control	☐ Jurisprudence and ethics
☐ Local anesthesia	☐ Medical emergencies	☐ Operative and preventive dentistry
☐ Oral medicine and pathology	☐ Oral surgery	☐ Orthodontics
☐ Pediatric dentistry	☐ Periodontics	☐ Pharmacology
☐ Prosthodontics	☐ Radiology	☐ RCDSO Standard – Sedation and Anesthesia
☐ RCDSO Standard – CT	☐ RCDSO Standard – other (e.g Dental Record keeping)	☐ Clinical – other

Non-Clinical Competency Area(s) covered:

☐ Non-clinical - Practice Management	☐ Non-clinical – other

Attestations (Confirmations): The final section of the new activity entry is the attestations. The questions included are used to confirm the accuracy of the entry and verification documents.

Attestations (confirmations) to the College

I attest that at least one clinical competency area was covered in this activity.	○ Yes	○ No
I attest that I have Continuing Education (CE) verification documents (e.g., certificate, attendance reports etc.) that match the CE activity claimed in this entry. I understand that I may upload the documents or retain paper copies.	○ Yes	○ No
I attest that the information entered is accurate.	○ Yes	○ No

STEP 4: VIEW CE ACTIVITY RECORDS

Activities entered are summarized under
A **CE Activities**. This page lists the activity type, description, date, points, and status.

For your convenience, the page can be sorted by any column. You will notice that once you have selected a column for sorting, it is highlighted in yellow.

In most cases, you will see that the entry has been automatically noted as **B** "approved," and the points earned noted in the corresponding category.

If the activity is noted as **C** "pending," it means that the activity could not be automatically approved using the algorithms embedded in the platform. RCDSO staff will review your submission and update its status within 15 business days. Once the final status has been determined, the points will be updated in the CE activity records.

Activities noted as D Draft are ones that require additional information from you. You may have started the submission, but were unable to complete it, and seeing the label **D** "draft" reminds you to go back so that your points will be counted.

As the activity records summary are updated, the corresponding areas of the dashboard will be updated.