

Self-Reflection Paper Instructions

A panel of the Inquiries, Complaints and Reports Committee expressed concerns regarding your conduct, and you agreed to complete a self-reflection as part of your Remedial Agreement to address those concerns.

A self-reflection is the intentional process of critically thinking about the issues raised in the complaint/report and identifying any opportunities for your continued learning and areas of improvement in your dental practice.

You have 60 days to complete and submit the self-reflection after the ICRC decision is issued.

How to Complete Your Self-Reflection:

1. Receive and read the ICRC decision.
2. Ensure that you have read and understood the terms of your Remedial Agreement, specifically, the area of focus outlined for your self-reflection.
3. Review and analyze the letter of complaint/information received, patient records, any supporting documentation you received during the investigation, and especially the ICRC's decision and reasons
4. Identify and review applicable learning resources. Consider how to apply them to the concerns identified by the ICRC.
5. Complete the self-reflection questions. When completing the self-reflection, ensure that you are:
 - Demonstrating insight into the complaint or report and the specific concerns of the ICRC.
 - Reflecting on the experience of anyone else who may have been affected by the situation.
 - Reflecting on the changes you can make to your practice to avoid such concerns being brought to the College in the future.
 - Identifying how the learning resources you reviewed have helped you better understand the concerns and supported the changes you propose to make. Ensure that you are not only summarizing the literature but also applying it to the situation that formed the concerns.
 - Using a formal/professional tone in your responses.
6. Submit the self-reflection to the College within 60 days of the issued ICRC decision.

Please note, this self-reflection paper is not an opportunity to provide additional submissions regarding the investigation. You have already had the opportunity to provide these as part of the complaint or report process.

Frequently Asked Questions:

- **Who reviews the self-reflection and is the self-reflection shared with the complainant/information source?**

The College will review the self-reflection paper. It will not be shared with the complainant/information source, nor will it be posted on the public register. If the ICRC receives future complaints or concerns, the SR may be shared with the ICRC as part of your prior history with the College.

- **Is there a minimum or maximum word requirement for the self-reflection text?**

The minimum word requirement for the self-reflection paper is at least 500 words. There is no maximum word requirement.

- **What language can I write the self-reflection paper in?**

Your self-reflection paper can be written in English or French.

- **Can someone else write the self-reflection for me?**

No. This includes a lawyer.

- **Am I required to complete the self-reflection using a specific citation style (ex: APA, MLA)?**

There is no citation style requirement, however, you must cite all sources/resources used in your self-reflection paper.

- **Where can I find “other resources” that may be implemented or used in the future?**

When completing your self-reflection, you may use any available research literature or resources. This includes [Standards, Guidelines, and Practice Advisories](#); Ontario Dental Association resources/website, and information obtained from mentors, counsel, colleagues, dental faculties and academic literature.

- **May I use Chat GPT or other AI applications to complete my self-reflection?**

No. The use of AI applications is not an approved method for completing the self-reflection paper.

➤ **What if the self-reflection paper isn't satisfactory?**

If the self-reflection has not been completed to the College's satisfaction, we will contact you to provide constructive feedback and request that you complete or make changes to the self-reflection paper. Should the self-reflection paper remain incomplete or unsatisfactory, the matter may be referred to the Registrar for consideration and a new investigation about your compliance may be opened.

➤ **Can I submit the self-reflection form before receiving the decision?**

No. it is mandatory to review the decision before submitting the self-reflection to the College.

➤ **Where can I find the self-reflection and peer review form?**

The self-reflection and peer review form can be found on the College's website:

<https://www.rcdso.org/Complaints-and-Investigations/complaints-and-investigation-process/self-reflection-and-peer-review>