

PET USER GUIDE



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PET User Guide Introduction

The "Practice Enhancement Tool" is one of the elements of the Quality Assurance Program of the Dentistry Act. It is an independent, online evaluation that assesses a dentist's knowledge, skill and judgment through a series of multiple-choice questions in six competency areas. All dentists must complete the PET five years after registration with the RCDSO and every five years thereafter.

The assessment is open-book. There is no single source of information to assist you with every question. Some questions have the source reference listed and can be found at the bottom of the screen following the answer key options. You can refer to textbooks, journals and many other resources to help you answer the questions as this is all part of the learning process. We have compiled a list of <u>useful resources</u> to help you. You can pause during a session, log out and research a particular subject area before proceeding, or flag questions that you want to review before answering. Your progress is automatically saved. You may also go back and change any of your answers before completing your assessment.

This user guide has step-by-step instructions on how to:

- Sight get started on your PET assessment
- navigate through your PET
- > submit your assessment
- review your results

1: RCDSO Portal Login

1.1 The PET is accessed through the RCDSO Portal. Go to the RCDSO website and click on RCDSO Portal Login (A).



1.2 B Login with your email and password.

HINT

If you have forgotten your login information or are having difficulty, please contact us at paperless@rcdso.org



2: PET Assessments

2.1 A Click on My Account to see the dropdown menu.



2.2 B Scroll down and click on ePortfolio and PET.



3: View Details of Current PET

3.1 A Scroll down to PET Assessments to see Current PET and Previous PET.

EAK DOWNLOADS	PET A	ssessments	5				
PORTFOLIO AND PET	If you ha the deta start you you have The PET	ve any current ils of your curr ir PET, select T a 30 days to co is <u>not</u>eligible	and/or previ ent PET, selec ake PET from omplete and s for any CE po	ous PET asse t View Detai the same dra submit your F bints .	ssments, the Is from the d op down me ET.	y are listed b Irop down me nu. Once you	below. To see enu below. To have started,
	Current P	ET					
	NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
	<u>Initial -</u> 2025-01- 15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started 💽
	Previous	PET					
	NAME	ASSESSMENT TYPE	PET START DATE	PET COM DATE	PLETION	STATUS I REASON	EXEMPTION
	<u>Initial -</u> 2014-08- 15	Initial	08/15/2014	09/04/20	D14 F	Pass	

Getting Started

PEAK DOWNLOADS	PET As If you ha the deta	ve any current ils of your curr	and/or prev	ious PET asse ct View Detail	ssments, they is from the di	y are listed by	elow. To se nu below. T	e
URISPRUDENCE & ETHICS COURSE (J&E)	start you you have The PET	r PET, select T 30 days to co is <u>not</u>eligible	ake PET from omplete and s for any CE p	the same dro submit your P oints .	op down men ET.	u. Once you	have starte	d,
	B Current P		FIRST POSSIBLE	LAST POSSIBLE	PET START	PET DUE	STATUS	
		Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started	
	<u>Initial -</u> 2025-01- <u>15</u>							
	Previous I	PET						

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON		
	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started		
nitial - 2025-01-						C	0	Take PET
5								<u>view Detail</u>

3.2 B In the Current PET section, you will find your current assessment. You can log in any time within your three-month start window to begin the assessment. You have 30 days to complete and submit your assessment once you begin. C Click on the dropdown arrow and select View Details to view details of your assessment, including the six competency areas assigned D.

<u>ame</u> / <u>PET & EPortfolio</u> / PET Assessment Details		
Dentist Name *		
Assessment Type *		
Initial		
Dentist's Certificate		
General Certificate for		
First Possible Start Date *		
01/15/2025		
ast Possible Start Date		
01/22/2025		
PET Start Date		
01/22/2025		
PET Due Date		
02/22/2025		
PET Completion Date		
-		
Number of Questions		
198		
	·····	
	•	
PET Assessment Competencies		
COMPETENCY	COMPETENCY RESULT	STATUS REASON
Infection Prevention & Control		Active
Orthodontics		Active
		Active
Radiology		
Periodontics		Active

4: Taking PET

4.1 A To begin, click on the dropdown arrow and select Take PET B to access the PET platform.

PEAK DOWNLOADS	PET A	ssessments	5					
EPORTFOLIO AND PET	If you ha	ave any current	and/or prev	ious PET asse	ssments, the	y are listed b	elow. To s	ee
URISPRUDENCE & ETHICS COURSE (J&E)	start your PET, select Take PET from the same drop down menu. Once you have 30 days to complete and submit your PET. The PET is <u>not</u> eligible for any CE points.							ied,
	Current F	PET						
	NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON	
	<u>Initial -</u> 2025-01- 15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started	
	Previous	PET						T

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON	
<u>nıtıal -</u> 025-01-	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started	B Take PET View Deta

Getting Started

4.2 Click on the Start button to begin your assessment.

4.3 D If you have already started, a Continue button will appear. Click on the Continue button to resume your assessment.



5: Instructions and Attestation

5.1 Review the instructions and attestation. To proceed, click on the checkbox (A) to agree to the attestation and click the Start button (B).

Test name General Concerned Concerne	Instructions	×	Instructions
General General Imber of questions Number of questions 198 198 structions Instructions • Before starting: • ensure your browser is current/up-to-date • clear your browser is current/up-	st name		Test name
Imper of questions Instructions • Before starting: • Before starting: • Before starting: Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Number of questions Num	Seneral		General
198 198 198 198 198 Instructions • Before starting: • ensure your browser is current/up-to-date • clear your browser is current/up-to-date • clear your browsing history/data • Before starting: • ensure your browser is current/up-to-date • clear your browser is current/up-to-date • Select ONE correct answer for each question sy want to go back to. • Flagged questions can be answered any time throughout your assessment. • The Flao button is at the to ridht corner of the question screen.	imber of questions		Number of questions
Before starting: - ensure your browser is current/up-to-date - clear your browser is cu	198		198
 Before starting: ensure your browser is current/up-to-date clear your browser is current/up-to-date clear your browsing history/data Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified. Select ONE correct answer for each question. The system will automatically save your answer. Use the Flag Question button to flag questions you want to go back to. Flagged questions can be answered any time throughout your assessment. The Flaa button is at the too right corner of the question screen. Lattest that I will complete my PET Assessment independently and I will keep all PET information from my	nstructions		Instructions
1 attest that I will complete my PET Assessment independently and I will keep all PET information from my	 Before starting: ensure your browser is current/up-to-date clear your browsing history/data Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified. Select ONE correct answer for each question. The system will automatically save your answer. Use the Flag Question button to flag questions you want to go back to. Flagged questions can be answered any time throughout your assessment. The Flab button is at the top right corner of the question screen. 		 Before starting: ensure your browser is current/up-to-date clear your browsing history/data Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified. Select ONE correct answer for each question. The system will automatically save your answer. Use the Flag Question button to flag questions you want to go back to. Flagged questions can be answered any time throughout your assessment. The Flad button is at the too right correr of the question screen.
assessment confidential.	I attest that I will complete my PET Assessment independently and I will keep all PET information from my assessment confidential.		I attest that I will complete my PET Assessment independently and I will keep all PET information from my assessment confidential.

5.2 To view the Instructions again during your assessment, click on the book icon at the top right under the Next question button **C**.

vious question	General	kt question			Remainii	ng time I	for entire	test	
	Question \$2/166 Type Single choice			15	1	BExit	14	05	5
According to the R	ICDSD guidelines, radiographs for an adult patient must be retained for how many years after the last entry in the chart?								
Select one correct	answer from the kat		Progress	bar					7/15
A. 6			A	question	(198)		,	Flogg	ed list (2)
B. 8			171	12	/3	/4	/5	/6	
C. 10			78	79	80	81	82	83	84
B. 12			85	86	87	88	89	90	91
Di 12			92	93	94	95	96	97	98
Question attachm	ents		99	100	101	102	103	104	105
Actions	Attachments name 1. Type		106	107	108	109	110	111	112
00	B Reference to 5.4: RCDSO PDF		113	114	115	116	117	118	119
00	Reference to 5.6: RCDSO PDF		[] N	ot answer	ed 📕	Answer	ed		

structions	2
Before starting:	
 ensure your browser is current/up-to-date 	
 clear your browsing history/data 	
• Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified.	
• Select ONE correct answer for each question. The system will automatically save your answer.	
 Use the Flag Question button to flag questions you want to go back to. 	
 Flagged questions can be answered any time throughout your assessment. 	
 The Flag button is at the top right corner of the question screen. 	
 Your flagged questions will be listed in the Flag list 	
• You can log out and log back in repeatedly during the 30-day period. Your progress will always be sa	ved.
• To continue later, click on the Exit button to be redirected to the RCDSO Portal or simply exit the pag browser.	e by closing the
• All questions must be answered before the assessment can be submitted. The Finish button will app	pear at the last
question when all questions are answered.	
 Submit your assessment by the due date (30 days from your actual start date). 	
	Close

6: Selecting an answer

Select ONE correct answer for each question by clicking on the radio button located to the right of the answer key A. Your selected answer will be highlighted in blue. The system will automatically save your answer. Click another radio button to change your answer.



7: Navigating to a question

To go back or advance to a question, click on the Next or Previous button **B**. Alternatively, you can use the All questions grid by finding and clicking on the question number **C**.



8: Magnifying an image

8.1 To use the magnification feature, click on the radiograph/image and move your cursor to the specific area you wish to magnify.



8.2 To enlarge the radiograph/image to full screen size, click on the enlarge icon next to the radiograph/image (A). Click anywhere on the screen to close the enlarged image and return to the question.





9: Flagging and Unflagging a question

You can flag a question so that you can return to it at a later time. Click on the flag icon located at the top right corner (A). The flag icon will turn red once activated. The flagged question will also appear in the Flagged list located on the far right of the screen (B). To unflag a question, click on the flag icon (flag will return to its original colour) or go to the Flagged list tab and click on the "x" on the question number to remove it from the list (C).

rious question			Gen	ieral		A	Remaining time for entire
	Quer	dion 92/198			Type Single choice		15 22 11
According to the RCDS	9 guidelines, radiographs for an ad	ult patient must be retained	I for how many years after the last entry in the chart?				
Select one correct answ	eer from the list						Progress bar 7/
A. 6							
8. 8						10	Paged list (2)
C. 10							1 3
B. 12							C ed Answered
Question attachments							
Actions	Attachments name 11	Туре					
00	Beference to 5.6: RCDSD	PDF					
	Paterance to 5.6 PC050	POF					

10: Viewing a reference

Some questions have a reference source. The reference is located at the bottom of the screen (A). Click on the view icon to review the reference (B). To download PDF references, click on the download icon located next to the view icon (C).



PLEASE NOTE

You will notice that not all questions have a reference. We are working on adding references to all questions with each competency review.

Que on attachmen	ts	
Actions	Attachments name ↑↓	Туре
6	Reference to DPH 3.3	Text

Activ	Attachments name ↑↓	Туре
	Reference to 5.5	PDF

11: Countdown Clock

A The top right of the screen shows you how much time you have left to complete the assessment.

vinus quastion	General	Next quest	Remaining	time for entire test
Question 92/198	Type Single choice		17 20	52 07
According to the RCDSO guidelines, radiographs for an adult patient must be retained for how many years after the last en	iry in the chart?			A
Select one correct answer from the list			Progress bar	7/1
A 6			All quantizers (198)	E Hannard Set /11
B. 8			/1 /2 /3	/4 /5 /6 //
C. 10			78 79 80	81 82 83 84
D. 12			85 86 87	88 89 90 91
			92 93 94	95 96 97 98
Question attachments			99 100 101	102 103 104 105
Actions Attachments mame 1: Type			106 107 108	109 110 111 112
C C Reference to 5.6: RCDSO PDF			Not answered	nswered

12: Progress Bar

B Your progress is tracked in the Progress bar located above the question grid.



13: Exit/Logout

13.1 You can log in and log out at any time within your 30-day allotment. To log out, simply click on the Exit button located underneath the countdown clock at the top right (A).



13.2 Click Yes to exit B.



13.3 Click Sign out to return to the RCDSO Portal (G).



14: Finish Test

14.1 To submit your completed assessment, click on the Finish Test button. If you have unanswered questions, you will not be able to submit your assessment A.

Remaining tir	ne for entire test
28 Or A	0525
Progress bar	30/30
All questions (30)	Flagged list (2)
1 2 3 4	5 6 7
8 9 10 1	1 12 13 14
15 16 17 1	8 19 20 21
22 23 24 2	5 26 27 28
22 23 24 2 29 30	5 26 27 28

14.2 Click Yes to confirm submission. Click No to return to the last question. If you have any flagged questions, they will appear on this page. To review your flagged questions, click No to return to your assessment and find your flagged questions (B).

Finish test		×
	?	
	Are you sure you want to finish the test?	
Marked for review		
	Question text	
Which form of hepatitis does NOT have a known	n carrier state?	
A patient on hemodialysis:		
	« < 1 > »	Rows: 2
•	Yes No	

15: Results: Summary & Competency Scores

Once you submit your assessment, your results appear on screen. This includes pass/fail messaging and numerical percentage scores for each of the six competencies. The overall results can be found on the default Summary page (A), and your percentage scores (B) can be found in the Competency scores page (C).

		Long and L		
	Su	ummary Competency scores		
Congratulatio	nel			
	JII5:	Tome	Custom	
ou passeu!			lan 17 0025	
90%			Jan-17-2025 Jan-20-2025	
		ent ①	68:57:56	
Candidate:	P	Pesult	Passed	
Member ID:		No. 1		
Fest name: Custom				
Export options	*			
	•			
	Summary Competency sco	cores		Sign out Back to assign
			and the second se	
ongratulations!	Reports showing test attempt sco	ores categorized by test sections, section groups, and quest	fon pools used in the test will be available if applicable.	
3	Score by question Scores on the test/sev	v question pools. These passing marks describe the required inno	wildings inveliged the topic but do not impact the final score	
		Competency 14	Soore	Proficiency level 11 Result 11
didate:	Q. Search		905 (27/30 points)	
t name: Custom	General Medicine		27 contact al incorrect, O altypol questioned	Pesard
mart antians	E Save displayed columns set	el	66 6 <u>1</u> 3 33 10 4	Row
	A	mmary Competency scores		
Unfortunately	A	mmary Compilency scores	Custom	
Unfortunately You failed	A	mmary Completency scores	Custom Jan-20-2025 Jan-21-2025	
Unfortunately rou failed	A	mmary Comparency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36	
Unfortunately rou failed 67 Candidate:	A	ermeny Competency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately fou failed 573 Candidate: Member ID: Test name: Custon	A	ennary Competency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately You failed 57 Candidate: Member ID: Test name: Custom	A	ennary Computercy scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately You failed 579 Candidate: Member ID: Test name: Custom Export options	A	ennary Computercy scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately ou failed 272 Candidate: Aember ID: est name: Custom Export options	A	emmary Computency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately ou failed andidate: Aember ID: est name: Custom Export options	A 300	nmary Complency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	
Unfortunately ou failed andidate: Aember ID: est name: Custom Export options	A 300 A B	nmary Complency scores	Custom Jan 20-2025 Jan 21-2025 13:41:36 Failed	
Unfortunately ou failed andidate: Aember ID: est name: Custom Export options		anmary Complency scores	Custom Jan 20-2025 Jan 21-2025 13:41:36 Failed	tigg at 1 field for least
Unfortunately ou failed andidate: Aember ID: est name: Custom Export options		anner Comparency scores	Custom Jan-20-2025 Jan-21-2025 13:41:36 Failed	tipped Tool for each
Unfortunately fou failed 27 Candidate: Member ID: Test name: Custom Export options	A	annaary Comparency scores	Lustom Jan 20 2025 Jan 21 2025	2911
Unfortunately for failed 57 Candidate: Member ID: Test name: Custom Export options		Comparency scores memory come forme forme	Lustom Jan 24-2025 Jan 24-2025	topical Motificants
Unfortunately for failed 573 Candidate: Member ID: Test name: Custom Export options Infortunately failed Member ID: Rest name: Custom Member ID: Rest name: Custom Rest Name: Custom Member ID: Rest Name: Custom Rest Name: Cust		Inner Computering scores In Inter In Inter In Inter In Inter Inte	Lustom Jan 20-2025 Jan 21-2025 Jan 21-2025	tograd to non
Unfortunately You failed 573 Candidate: Member ID: Test name: Custom Export options fortunately, rest of tame: Custom		Terme	Custom Jan 20-2025 Jan 21-2025 Jan 21-2025	tign of Indiancy level (). Band 1).

16: Previous Assessments



17: Completion Certificate



To view and/or download your completion certificate for a previous assessment(s), go to the Previous PET section on your ePortfolio and PET page. Click on the dropdown arrow (A) for the assessment and select View Certificate (B).



Contact Us

Who can I contact for help?

Our business hours are Monday to Friday, 8:30 am -4:30 pm, and we make every effort to respond to your message within two business days.

- For help accessing your RCDSO Portal, please email \bigcirc paperless@rcdso.org.
- To talk about the clinical aspects of the PET, please email PET@rcdso.org.
- For questions about practical matters of completing \bigcirc the PET, please contact Ms. Veronika To, Assessments Administrator, at 416-961-6555, 1-800-565-4591 or by email at vto@rcdso.org.

Where can I get more information?

For more information and resources, go to the Practice Enhancement Tool section on the RCDSO website. You will find Frequently Asked Questions (FAQ's), videos, drop-in session links and other resources to guide you.

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