



THE COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA

600-3795 Carey Road
Victoria, British Columbia V8Z 6T8

Telephone (250) 383 4101
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STUDY CLUB INFORMATION GUIDE

Beginning in 2016, the College has adopted the following policy regarding study clubs:

- Study clubs will no longer be required to submit a yearly application, and may maintain their current structure or may adopt a new operating model based on preference
- College pre-approval will *not* be required for proposed study club activities
- Study club members will use their professional discretion, along with the guidance they receive from completing the Quality Assurance Program Assessment Tool, to determine which study club activities offered are applicable to his/her personal area of dental hygiene practice. If an activity is determined to be relevant, credit may be claimed
- In the event of a College audit of a study club member's continuing education credits, supporting documentation may take the form of
 - i. Notes and/or handouts from each session claimed
 - ii. Confirmation of attendance from a study club executive member (attendance list, membership receipt(s), letter verifying attendance, etc.)

The College believes that study clubs remain a valuable source of continuing education and networking opportunities for dental hygienists. The College also believes that encouraging dental hygienists to think critically and to use discretion in selecting appropriate continuing education activities promotes professionalism. This policy change is intended to provide increased options and choices for study clubs and their members.

Below is information and a checklist which previously applied to CDHBC-registered study clubs, should existing or new study clubs wish to retain this structure; however, registration and submission of an application, member list, and topic list is no longer a requirement.

Any questions or concerns please contact the college via email (cdhbc@cdhbc.com) or by telephone (1-800-778-8277).

Definition of a Study Club

A study club registered with the CDHBC has a membership of at least five dental hygienists who come together for clinical or non-clinical educational study during a September to August year for the purpose of maintaining or increasing their competence. Members may participate in the study club in person, by teleconference or video conference.

A study club registered with the CDHBC is managed by a team of executive members. At least one of the executive members is a dental hygienist. This dental hygienist is responsible for signing the declaration, accepting responsibility that the club is planned and implemented in accordance with the Dental Hygienists Regulation, the bylaws and the guidelines found on the [CDHBC Practice Resources Page](#).

Each session is facilitated by a mentor, defined as a "wise and trusted teacher or guide." The mentor is responsible for the educational component of the session. While a study club may be guided by one or more mentors who may or may not be members of the dental profession, any study club member could function as the mentor for individual study club sessions. Mentors may be guests of the study club, members of the study club, or designated guides for the entire series of sessions.

Study club fees are the responsibility of the club and its members. The College of Dental Hygienists of British Columbia recognizes study clubs that meet the criteria for registration regardless of whether or not fees are required.

The Concept of Study Clubs:

The CDHBC believes that study clubs are a valuable venue for continuing dental hygiene competence and professional development. You will notice that it combines the concept of mentored group "study" with responsibilities that dental hygienists have as members of a self-regulating profession.



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Study Club Checklist (Optional Use)

1. **Name of Study Club:** _____

Year of study club formation: _____

2. **Type of Study Club** (please check):

- Clinical educational study
- Mixed: clinical/non-clinical educational study
- Non-clinical educational study
 - Seminar
 - Literature review
 - Other: _____

3. **Method of study club participation** (more than one method may be used).

- In-person
- Teleconference
- Video conference

4. **Study Club Mentor(s)**

- Sessions are mentored by the speaker / presenter
- Sessions are mentored by study club members
- Mentor(s) for the series of sessions is listed below:

1) Name _____
Address _____
Telephone (_____) _____ fax: (_____) _____
Qualifications: _____

2) Name _____
Address _____
Telephone (_____) _____ fax: (_____) _____
Qualifications: _____

3) Name _____
Address _____
Telephone (_____) _____ fax: (_____) _____
Qualifications: _____

5. Executive: (at least one executive member must be a dental hygienist).

1) President: Name _____
Address _____
Telephone (_____) _____
fax: (_____) _____

2) Vice-president: Name _____
Address _____
Telephone (_____) _____
fax: (_____) _____

3) Secretary: Name _____
Address _____
Telephone (_____) _____
fax: (_____) _____

4) Treasurer: Name _____
Address _____
Telephone (_____) _____
fax: (_____) _____

6. Study Club Sessions:

- 1) Number of sessions planned for the September to August study club year: _____
2) Length of each session (hours): _____
3) General location of sessions (please check)
 Dental office
 Private home
 Other: _____

City/town the sessions are held in: _____

7. Members:

Please compile a list of members, using the enclosed form. A minimum of five (5) members is required to form a study club.

8. Study Club Constitution:

Please attach a copy of your Study Club's constitution. The enclosed form may be used as a template.

9. Proposed Topics of Study Club Session:

For information only, please attach a list of proposed topics for your Study Club sessions. When available, please include the presenter's name and qualifications. The enclosed form may be used.

I, _____, _____ of
(name) (executive position)

the _____ am a registrant of the College of Dental
(Study Club)

Hygienists of British Columbia, and hereby accept responsibility for ensuring that the Study Club is planned and implemented in accordance with the Dental Hygienists Regulation, bylaws and guidelines found on the [College of Dental Hygienists of British Columbia Practice Resources Page](#).

Signature: _____

Name: _____

CDHBC Registration No. _____

Date: _____

10. Declaration: (Must be signed by a **Dental Hygienist** Executive Member).

Study Club Member's List

	<i>Name</i>	<i>Address</i>	<i>Telephone Number</i>	<i>CDHBC Reg. No.</i>
<i>1</i>				
<i>2</i>				
<i>3</i>				
<i>4</i>				
<i>5</i>				
<i>6</i>				
<i>7</i>				
<i>8</i>				
<i>9</i>				
<i>10</i>				
<i>11</i>				
<i>12</i>				
<i>13</i>				
<i>14</i>				
<i>15</i>				
<i>16</i>				
<i>17</i>				
<i>18</i>				
<i>19</i>				
<i>20</i>				

Proposed Topics of Study Club Sessions

Session	Date	Name of Session and Subject Area	Presenter Name	Qualifications
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

STUDY CLUB CONSTITUTION

Article I: Name

This group shall be known as:

Article II: Purpose

The primary purpose of the club is:

Article III: Membership

- i. Membership shall consist of _____ active members (a minimum of 5 members is required).
- ii. Membership shall be limited to _____ members.
- iii. Loss of membership by:

- a. _____
- b. _____
- c. _____
- d. _____

Article IV:

- i. The officers of the club shall compose an executive committee consisting of the following positions. At least one Executive member must be a dental hygienist.

- a. _____
- b. _____
- c. _____
- d. _____

- ii. Elections of officers shall be conducted annually by _____
-

- iii. Newly elected officers shall assume their office as of _____
-

iv. Duties of Officers

a. _____

i. _____

ii. _____

iii. _____

iv. _____

v. _____

vi. _____

b. _____

i. _____

ii. _____

iii. _____

iv. _____

v. _____

vi. _____

c. _____

i. _____

ii. _____

iii. _____

iv. _____

v. _____

vi. _____

d. _____

i. _____

ii. _____

iii. _____

iv. _____

v. _____

vi. _____

Article V: Finances

- i. The fee will be set annually after the budget has been prepared.
- ii. Fees are due

iii.

iv.

Article VI: Meetings

- i. Will be held

ii.

Article VII Amendments

- i. Amendments to the Constitution shall be made by _____

Article VIII General

i. _____

ii. _____

iii. _____

iv. _____

Signed: _____

Name: _____

Position: _____

CDHBC Registration No: _____

Date: _____