Elements of Prescribing: A Pharmacy Refresher Course for Dental Hygienists has been developed by a team of experts and is designed to address the participants’ learning needs by building on the prior knowledge that registered dental hygienists have obtained in undergraduate education. An objective of the course is to ensure that participants acquire a standard level of knowledge regardless of educational background or years of experience.

The overriding goal of this self-study course is to ensure that dental hygienist prescribers provide safe, accurate prescriptions for the narrow subset of drugs used in dental hygiene practice as indicated in Section 13 of the Dental Hygienists Profession Regulation under the Health Professions Act (HPA).
To obtain a CRDHA prescriber’s identification (ID) number, you must successfully complete *Elements of Prescribing: A Pharmacy Refresher Course for Dental Hygienists.*

**Course Content**

**Overview**

Module 1: Professional Accountability, Communication, and Collaboration

Module 2: Decision Making Related to Medication Use (includes obtaining and assessing a client’s Comprehensive Health History)

Module 3: Principles of Pharmacology

Module 4: Drugs Used in Dental Hygiene

Module 5: Risk Management, Drug Errors, and Medical Emergencies

Module 6: Issuing a Prescription

Module 7: Storage, Disposal, and Labelling

**Examination**

**Admission Requirements**

Admission is open to all CRDHA members in good standing on the General register.

**Application Process**

1. Complete online payment of the course.

2. Complete and submit the fillable PDF registration form. Additional copies of the fillable PDF registration form can be downloaded from the CRDHA website: www.crdha.ca

3. Completed applications are accepted on a first-come, first-served basis. An application is considered complete only when both payment and the fillable PDF registration form are received. Maximum = 40 participants.

4. You will receive written notification confirming acceptance in the sixth intake.

5. If you are accepted, you are required to complete any other requirements (e.g., completion of CRDHA’s jurisprudence examination) by the date specified on the acceptance letter. The requirements are listed in your acceptance letter.

**Deadlines**

Registration application received at CRDHA office: April 7, 2015, 4:00 pm

Course manual mailed from CRDHA to applicants: week of April 20, 2015

**Course Cost**

Total course fee: $1400.00 (*includes course manual and the examination*)

If accepted into the sixth intake, there will be no refunds.

If your completed application, including the fee payment, is received after the sixth intake is full, you will be refunded the $1400.00.

**Required Resources (textbook or electronic format)**

Participant is responsible for the purchase of these resources.


Note: eCPS is available free of charge through the CDHA Member’s only website.


* A discount from Lexicomp is available for participants. Details will be included in your course acceptance letter.

**Time Limit for Course Completion**

6 months: a 3-month extension is available upon request.
## Course Assignments

Course assignments reflect important learning outcomes and their application within the practice setting. Assignments include:

- Issuing prescriptions
- Analyzing and responding to a scenario
- Accessing current resources to research drug information
- Reporting adverse reactions

You must obtain a pass mark of 75% on each assignment to be eligible to write the examination.

## Examination

A detailed Examination Handbook, outlining components of the examination development and administration, will be provided partway through the course. You must obtain a pass mark of 80% on the examination.

The examination will be available at proctored locations throughout the province. You can choose to have the examination administered in either computer-based or print-based format.

Successful completion of the examination will allow the CRDHA General member to apply for a prescriber's identification (ID) number. Further details on how to apply for a prescriber's ID number will be provided upon successful completion of the examination.

---

### Course Design

This self-study course is designed to be accessible to Alberta’s registered dental hygienists located throughout the province.

- You can work on the course individually at your own pace within the time limit for course completion.
- Learning activities accommodate a variety of learning styles.
- Regularly scheduled teleconferencing or web-conferencing sessions with resource people will be available during the day and evening.

Each course module:

- May direct you to other resources for review of fundamental concepts prior to proceeding with the module.
- Presents learning objectives, required readings, and key learning points.

### Design Elements

A variety of simple to complex learning activities enhance the educational experience for all types of learners. The following design elements will help you incorporate the relevant provincial and/or federal legislation, CRDHA standards of practice, and concepts learned in each module.

#### Practice Tips

- Help you to apply the knowledge or skills in your practice setting.

#### Pause & Reflect

- Used to help make a connection between the course text and your current practice.

#### Scenarios

- Based on real situations that may occur.
- Learners must apply the new knowledge and use critical thinking to solve a problem.
- Four fictional "persona" profiles are used throughout the course to bring life to the situations.

#### Did You Know?

- Acts as a stop sign about something in the text.
- Used to draw special attention to a fact.

---

"It is not the ability to write a prescription that I find most valuable but rather the skills the course taught me in critical thinking, research, problem solving, and the confidence in being able to find the right solution or solutions."

~ First Intake Participant
**Frequently Asked Questions**

**I’m not interested in obtaining my prescriber’s ID number, but I’d like to take this course for my own interest. Can I do that?**

All interested CRDHA General members are eligible to apply to take this course. You will still be expected to complete all the assignments and the examination in order to receive CC program credits. If you do not apply for a prescriber’s ID number, you will not be authorized to issue prescriptions. Doing so would be considered unprofessional conduct subject to disciplinary action.

**Why are there four required references?**

In this course, you are expected to have up-to-date drug reference information. You will use all four required references throughout the course to complete assignments and activities. It is important that you have hands-on experience with a variety of resources, since it is not sufficient to rely on one resource for current drug information.

Many dental/dental hygiene practices have the required texts we have listed. These are often used by the staff for daily reference. You may choose not to purchase an additional copy if a specific reference is already available to you in your practice setting.

**I want to do a bit of review before I start. What do you suggest?**

This course builds on the undergraduate competencies you acquired in your dental hygiene education.

The course DOES NOT teach the entire dental hygiene undergraduate curriculum again. Although all participants who are taking this course have successfully completed undergraduate courses in pharmacology, physiology, biochemistry, and communication, their knowledge levels may vary. Some individuals may require review of specific topic areas before taking the course, but we cannot determine this for you.

Look at the modules listed. Thoughtfully consider your own knowledge levels and determine any areas for additional learning. Assess your knowledge levels truthfully to help identify your learning needs.

Depending on the topics or areas you have identified, you may decide to review one of your undergraduate textbooks (e.g., physiology and anatomy), take an online self-study course, attend a lecture, or review some of the required resources.

**What kind of support can I expect while I am completing the course?**

Experts will be available to answer your questions at regularly scheduled times throughout the six months. These sessions may be held via teleconferencing or web-conferencing. These scheduled times are offered in both the evening and daytime.

The CRDHA’s Pharmacy Course Administrator will also be available at regularly scheduled times to address your questions. Contact times for the Course Administrator will be provided to you at the initiation of your course.

**What happens if I submit an assignment and get a grade lower than the set pass mark?**

If you do not achieve the set pass mark on your first attempt of an assignment, you must complete an alternate assignment that covers the same subject material. Feedback will be provided with the initial assignment to help identify where you need to focus your learning. Prior to submitting the alternate assignment, you are strongly encouraged to participate in one of the regularly scheduled sessions with the resource people.

If you are unsuccessful in completing an assignment a second time, you may be directed to obtain further education (e.g., undergraduate course in the basics of pharmacology) prior to being allowed to continue with the course.

The assignments are designed to help you integrate the information you have learned in the modules. You are expected to work on the assignments individually. Completion of assignments throughout the course will help you assess your learning and determine areas which may need improvement prior to taking the examination.

**Do I need Internet access?**

This course is paper-based. However, you are expected to access the Internet to complete several activities (e.g., looking up information on Health Canada’s Drug Product Database). If you do not have access to the Internet from home or work, you may be able to complete these activities at your local library.
How many program credits will I qualify for once I successfully complete this course?

The CRDHA Competence Committee has approved this course for 25 (twenty-five) program credits, which is the maximum credits allowed for any course.

What if I don’t achieve the passing mark on the examination?

If you are unsuccessful in your first attempt at the examination, you can request to rewrite the examination. Course participants who fail the examination will be provided with information on rewriting application procedures. The request must occur within a set time period following the official notification of an unsuccessful initial attempt. The fee for each examination rewrite is $175.00.

Course participants have three attempts to pass the examination. A course participant who fails the second attempt will be required to provide satisfactory evidence that further education has been completed in the necessary areas prior to writing the third and final attempt.

A course participant who fails three consecutive attempts of the examination will be required to wait a minimum of 12 months to reapply to take the course. The applicant must meet the criteria in effect at the time of the new application. If readmitted, the applicant must successfully complete the entire course again — including all mandatory assignments.

Course participants who are unsuccessful can request a manual rescoring of their answer sheets. You can also request a formal review of your examination attempt if you believe you were treated unfairly or if there were any other irregularities in the examination process.

What happens after I’ve written the examination?

You will be informed of your official examination results by mail within four to six weeks of completion of your examination. The results will be reported as either pass or fail. If your score is greater than or equal to the pass mark, you will receive a “pass” result. If your score is less than the pass mark, you will receive a “fail” result.

How do I apply for a prescriber’s ID number?

Once you receive a “pass” result, you will be able to submit your application to obtain a prescriber’s ID number. After CRDHA has issued you a prescriber’s ID number, CRDHA will inform the Alberta College of Pharmacists (ACP).

You will have up to one year from the date that you successfully complete the examination to apply for your prescriber’s ID number (e.g., if you pass the examination June 30, 2015, your application for a prescriber’s ID number must be received by June 29, 2016). After that date, if no application is received, you must meet the criteria set by Council to obtain your prescriber’s ID number.
REGISTRATION INSTRUCTIONS

• Access the registration link and fillable PDF form either in the email sent to all General Members in February 2015 or on the home page of the CRDHA website.
• Complete online payment of the course.
• Complete the fillable PDF registration form and submit it via email to administration@crdha.ca or fax to 780-440-0544.
• The online payment and completed fillable PDF registration form must be received at the CRDHA office prior to the registration deadline of April 7, 2015, 4:00 pm.

Email or fax the completed registration form using the following contact information:

College of Registered Dental Hygienists of Alberta
Email: administration@crdha.ca  Fax number: 780-440-0544
#302, 8657 51 Avenue NW, Edmonton, AB  T6E 6A8