

## **DOCUMENTATION OF ACTIVITIES FOR COMPREHENSIVE DENTAL SCHOOL SITE VISITS**

The Commission on Dental Accreditation expects that written documentation of all educational program activities will be ensured by the program director and available for review during the on-site evaluation. It is impossible for Commission site visitors to assess whether programs meet established standards unless program activities are documented. Program records should clearly indicate which activities are required of students/residents and which are optional.

The following records should be maintained and available for review at the time of the site visit:

- One paper copy and one electronic copy of the self-study manual for each discipline: predoctoral dental education, advanced dental education, and allied dental education programs
- All materials identified as “available on-site” within the self-study
- Documentation to demonstrate compliance with Commission’s policies on “Complaints,” “Third Party Comments,” “Program Change” and, as applicable, “Distance Education”
- Evidence of institutional accreditation
- Written agreements with co-sponsoring and/or affiliated institutions (signed/fully executed)
- Program goals and objectives, and outcomes assessment data, including examples of program improvements
- Objectives for rotations to educational activity sites, if applicable, including evidence of calibration of site faculty
- Composite of clinical accomplishments of the last graduating class
- Departmental statistical records documenting numbers and types of procedures performed and variety of patients per student
- Criteria used by each clinical discipline to evaluate student performance
- Minutes of committee meetings
- CPR/PALS etc. for all students, faculty and staff, as applicable
- Copy of the Dean’s annual report to the chief administrator of the University
- Copies of the state practice acts, programs/institution’s policies and protocol on ionizing radiation, asepsis, infection and hazard control, and evidence of continuous monitoring

### **For Dental Education Programs:**

- Biosketches of all individuals who provide instruction to or evaluation of students  
(Primary faculty should be included in the self-study; part-time and less than part-time

faculty may be available on-site)

- self-generated recommendations that have been implemented, including documentation of the actions taken to meet the recommendations,
- self-generated recommendations that are in the process of being implemented, and
- self-generated recommendations that have not been implemented.

**For Advanced Dental Education Programs:** In addition to the data noted above, please also provide:

- Objectives for rotations on other services of the hospital and assignments to affiliated institutions, if applicable
- Objectives and content outlines for formal coursework, if applicable
- Departmental statistical records documenting numbers and types of procedures performed
- Topic outlines and schedules for all lectures, seminars, conferences and demonstrations included in the dental teaching program
- Records of each student's/resident's clinical and didactic accomplishments
- Documentation of the evaluation of residents, teaching staff and the educational program
- Schedules of attending staff's clinical assignments
- Documentation of attending staff supervision
- Outpatients records and, if applicable, inpatient records

**For OMS:**

- attending staff and resident evaluation records
- logs or other records demonstrating the cumulative anesthetic experience of each graduating resident, as well as last year's graduates, as required by OMS Standard 4-9.1
- for a 12-month period within the last 18 months, provide records of the number of procedures performed by residents as the operating surgeon or first assistant to an oral and maxillofacial surgery attending staff member in the major oral and maxillofacial surgery categories as required by OMS Standard 4-11

Privacy and Data Security Reminder: The program is reminded that the program's documentation submitted to CODA and CODA Site Visitors **must not** contain any patient protected health information ("PHI") or sensitive personally identifiable information ("PII"). The site visit team may only review documents containing PHI and PII while on-site during a site visit. If the program submits documentation that does not comply with the Privacy and Data Security Summary for Institutions/Programs (linked below), CODA will assess an administrative fee of \$4000 per program submission to the institution; a program's resubmission that continues to contain prohibited data will be assessed an additional \$4000 fee.

<https://www.ada.org/en/coda/policies-and-guidelines/hipaa>

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