



CIRCUS

DENTAL EDUCATION

Circus Education Enhanced CPD Quality Assurance Policy

As a provider of CPD, Circus Education Ltd must adhere to the General Dental Council's (GDC) quality controls. For more information on these requirements, please see the GDC Provider Guidance document.

GDC Provider Guidance: https://www.gdc-uk.org/docs/default-source/cpd/cpd-provider-guidance883326cbaaba41619e5abd1125e4c08a.pdf?sfvrsn=b5a2e4a8_5

Quality Assurance Measures Taken Prior to the Course

Educational Governance Policy

The GDC recommends that you carry out a diverse range of verifiable CPD relevant to your field of practice. Circus Education aims to provide CPD in a breadth of subjects to supplement the delegates clinical work and knowledge based on the needs of the participants. These courses are both lecture based and hands-on, giving the participants opportunity for discussions and interactive learning. All courses are evidence based and satisfy one or more GDC development outcomes. These are clearly stated on the sign up page, alongside the learning content and concise aims and objectives, so the delegates can make an informed decision that satisfies their personal development plan (PDP).

Equality and Diversity Policy

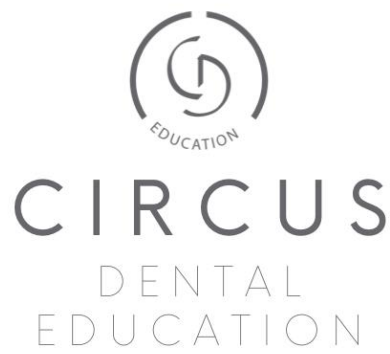
Circus Education does not tolerate direct or indirect discrimination, harassment, or victimisation. We are dedicated to promoting a culture where diversity and dignity is encouraged, respected, and valued by all.

We are committed to providing equal opportunity and fairness to all delegates and lecturers, enabling individuals to give and achieve their best. We will not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Anyone who feels that they have been subjected to discrimination is encouraged to raise a concern so we can apply corrective measures.

CPD Needs Assessment

All delegates will have their own personal development plan (PDP), alongside goals that they have set to achieve throughout their CPD cycle. Circus Education courses will cover a variety of objectives, as set by the regulators (i.e. GDC Supplementary outcomes). These are made available prior to booking, which allows the delegate to select courses that satisfy the needs of their PDP.



Peer Reviewed Content

All content is peer reviewed by the individual responsible for quality assurance, prior to the course. This is done to confirm that content, where possible is:

- Evidence based
- Free from commercial bias
- Fulfils the described aims and objectives
- Satisfies the learning outcomes
- Consistently meets the associated GDC outcomes
- Up to date

Evidence-Based Content

Circus Education understands the importance of evidence-based dentistry and therefore the use of evidence-based content within education.

An evidence-based approach ensures delivery of the best, high quality, contextually relevant information for participants, which down the line improves patient care and the treatment that they receive. Every course takes into consideration the delegate's prior knowledge through initial discussion, and course content is reviewed regularly, or upon the introduction of new information, guidance or standards.

Policies and Procedures to Avoid Commercial Bias

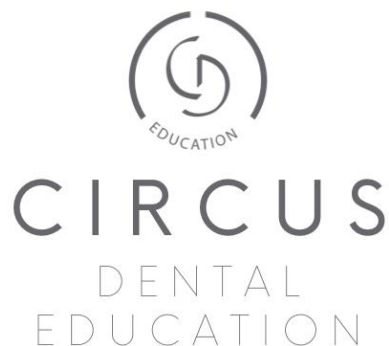
Circus Education ensures that course content is based on current evidence and is free from commercial bias; this is inclusive of the content development process.

Any commercial support and promotion is disclosed to the participants throughout the marketing process so that all delegates are aware when booking, and any sponsors attending on the day are also introduced prior to any given content.

Appropriate Recruitment and Selection of Those Delivering CDP

All speakers are recruited based on their experience and expertise in the desired subject area. As the CPD provider we review their qualifications, previous track record and any historical feedback. Those delivering content are well respected clinicians and educators who use effective and engaging delivery methods. All qualifications and experience are available to any potential participants in advance of booking. Details are given throughout the marketing phase and on the sign-up page.

Recruitment of those delivering the CPD meets the requirements of the Equality Act 2010 and any conflict of interest between the CPD provider and speaker will be declared.



Integration of Pre-Existing Feedback

On the completion of each course, all participants are required to fill in a CPD feedback form to assess all areas of content and delivery, venue suitability and value for money.

Past feedback is systematically analysed, and any areas of improvement are reviewed by those individuals responsible for the CPD activity, inclusive of those developing and delivering the course content. When appropriate, a quality improvement strategy can be produced and implemented prior to the next course.

Transparency of Verifiable Criteria

As a CPD provider, every activity must have a list of criteria to assure the GDC that it is verifiable. Circus Education ensure the transparency of criteria to any potential participants, the following information is detailed on the sign-up page so that all attendees can be satisfied that the content is relevant to their PDP prior to booking.

Verifiable Criteria:

- Course title
- Aims and objectives
- Learning Outcomes
- Date and Venue
- Course duration
- GDC development outcomes

Evidence-Based Educational Strategies

Circus Education uses evidence based educational strategies to ensure that we are implementing the best methods to achieve all aims and objectives, as well as improving educational gain for the participants.

Our initial approach is to talk to each delegate about their daily practice, what they hope to cover in the course and what they would like to take away from it. This allows the speaker to assess varying degrees of experience and prior knowledge, and to consider the contextual relevance of the target audience. Small cohorts introduce an interactive approach to lecture content, encouraging group discussions, regular opportunities for participant questions and frequent moments for reflection. The addition of hands-on exercises encourages active participation where relevant. All delegates get to practice and simulate the clinical application of their new skills with help and instruction from the speaker who can spend one to one time with the participants and give feedback.



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Quality Assurance Measures Taken During the Course

Robust Methods in Place to Confirm Attendance and Active Participation by Attendees

Circus Education implements the use of attendance sheets for every course, delegates sign in and out at the beginning and end of each day. This ensures that the participant is only credited for the number of hours they were in attendance. This register is kept as a record and used to assure the correct number of hours are given out on all CPD certificates.

Active participation is assessed by the speaker throughout the duration of the course. Small cohorts promote engagement from all attendees because it allows the adaptation of a seminar style to deliver information. Participants are encouraged to discuss topics, regularly ask and answer questions and talk about their own experiences. This helps us to tailor the content to their clinical needs. All attendees are required to participate in the hands-on elements of the course. Each delegate is given their own desk set up and equipment to take part in the given exercises.

Methods to Monitor and Evaluate Content Delivery

All delegates complete a CPD feedback form at the end of the course, this encompasses content delivery. Feedback and any issues raised are then relayed back to the speaker for improvement.

The individual responsible for the quality assurance also assesses and monitors content delivery through observation throughout the course. Any constructive comments or feedback will then be passed onto the speaker.

Using Trainers with Expertise on the Subject, and/or Educational Expertise to Deliver the Content

As previously stated, all speakers are well respected clinicians with expertise in the desired field. They also have an excellent track record as educators. This wealth of knowledge and experience results in the development and delivery of high-quality content, that can easily be adapted to meet the needs of the participants.

Content that Demonstrates a Clear Relationship with Anticipated Development Outcomes Throughout Delivery

The GDC development outcomes are clearly stated prior to each CPD activity and are only assigned if there is a clear relationship to the subject content throughout the entirety of the course. An assessment of this established relationship can be assured through peer review prior to delivery and confirmed via the participant feedback process following the course.



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Opportunities for Active Participation and/or Discussion During the Activity

An interactive approach to education gives all attendees the chance to engage with the speaker, as well as their peers, in ongoing discussions of content throughout the duration of the course. Our speakers regularly ask the participants questions to get the whole group involved and to get them thinking about differing scenarios and application. All participants, where appropriate are given the opportunity to take part in the practical exercises.

Opportunities for Participant Reflection During the Activity

Reflective educational strategies are applied throughout our courses in the form of discussion, Q&A sessions, and ongoing feedback from both the speaker and the participants peers throughout the practical exercises.

Assessment of Learning

Speakers have the opportunity to observe and assess individual participants throughout group discussion and by asking individuals questions to extract current knowledge and test the participants on their comprehension of the course content being delivered.

The simulation of clinical work through hands on exercises allow the speaker to observe and evaluate the participants skills, using their expert judgement. Particularly during one-to-one interactions, during which the speaker can give feedback and advice for improvement.

Accurate Measurement of Duration of Actual CPD Activity

The duration of verifiable CPD awarded to the participants is carefully calculated, it does not include any scheduled breaks, or traveling time. Programme development prior to the course enables us to calculate how many hours the CPD activities will run over, this can then be monitored and adapted accordingly on the day.

Quality Assurance Measures Taken *After* the Course

Evidence of Completion

Circus Education provides documentary evidence that verifiable CPD has been undertaken. This is sent to every delegate in the form of a certificate, detailing the following information:

- The participants name and registration number
- The subject, learning content and course aims and objectives
- The date and venue

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- The total number of hours of verifiable CPD
- The GDC development outcomes
- A statement to confirm that the CPD is subject to quality assurance and information on who is providing it
- Confirmation that the information contained is full and accurate

A Reflective Element for Participants to Link to their Personal Development Plan and Activity Log

Alongside their CPD Certificate, each delegate is sent a series of reflective questions which encourage them to think about the following aspects of the course:

- What they learnt
- What skills have been maintained/developed
- How it will affect/benefit their day to day work in clinic
- Any changes they will make to their current work style/routine
- How these changes will improve patient care

This can then be linked back to the participant activity log as part of their PDP.

Participant Evaluation and Feedback Methods That Are Used to Improve the Activity

Following every course, all delegates are required to complete a CPD feedback form; we encourage complete honesty without fear or favour. The feedback forms give participants the opportunity to give both qualitative and quantitative feedback on the following key areas:

- Achievement of the course aims and objectives
- Achievement of individual learning outcomes
- Quality of educational design and delivery
- The speaker's ability to engage participants
- Relevance of content that links to the corresponding GDC outcomes
- Value for money
- The absence of commercial bias or promotion
- Suitability of the venue

These feedback forms, whether they be on paper or online are collected and stored so that they can be accessed at anytime as part of our yearly peer review of educational content.



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Feedback for each course is evaluated on completion of every course, highlighting any areas of improvement. These are all collated together for the yearly peer review, issues raised are reflected on by individuals with the appropriate expertise and solutions are considered. A quality improvement strategy can then be established to implement any necessary changes.

An Assessment of Participant Learning and Participation

Delegates are assessed and observed throughout every course by the speaker, using their experience and expertise. CPD certificates are awarded on the basis that the speaker is satisfied with the delegate's interaction on the day and demonstration of the appropriate level of knowledge and skill.

Circus Education Complaints Procedure

We take complaints very seriously, investigating them in a full and fair way and taking great care to protect your confidentiality. We aim to resolve any issues raised and will look at it constructively as an opportunity to learn from and improve, ultimately providing a better service.

If you have an issue/complaint to raise, please email education@circusdental.com. Any complaints will be passed onto our complaints officer Luca Moranzoni.

We aim to resolve any complaints promptly and constructively. An acknowledgement will be received within 3 working days, shortly followed by a resolution as soon as practical, following investigation if required.