

How To Start an East Valley Dental Hygiene Study Club

Step 1	Determine <u>where</u> you would like to conduct your Study Club Meetings. Would you prefer meetings in your region, near your home, or perhaps near your workplace? Recruit study club members. To recruit study club members, e-mail the Communication Partner for names of members located in the zip code where you would like to meet as a study club.
Step 2	E-mail the members from the chosen zip code. Set up a date, time, and place for a "planning meeting". Suggested agenda: Members can choose a study club name, topics to study, future meeting dates, times, and locations.
Step 3	<p>Inform the Communications Partner by e-mail of the following:</p> <ol style="list-style-type: none"> 1. Study club name. 2. Name and contact information of persons in the study club 3. Date, time, and location your study club will meet 4. Topic to be studied at next study club meeting <p>The Communication Partner will contact the ASDHA webmaster by the 15th of the month. Study Club information will be posted on the ASDHA website by the 1st of the next month.</p> <p>We are also considering the use of another "Posting Website" called Wallwisher, but a decision is pending at this time.</p>
Step 4	Conduct a study club meeting, utilizing your pre-determined topic of study. Note: Study Club meetings <u>must</u> have 5 attendees in order to qualify for CE credit.
Step 5	Plan the agenda for the next study club meeting and repeat step 3, 4, and 5. Note: When the study club grows to 10+ members, a new study club can be established.
Step 6	<p>Following your study club meeting, one member will contact the Communication Partner with the following information:</p> <ul style="list-style-type: none"> - Name of Study Club - Name of attendees - Name of Speaker/Leader of study club meeting - Date, time, and location of study club meeting - Topic of study or course title - Description and objectives - Number of hours of study <p>The Communication Partner will e-mail the CE certificates to your study club attendees.</p>

Study Topic Ideas:

- Each member bring their favorite explorer/perio probe/ultrasonic tip/scaler/sharpening tool and discuss the design, purpose, & function
- Colgate, Crest, HRSA Maternal and Child Health Bureau, Dentsply, National Institute of Dental and Craniofacial Research, Hygiene Town website www.hygienetown.com/ have online CE classes that can be adapted for a face to face discussion
- Journal of Dental Hygiene, Journal of Dental Education, Access, RDH, Dimensions have CE articles and tests within the magazine or journal
- Each member read a determined scholarly, scientific, peer-reviewed journal article and come prepared to discuss (Journal of Dental Hygiene, Journal of Dental Education, International Journal of Dental Hygiene)
- Healthcare Provider CPR class
- Tour Patterson Dental showroom in Mesa, AZ to explore dental equipment, operatory set ups, & ergonomics
- Invite representatives to present to your study club- Listerine, Sonicare, Discuss Dental/Ivoclar/Odyssey/Vivadent Laser, Diagnodent, intraoral camera, digital or phosphate plate digital imaging, ViziLite, Velscope

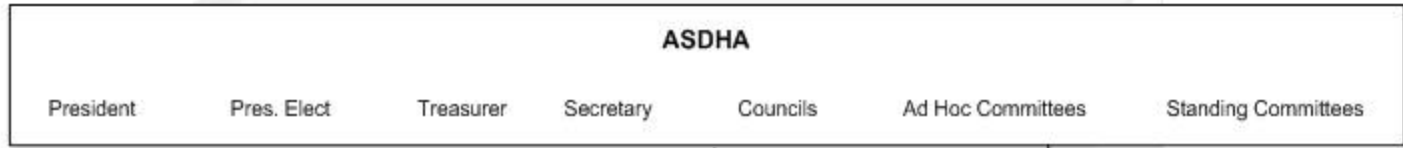
** For detailed information on CE requirements in Arizona, see the document titled
"Meeting BODEX Requirements for CE."

Location Ideas:

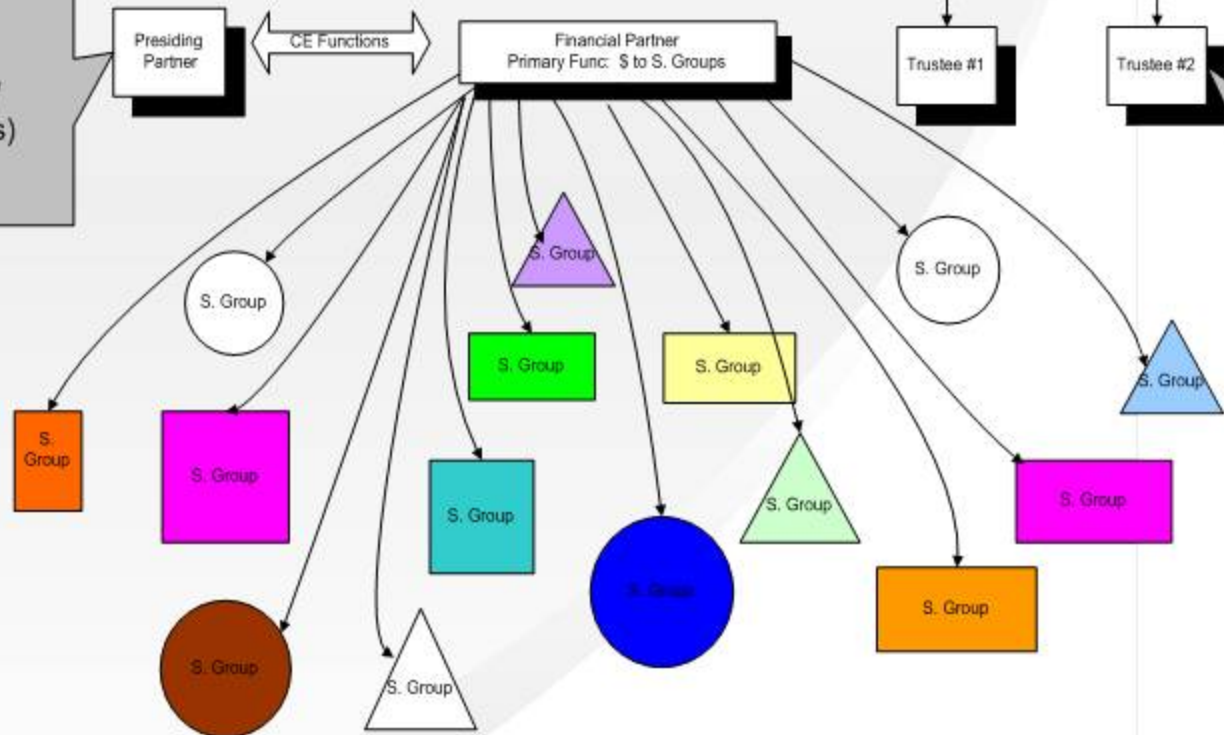
Homes, restaurants (Paradise Bakery meeting rooms), HOA or neighborhood clubhouse, under the ramada at public parks, public library, office conference room or lunch room

GREAT IDEA!

To lighten the load on any ONE person, members can rotate being the leader/facilitator of the study club meetings. For example, in a study club of 6 members that meets once every month, each member would need to lead two meetings a year. In a study club of 6 members that meets every other month, each member would need to lead only one meeting a year.



Primary Functions:
Communications (via website)
Membership (Welcome/connecting to S. Groups)
CE allocation
MAY attend BOT



Attend quarterly BOT Meeting
Prepare brief report to Members via web site or e-mail

- President's main function is to serve as
- Information Officer for EV Component
 - Figurehead--official signature for CE Certificates
 - Resource for Members wanting to associate with, or form, a S.G.
 - MAY attend the BOT and HOD meetings
 - MAY participate on state level Committees or Councils

- Treasurer gets \$ and members lists from Natl.
- Treas. Gives \$ to S. Groups as determined.
- Could be the recipient of the "attendance sheets" and initiate CE Certs. From President.
- COULD be a "proxy" for Trustee

- Trustees are the "voice" to the state level.
- MUST be a member of a S.G.
- Commitments: MAY attend 4 BOT meetings and 1 HOD meeting per year.
- Produce brief report to members via web site or e-mail.

Members urged to participate on State Councils/Committees and to serve as "proxy Trustees" for BOT Meetings

- IE: T. O'Brien is member of Council on Community Growth
- IE: M. Busch is Chair of Committee on Exec. Planning
- IE: M. Pasko is member of Council for DH Reg/Practice
- IE: M. Harper is member of Council on Administration

Study Groups Mission: Membership of 5 to meet BODEX rules.

Rotating Facilitator: Determines site and topic/assignment of study. IDEAS?

"Signature attendance" is turned into President or Treas, who issues CE certificates that are sent to Attendees by e-mail.

\$ Could flow from Treasury at prescribed rate, ie. X dollars/group/ per year. If groups want to spend more, they can self fund, ie. each member pays X/meeting. No "fund raising" by EV/DHS.

Idea? 18 Groups ultimately. May produce a "delegate" to the HOD.

