

INSTRUCTOR GUIDANCE AND CONTINUING EDUCATION POLICIES OF DELTA SIGMA DELTA INTERNATIONAL FRATERNITY

Activity Objectives Policy

All continuing education activities in Delta Sigma Delta International Fraternity (DSDIF) are to be a lecture, course or seminar in nature. We do not offer self-instructional, online, live patient or on-site office activities to our membership. All speakers will provide a minimum of one hour of scientific content to be considered as a speaker at any DSDIF local, regional or national meetings. The Instructor must submit a list of explicit written educational objectives to the program coordinator or Dean of Desmos Seminars. These objectives will identify the expected learner outcomes for each activity and the Instructor must insure that the stated objectives will be addressed by the presentation.

Commercial Sponsorship Policy

Delta Sigma Delta International Fraternity (DSDIF) does not allow commercial sponsorship in any form relating to our CE programs. DSDIF selects speakers primarily in the field of dental education, without bias from external entities. Our funding comes from the membership dues of DSDIF and therefore our members will know that their monies are not being used for commercial interests.

All speakers must sign the **Disclosure of Relevant Financial Relationships and Conflicts of Interest Form**. This form must be collected by the local or regional CE coordinator(s) and submitted to the Dean of the Desmos Seminars, either by mail, email or in person. The Dean or the CE Coordinator(s) will collect the form(s) from each chosen speaker and will provide all necessary paperwork to participants.

All speakers must ALWAYS use generic trade names, and, if unable to do so, then the speaker must also give other trade names of similar products when lecturing to CE participants.

If a speaker has discloses promotional activities, sponsorship or interests, that speaker will be instructed by the Dean or the CE Coordinators to address this affiliation at the beginning introduction to the lecture. If examples of promotional products are used in the lecture, then the speaker must give other trade names of similar products so as not to appear biased or promoting a particular company.

No advertising or commercial exhibits will be allowed in the CE lecture room or place where the actual lecture is given. Any booths or commercial signage or promotional handouts must be outside of the actual area or room where the lecture is given.

Educational Design Policy

Each presenter must submit a summary of scientific content and how the scientific content originated (i.e. citations, research, technical evidence, clinical experiences, journal articles or article compilations) so that the CE Committee can discuss and review it 3 months in advance of the CE event. A minimum of 50% of the primary sources must come from peer-reviewed scientific journals. The remaining 50% can be secondary sources of scientific information. If the committee finds only review articles cited or Wikipedia cited references, the speaker will be asked to re-submit their presentation with primary journal articles as their references with accepted sources such as Pubmed or ScienceDirect. Preferences will be given to speakers who are active in research, who have at least 2 publications in scientific journals, or who are considered an expert in their scientific fields.

Instructors must support clinical recommendations with references from the scientific literature whenever possible. References must have a sound scientific basis. References should be provided to participants in the language in which the continuing dental education activity is presented.

Honoraria and Expense Reimbursement Policy

DSDIF does not ordinarily pay honoraria to speakers since most, if not all, of our speakers are fellow DSDIF members or students. If honoraria is expected, that must be specifically stated and pre-arranged prior to any CE events with the Dean of the Seminar or the CE Coordinator.

Any expenses that would need to be reimbursed would also need prior written approval by the Dean or CE Coordinator. All copies or paperwork needed must be sent 30 days in advance of the meeting to the Dean or CE Coordinator so that this cost can be anticipated. If the instructor chooses to provide handouts at their own expense, that is acceptable provided it meets with our Commercial Sponsorship Policy stated above.

Inclusion of References Policy

The instructor must specifically site references used in the lecture to their appropriate sources.

Image Authenticity Policy

All images used in the course or lecture must be of your own original content or be referenced if taken from another source other than your own research or publications. These images must not have been falsified or misrepresent the outcome of treatment.

Please review and sign below that you are aware of our policies as outlined above.

Please also state clearly any honoraria or expense issues you may have.

Please also denote what handouts you would like to make available to course participants.

Signed and Acknowledged _____ Date _____

Honoraria _____

Expense Reimbursement Expected _____

Handouts Necessary _____