



Guideline: Acceptable Quality Assurance Checklists

Rational

The Quality Assurance (QA) Committee must ensure Registrants are making a reasonable effort to complete the QA Checklist to the best of their ability.

Guideline Statement

1. All elements must be checked off on the scale system (1 – 5 or n/a).
2. For each theme, Registrants must provide a goal or comment. If a Registrant feels that s/he does not need any improvement in a particular theme then s/he may explain why s/he feels that way.
3. If a Registrant indicates 'n/a' for an element, they may explain why it is not applicable to him/her. For example, some of the elements may not apply to Registrants who work for another Denturist. The Program Coordinator may contact the Registrant for further clarification.
4. All goals must relate specifically to the work of the Denturist and not reference money and/or profits.
5. QA Checklists with blank spaces will not be approved. Registrants will be required to complete the blank section(s) by e-mail and/or telephone.
6. If a Registrant's response is unclear or questionable, it will be forwarded to the QA Committee for further review.

Quality Assurance Committee Approval Date: March 11, 2010