CONSIDERATION OF A REQUEST TO ESTABLISH A REVIEW COMMITTEE FOR ORAL MEDICINE

**Background:** On June 24, 2020, the Commission on Dental Accreditation (CODA) received a letter from The American Academy of Oral Medicine (AAOM) requesting that the Commission consider establishing an independent Oral Medicine Review Committee (Appendix 1). Upon receipt of the AAOM request, and in accordance with policy, the Chair of the Commission on Dental Accreditation directed that the request be considered by the Commission at its next regularly scheduled meeting.

The Commission’s Policy on Changes to the Composition of Review Committees and the Board of Commissioners, as well as the policy on Review Committees and Board of Commissioners, found in CODA’s Evaluation and Operational Policies and Procedures (EOPP), is found in Appendix 2.

**Summary:** The Commission is requested to consider The American Academy of Oral Medicine request (Appendix 1) and CODA’s policies and procedures (Appendix 2). The Commission may take action on the AAOM’s request, or the Commission may direct further review of this request by standing or ad hoc committee(s) of the Commission.

**Commission Action:**

Prepared by: Dr. Sherin Tooks
June 24, 2020

Commission on Dental Accreditation
Attn: Dr. Sherin Tookes, Director
211 E. Chicago Avenue, Suite 1900
Chicago, Illinois 60611

Dear Dr. Tookes:

The American Academy of Oral Medicine (AAOM) is requesting establishment of an independent Advanced Dental Education Review Committee for Oral Medicine. Currently, the American Dental Association (ADA) Recognized Specialty of Oral Medicine is under the purview of the Post-Doctoral Advanced General Dentistry Education Programs. Oral Medicine specifically encompasses a distinct and separate dental specialty that includes the oral health care of medically complex patients and the diagnosis and management of medically-related diseases, disorders and conditions affecting the oral and maxillofacial region, and it is sufficiently different from any general dentistry education and general dental clinical practice.

In accordance with CODA’s “POLICY ON CHANGES TO THE COMPOSITION OF REVIEW COMMITTEES AND THE BOARD OF COMMISSIONERS,” the recent ADA recognized dental specialty area in Oral Medicine fulfills the criteria where “a new dental workforce or discipline is recognized by a nationally accepted agency.” On March 31, 2020, the National Commission on Recognition of Dental Specialties and Certifying Boards (NCRDSCB) approved an application for specialty recognition by the AAOM.

The AAOM respectfully requests that the Commission once again considers the establishment of a separate Review Committee comprised of a discipline-specific Commissioner position and four requisite members as outlined by the Commission’s “Evaluation & Operational Policies & Procedures Manual.”

Sincerely,

Lauren L. Patton, DDS
President
The American Academy of Oral Medicine
C. POLICY ON CHANGES TO THE COMPOSITION OF REVIEW COMMITTEES AND THE BOARD OF COMMISSIONERS

The Commission believes it is imperative that content area experts are represented on site visit committees, Review Committees and on the Commission to accomplish its mission. However, the Commission does not establish Review Committees or add Commissioner positions based upon the number of programs accredited or number of students/residents enrolled within a given discipline.

The Board of Commissioners is composed of representatives and subject area experts from the dental education, dental licensure and private practice communities, advanced dental education, allied dental education, and the public at large. The Commission’s Review Committees mirror this structure with committees devoted to dental, dental assisting, dental hygiene, dental laboratory technology, dental public health, endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, and prosthodontics. The Review Committee on Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain reviews programs in advanced education in general dentistry, general practice residency, dental anesthesiology, oral medicine, and orofacial pain; content experts from each of these areas are represented on the Committee. The Predoctoral Dental Education Review Committee reviews programs in predoctoral dental education and dental therapy education; content experts from each of these areas are represented on the Committee. The Review Committees function to ensure the quality of predoctoral, advanced, and allied dental education programs accredited by the Commission is maintained; they are advisory to the Commission on matters of accreditation policy and program review.

As predoctoral, advanced, and allied dental education and practice continues to evolve, the Board of Commissioners may consider a change in its composition, consistent with its Rules. The Board may also modify the number or composition of its Review Committees. Such changes may be necessary to reflect changes in the makeup of the dental profession workforce and to provide standards and quality accreditation services to the educational programs in these areas.

For example, changes to the Board of Commissioners or Review Committees may be considered by the Board of Commissioners under the following circumstances:

- When a new dental workforce or discipline is recognized by a nationally accepted agency.
- When development of accreditation standards or accreditation services for a new or existing dental workforce or discipline cannot be supported by the existing structure(s).
- When the Board of Commissioners identifies the need to modify its composition or that of a Review Committee(s).

Procedure for Requesting a New Review Committee and/or Commissioner Position:

- A request is submitted to the Commission for either a new Review Committee and/or Commissioner position.

- The Chair of the Commission may refer the request to the appropriate standing committee and/or review committee(s) for evaluation or may present the request to the Commission at its next regularly scheduled meeting.
II. REVIEW COMMITTEES AND BOARD OF COMMISSIONERS

A. REVIEW COMMITTEES AND REVIEW COMMITTEE MEETINGS

1. Structure: The chair of each Review Committee will be the appointed Commissioner from the relevant discipline.
   i. The Commission will appoint all Review Committee members.
      a. Review Committee positions not designated as discipline-specific will be appointed from the Commission where feasible, e.g. a public representative on the Commission could be appointed to serve as the public member on the Dental Laboratory Technology Review Committee; an ADA appointee to the Commission could be appointed to the Dental Assisting Review Committee as the general dentist practitioner.
      b. Discipline-specific positions on Review Committees will be filled by appointment by the Commission of an individual from a small group of qualified nominees (at least two) submitted by the relevant national organization, discipline-specific sponsoring organization or certifying board. Nominating organizations may elect to rank their nominees, if they so choose. If fewer than two (2) qualified nominees are submitted, the appointment process will be delayed until such time as the minimum number of required qualified nominations is received.
   ii. Consensus is the method used for decision making; however if consensus cannot be reached and a vote is required, then the Chair may only vote in the case of a tie (American Institute of Parliamentarians Standard Code of Parliamentary Procedures).
   iii. Member terms will be staggered; four year appointments; multiple terms may be served on the same or a different committee, with a one-year waiting period between terms. A maximum of two (2) terms may be served in total. The one-year waiting period between terms does not apply to public members.
   iv. One public member will be appointed to each committee.
   v. The size of each Review Committee will be determined by the committee’s workload.
   vi. As a committee’s workload increases, additional members will be appointed while maintaining the balance between the number of content experts and non-content experts. Committees may formally request an additional member through New Business at Review Committee/Commission meetings. If an additional member is approved, this member must be a joint nomination from the professional organization and certifying board, as applicable.
   vii. Conflict of interest policies and procedures are applicable to all Review Committee members.
viii. Review Committee members who have not had not been on a site visit within the last two (2) years prior to their appointment on a Review Committee should observe at least one site visit within their first year of service on the Review Committee.

ix. In the case of less than 50% of discipline-specific experts, including the Chair, available for a review committee meeting, for specified agenda items or for the entire meeting, the Review Committee Chair may temporarily appoint an additional discipline-specific expert(s) with the approval of the CODA Director. The substitute should be a previous Review Committee member or an individual approved by both the Review Committee Chair and the CODA Director. The substitute would have the privileges of speaking, making motions and voting. In the event that fewer than 50% of discipline-specific experts are present for any one discipline, the decision by a quorum of the Review Committee shall be acceptable.

x. Consent agendas may be used by Review Committees, when appropriate, and may be approved by a quorum of the Review Committee present at the meeting.

Revised: 1/20; 8/18; 8/17; 2/15; 1/14, 2/13, 8/10, 7/09; 7/08; 7/07; Adopted: 1/06

2. Composition

Predoctoral Education Review Committee (9 members)
- 1 discipline-specific Commissioner appointed by American Dental Education Association
- 1 public member
- 3 dental educators who are involved with a predoctoral dental education program (two must be general dentists)
  - 1 general dentist
  - 1 non-general* dentist (One of whom is a practitioner dentist and the other an educator)
  - 1 dental assistant, dental hygienist, dental therapist or dental laboratory technology professional educator
  - 1 dental therapist educator
  - 1a dentist who has completed an advanced dental education program in dental anesthesiology, dental public health, endodontics, oral and maxillofacial radiology, oral and maxillofacial pathology, oral and maxillofacial surgery, oral medicine, orofacial pain, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, or prosthodontics.

Three (3) Advanced Dental Education Review Committees (DPH, OMP, OMR - 5 members each. At least one member must be a dental educator.)
- 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
- 1 public member
- 1 dentist nominated by the discipline-specific sponsoring organization
- 1 dentist nominated by the discipline-specific certifying board
- 1 general dentist

Six (6) Advanced Dental Education Review Committees (ENDO, OMS, ORTHO, PERIO, PED, PROS - 6 members each. At least one member must be a dental educator.)
- 1 discipline-specific Commissioner appointed by the discipline-specific sponsoring organization
- 1 public member
- 1 dentist nominated by the discipline-specific sponsoring organization
- 1 dentist nominated by the discipline-specific certifying board
- 1 dentist nominated by the discipline-specific certifying board and discipline-specific sponsoring
organization

1 general dentist

Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Review Committee (12 members)

1 discipline-specific Commissioner, jointly appointed by American Dental Education Association (ADEA), the Special Care Dentistry Association (SCDA), the American Society of Dentist Anesthesiologists (ASDA), the American Academy of Oral Medicine (AAOM), and the American Academy of Orofacial Pain (AAOP)

1 public member

2 current General Practice Residency (GPR) educators nominated by the SCDA

2 current Advanced Education in General Dentistry (AEGD) educators nominated by ADEA

1 oral medicine educator nominated by the American Academy of Oral Medicine

1 dental anesthesiology educator nominated by the American Society of Dentist Anesthesiologists

1 orofacial pain educator nominated by the American Academy of Orofacial Pain

1 general dentist graduate of a GPR or AEGD

1 non-general* dentist

1 higher education or hospital administrator with past or present experience in administration in a teaching institution

*a dentist who has completed an advanced dental education program in dental public health, endodontics, oral and maxillofacial radiology, oral and maxillofacial pathology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, or prosthodontics.

Dental Assisting Education Review Committee (10 members)

1 discipline-specific Commissioner appointed by American Dental Assistants Association

1 public member

2 general dentists (practitioner or educator)

5 dental assisting educators

1 dental assisting practitioner who is a graduate of a Commission accredited program

Dental Hygiene Education Review Committee (11 members)

1 discipline-specific Commissioner appointed by American Dental Hygienists’ Association

1 public member

4 dental hygienist educators

2 dental hygienist practitioners

1 dentist practitioner

1 dentist educator

1 higher education administrator

Dental Laboratory Technology Education Review Committee (5 members)

1 discipline-specific Commissioner appointed by National Association of Dental Laboratories

1 public member

1 general dentist

1 dental laboratory technology educator
3. **Nomination Criteria:** The following criteria are requirements for nominating members to serve on the Review Committees. Rules related to the appointment term on Review Committees apply.

All Nominees:
- Ability to commit to one (1) four (4) year term;
- Willingness to commit ten (10) to twenty (20) days per year to Review Committee activities, including training, comprehensive review of print and electronically delivered materials and travel to Commission headquarters;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment;
- Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against Harassment);
- Ability to conduct business through electronic means (email, Commission Web Sites); and
- Active, life or retired member of the American Dental Association, where applicable.

Educator Nominees:
- Commitment to predoctoral, advanced, and/or allied dental education;
- Active involvement in an accredited predoctoral, advanced, or allied dental education program as a full- or part-time faculty member;
- Subject matter experts with formal education and credentialed in the applicable discipline; and
- Prior or current experience as a Commission site visitor.

Practitioner Nominees:
- Commitment to predoctoral, advanced, and/or allied dental education;
- Majority of current work effort as a practitioner; and
- Formal education and credential in the applicable discipline.

Public/Consumer Nominees:
- A commitment to bring the public/consumer perspective to Review Committee deliberations. The nominee should not have any formal or informal connection to the profession of dentistry; also, the nominee should have an interest in, or knowledge of, health-related and accreditation issues. In order to serve, the nominee must not be a:
  a. Dentist or member of an allied dental discipline;
  b. Member of a predoctoral, advanced, or allied dental education program faculty;
  c. Employee, member of the governing board, owner, or shareholder of, or independent consultant to, a predoctoral, advanced, or allied dental education program that is accredited by the Commission on Dental Accreditation, has applied for initial accreditation or is not-accredited;
  d. Member or employee of any professional/trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission, dental
education or dentistry; and

e. Spouse, parent, child or sibling of an individual identified above (a through d).

Higher Education Administrator:

- A commitment to bring the higher education administrator perspective to the Review Committee deliberations. In order to serve, the nominee must not be a:
  
a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
  
b. Spouse, parent, child or sibling of an individual identified above.

Hospital Administrator:

- A commitment to bring the hospital administrator perspective to Review Committee deliberations. In order to serve, the nominee must not be a:
  
a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
  
b. Spouse, parent, child or sibling of an individual identified above.

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