



PHILIPPINE BOARD OF ORTHODONTICS

ACCREDITATION GUIDELINES FOR ADVANCED SPECIALTY EDUCATION PROGRAM IN ORTHODONTICS

INTRODUCTION

Why is it important for a University Orthodontic Program to be accredited?

The accreditation of a University Orthodontic Program is vital to the institution itself as well as to the public, which ultimately benefits from advanced Orthodontic education. To the institution, accreditation means local and international recognition and legitimacy to the training institution. To the public, it is an assurance that graduates are well trained and capable of providing optimum orthodontic care.

There are local and international standards that must be complied with, ensuring that the orthodontic program delivers high quality education, thereby producing graduates who are better equipped with solid background of Orthodontics and Dentofacial Orthopedics. It allows the orthodontic program to identify its strong and weak points and thereby address any problem areas. In effect, the orthodontic program constantly upgrades itself to the advantage of the institution, the students, and the public.

The students/residents of an accredited institution are entitled to benefits like Student Membership in the Association of Philippine Orthodontists (APO) and exemption from taking the PBO Phase I Examination. They are entitled to student rates upon registration to scientific meetings and congresses of the APO, the World Federation of Orthodontists (WFO), and the Asian Pacific Orthodontic Society (APOS) including participation in the Resident's Forum.

OBJECTIVES OF ACCREDITATION

1. To formulate standards to achieve quality education in universities offering Graduate Orthodontic Programs
2. To be globally competitive in the field of Orthodontics
3. To provide the best orthodontic care for patients

THE ACCREDITATION STATUS

The Philippine Board of Orthodontics (PBO), through its Accreditation and Credentials Committee (ACC), awards recognition to the Graduate Orthodontic Program which fulfills the basic standard requirements for accreditation.

- **PBO ACCREDITED** - given to an orthodontic program that has met the standards set by the PBO. However, accreditation can be revoked anytime should the program no longer comply with PBO standards.
- **PBO NON-ACCREDITED** - given to an orthodontic program that has not met the standards set by the PBO

The Philippine Board of Orthodontics holds the effectivity of the accreditation and has the sole power, jurisdiction, discretion and right to award or revoke such accreditation.

ACCREDITATION STANDARDS

The Philippine Board of Orthodontics formulates and adopts accreditation standards for orthodontic degree programs. Orthodontic programs offered at the graduate degree level may obtain PBO accreditation by demonstrating their compliance with the PBO standards.

ACCREDITATION AND CREDENTIALS COMMITTEE (ACC)

The Philippine Board of Orthodontics, through its Accreditation and Credentials Committee (ACC), serves as the primary review body for orthodontic degree programs seeking initial or continuing accreditation by the PBO.

The composition of the ACC includes at least five members of the PBO: the Chair of the committee and four members appointed by the chair. The ACC chair is elected by the PBO. No member of the committee must be associated with any graduate /post graduate orthodontic program.

APPLICATION FOR ACCREDITATION

1. New Applicant

The orthodontic program must be in existence for at least three (3) years prior to application. Institutions that seek initial accreditation by the PBO must fill out and submit the application form which can be obtained from the PBO website: <https://pbo.ph/>

The following requirements must be submitted TOGETHER with the application form:

1. A letter signed by the Dean of the institution signifying interest in the accreditation process

2. Evidence that the orthodontic degree program is approved by the Professional Regulatory Board of Dentistry (PRBOD) and/or Commission on Higher Education (CHED)
3. Payment of application fee as indicated in PBO's fee schedule
4. Orthodontic Program profile containing the following information:
 - a. a description of the orthodontic program set-up in relation to the institution / university
 - b. a stated mission with supporting goals and expected outcome, related to the institutional mission
 - c. a detailed description of the orthodontic curriculum including number of units, hours, etc.
 - d. a list of faculty members and their individual curriculum vitae
 - e. a list of non-academic personnel
 - f. a description of facilities (photographs are optional)

Application for accreditation will only be processed upon payment of the application fee. All requirements must be submitted within a period of two (2) months. Otherwise, processing of the application will be deferred until completion of requirements.

An Orthodontic Graduate Program applying for accreditation must send all the requirements through e-mail to the PBO Secretariat and Chair of the ACC. Once the application is received, it is reviewed by the ACC to determine completeness of the application requirements and readiness of the program for the accreditation process.

A site visit is set within two (2) months from the date of application and the applicant will be given advance notice of the date of the site visit via an e-mail from the ACC. The Applicant may contact the ACC for any questions or clarifications.

On the day of the site visit, the Applicant must present to each of the 5 members of the Accreditation and Credentials Committee a printed compilation of the Orthodontic Program profile in a folder.

At any time during the application process, a program may withdraw its application without prejudice, upon written notice to PBO, and no further review activities will be conducted. The program may reapply after two (2) months. The application fee is non-refundable.

2. Renewing Applicant

Six (6) months before the expiration of the validity of accreditation, the institution must file for renewal of the Accreditation status. An application form with the corresponding fees and the supporting documents should be sent to the PBO Secretariat and the ACC Chair and an on-site evaluation will again be conducted.

ACCREDITATION STANDARDS

1. PROGRAM OBJECTIVES (INSTITUTIONAL COMMITMENT/PROGRAM EFFECTIVENESS)

The orthodontic program must have clearly stated goals appropriate to advanced specialty education, patient care, research, and service. Planning for, evaluation of, and improvement of educational quality of the program must be broad-based, systematic, continuous, and designed to promote achievement of program goals.

The PBO expects each program to define its own goals and objectives for preparing individuals for the practice of Orthodontics and Dentofacial Orthopedics competently. Graduates must be trained to become specialists in Orthodontics with a solid background in diagnosis and treatment planning.

1.1 The orthodontic graduate / postgraduate program must require students/ residents to pursue certification by the Philippine Board of Orthodontics for assessment of competency to initially practice Orthodontics and Dentofacial Orthopedics.

1.1.a The program must require graduating local students/ residents to take the PBO Phase II Written examination. Foreign students may take Phase II examination for self-assessment purposes only.

1.1.b After graduation, Orthodontists are strongly encouraged to take PBO Phase III and Phase IV examinations soon after they have adequate number of original cases to present. One (1) case originally treated in school by the student may be included in the case presentation to the Board.

1.1.c Passing the 4 phases of PBO examination qualifies the graduates to be BOARD CERTIFIED and are called specialists in Orthodontics with the title of Diplomate of the PBO (DPBO).

1.2 The program must document and update annually the number of graduates who have passed Phase II examination given by the Philippine Board of Orthodontics.

1.3 Students/residents of PBO-Accredited university-based orthodontic programs are exempted from taking the PBO Phase I examination consisting of the interview and dexterity examination.

2. FINANCIAL RESOURCES

The program should have the financial resources required to develop and sustain the program on a continuing basis. The program should be able to employ a full-time program director, an adequate number of full-time faculty, purchase and maintain equipment, procure supplies, reference materials, and teaching aids as reflected in annual budget appropriations. Financial allocations should ensure that the program will be in a competitive position to recruit and retain qualified faculty.

3. PROGRAM CHAIR/DIRECTOR AND TEACHING STAFF

- a.** The program must be administered by a full-time Chair (24 hours in school/week) and **MUST MEET AT LEAST TWO (2)** of the following requirements:
 - a.1. He/she is certified by the Philippine Board of Orthodontics.
 - a.2. He/she is a graduate of a university-based orthodontic program.
 - a.3. He/she should possess a Master of Science (MS) degree in Orthodontics, be actively practicing the specialty, and should have at least 5 years of clinical experience after graduation.
- b.** If the Chair is not PBO certified, there must be at least one member of the faculty who is certified by the Philippine Board of Orthodontics as Diplomate.
- c.** Clinical and didactic orthodontic faculty should possess a Master of Science (MS) degree in orthodontics, be actively practicing the specialty, and completes an adequate number of cases per year to maintain clinical skills. Teaching staff should have at least 3 years clinical experience after graduation.
- d.** A member of the faculty who is certified by the Philippine Board of Orthodontics as Diplomate should have at least 8 hours/week of teaching load both clinical and didactic.
- e.** Periodic faculty meetings must be held for the proper function and improvement of an Advanced Specialty Education Program in Orthodontics and Dentofacial Orthopedics.
- f.** In addition to their regular teaching responsibilities with the department, full-time faculty must have adequate time for their own professional development. Full-time faculty has the obligation to teach, conduct research and provide service to the institution and/or profession. Faculty members should participate in continuing education seminars and conferences.
- g.** The program director and faculty must prepare students/residents to pursue certification by the Philippine Board of Orthodontics.
- h.** The ideal orthodontic faculty-student ratio in a clinical setting is 1:4-6.

4. FACILITIES AND RESOURCES

- a.** Facilities and resources must be adequate to provide the educational experiences and opportunities required to fulfill the needs of the orthodontic program to be at par globally.

- b.** The physical facilities such as the laboratory and clinical equipment must be adequate, must be readily functional and accessible. This is to ensure the health and safety of the patients, students/residents, faculty, and staff, to facilitate an effective and efficient clinic and laboratory scheduling process, and to provide the students/residents an appropriate environment to hone their clinical skills and further the learning process.
- c.** Orthodontic equipment and supplies must be readily functional and accessible.
- d.** The support of the secretarial staff, allied personnel and/or technical staff is imperative to the attainment of the program's goals and objectives.
- e.** Adequate clinic and laboratory spaces must be designated specifically for the Advanced Specialty Education Program in Orthodontics and Dentofacial Orthopedics. Sharing the same clinical facilities with other areas of dentistry is not encouraged.
- f.** Radiographic equipment like panoramic, cephalometric, and CBCT must be readily functional and accessible to document both clinical and research data. An intraoral camera is a required tool. Intraoral scanners may be an optional requirement. Students/residents in an orthodontic program must have unrestricted access to equipment and physical facilities to do research. All radiation safety standards must be complied with.
- g.** Sufficient space must be provided for storage of patient records, study models and other related diagnostic materials. These records and materials must be readily accessible to effectively document active treatment progress and immediate as well as long term post-treatment results.
- h.** Proper sterilization of instruments must be strictly observed. Necessary equipment must be readily available for proper sterilization.
- i.** Proper segregation and waste disposal must be strictly implemented.

5. CURRICULUM AND PROGRAM DURATION

- a.** Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics must be a minimum of twenty-four (24) months full-time program. However, it is recommended to have at least 36 months of full-time education, to allow residents/students sufficient time to complete most of their orthodontic and interdisciplinary cases, monitor retention and complete their research projects.
- b.** An advanced specialty education program in Orthodontics and Dentofacial Orthopedics requires extensive and comprehensive clinical experience in various orthodontic problems.
- c.** There must be evidence of an ongoing systematic procedure to evaluate the quality of treatment provided in the program through progress reports and clinical conferences.
- d.** Records of case presentations, patient charts and diagnostic records must be available at any time for evaluation by the faculty.
- e.** Students working in the clinics must be supervised by a qualified orthodontic faculty at all times (please refer to 3b of Accreditation Standards).

- f. Documentation of all program curricula and activities must be assured by the program director and available for review.
- g. A committee of orthodontic faculty members must be responsible for the screening and selection of students/residents for graduate/postgraduate training.

6. ADVANCED EDUCATION STUDENTS/RESIDENTS ELIGIBILITY AND SELECTION

- a. Dentists entering an Advanced Specialty Education Program must be graduates of universities/institutions accredited by the Professional Regulation Commission (PRC). Likewise, foreign dentists must be graduates of accredited institutions abroad.
- b. Written policies and procedures must be followed when admitting students/residents. The criteria and methods of screening applicants must be clear.
- c. A committee of orthodontic faculty members to screen and select student/resident applicants is required.
- d. The students/residents must be provided with a regular assessment of their performance.
- e. The faculty should maintain a record of evaluation for each student/resident made accessible to the student/resident and available for review during site visits.

7. RESEARCH

The students/residents must be able to present their thesis proposal early on and complete their research project on time. This should include critical review of the literature, development of a hypothesis and the design, statistical analysis, and interpretation of data. Publication of a good research project is encouraged.

THE ACCREDITATION REVIEW PROCESS

Comprehensive On-Site Evaluation

A comprehensive initial on-site evaluation is conducted to validate the findings, conclusions, and information contained in the accreditation documents submitted. However, an on-site visit may be conducted at any time to assess whether the program is compliant with the PBO standards.

Evaluation Report

The PBO, through the Accreditation and Credentials Committee, notifies in writing the University Orthodontic Program of its accreditation status. The evaluation report is an objective assessment of how well the program meets the PBO Accreditation Standards.

The final decision will be sent to the Dean of the university and the Chair of the program. The university or institution is encouraged to make the report available to the faculty, students, administrative personnel, and other constituents for the continued upliftment of the program.

ACCREDITATION STATUS

1. PBO Accredited

This accreditation status is accorded by the Philippine Board of Orthodontics to an orthodontic degree program that is compliant with PBO standards. A Certificate of Accreditation with the corporate seal of the PBO is granted to a PBO-Accredited program. Accreditation is valid for a maximum of 10 years and the program is re-evaluated twice within the 10-year validity period which is on the fourth (4th) year and on the eighth (8th) year. Reevaluation of a PBO Accredited program within its 10-year validity period requires submission by the program of a comprehensive report of its improvements. The purpose of reevaluation of PBO Accredited orthodontic degree program is mainly for a periodic review of the program to ensure its constant compliance with the PBO standards of academic quality, safety, good patient management, institutional integrity, and excellence within its period of validity. A letter of information about the result of reevaluation will be issued by the PBO and the initial Certificate of Accreditation remains.

Accreditation may be revoked and certification cancelled anytime, after due process, within its period of validity, especially if the program is found to be grossly negligent with its compliance with the PBO standards in its maintenance of program's quality of education and patient care and management.

2. PBO Non-Accredited

Accreditation is denied by the PBO when an orthodontic degree program fails to demonstrate its ability to meet the accreditation standards. When the Board considers an action to deny accreditation, factors that have a significant impact on the effectiveness of the program are identified as the basis for the action. The institution or university has an ethical obligation to inform students in the program and applicants to the program of this adverse action.

ACCREDITATION FEES

The PBO reserves the right to determine and adjust fees when necessary. The PBO is committed to conducting an evaluation and accreditation process that is efficient, cost-effective, and cost-accountable. The fee schedule is posted on the PBO website and is available on request. The PBO reserves the right to withdraw the accreditation status of any program which, after due notice, fails to pay its fees. Fees paid to the PBO are non-refundable.

Application Fee

An orthodontic program seeking PBO accreditation MUST pay the *application fee* which is due upon submission of application form for accreditation. Otherwise, the application form will not be accepted.

Upon approval of accreditation, the *accreditation fee* must be paid immediately for PBO Accreditation status to be granted.

Fees are subject to change without prior notice.

Fee Schedule:

Application Fee	Php15,000.00
Initial Accreditation Fee	Php25,000.00
Renewal Accreditation Fee	Php15,000.00

Reference: Commission on Dental Accreditation Standards (CODA), USA