



International Organization for Forensic Odonto-Stomatology

External Events Scientific Patronage/Accreditation Regulation and Standards for Continuing Education and Training Activities

Introduction

The importance of continuing training of Forensic Odontologists requires the International Organization of Forensic Odonto-Stomatology (I.O.F.O.S) to take responsibility for monitoring the training activities of its members and to organize the respective programs, defining its regulations.

The establishment of entities, both public and private, that develop and implement training activities is ongoing, without any control regarding their technical and scientific value, rigorous content and operating conditions. Consequently, this is leading to the need for the utmost attention, particularly in defense of colleagues who utilize them without any quality guarantees.

A few years after the first stage of regulating this activity, the time has come to update it, establishing new regulatory standards, which either amend or complement the initial set of rules, regarding the accreditation of scientific and training events.

The aim of the current revision is to improve a set of rules in accordance with the essential requirements of the higher quality interests promoted by I.O.F.O.S, which can optimize resources and decision-making processes, hence resulting in an effective gain in efficiency in the assessment of the specific conditions in which events are subject to institutional accreditation.

Therefore, it is essential to analyze and improve the system operations and give everyone the degree of confidence that is required, in the assurance that the courses, events or actions are validly accredited by I.O.F.O.S.

The Directive n.º 2013/55/EU of the European Parliament and European Council of 20 of November 2013 amending Directive n.º 2005/36/EU on the recognition of professional qualifications explicitly state that the professional development contributes to the safe and effective practice of professionals who benefit from automatic recognition of their professional qualifications, such as situation of the Dental Medicine and the Dentists.

Chapter I – General principles

Article 1 – Competence

1 – The International Organization of Forensic Odonto-Stomatology (I.O.F.O.S) will organize, promote and accredit training activities, in accordance with its own self-defined policy, regarding programmatic contents, methods of organization, operating conditions, among other elements regarding relevance.

2 - The technical and scientific accreditation of events will be granted by I.O.F.O.S, after considering the judgment of the Executive Board.

3 - The individual accreditation of forensic odontologists may be implemented after the continuing training program and the accreditation of events have been operating regularly.

Chapter II – Patronage/Accreditation of Events

Article 2 - Activities eligible for accreditation

1 - Theoretical and/or practical events, online training activities, and related initiatives are eligible for patronage/accreditation, in case they last at least one working hour, and the maximum duration of the event does not exceed five days in the total duration of the action or event.

2 - The public act of patronage/accreditation is one and considers all integral parts of an event, and there are no partial acts of patronage/accreditation.

3 - The patronage/accreditation granted by I.O.F.O.S is only valid for a single performance, not conferring any right or expectation for future accomplishments even with similar content, given that the patronage/accreditation request always concerns a temporarily and spatially delimited activity, without automatic renewal.

4 - The activities referred in the point number 1 of this article may be organized by I.O.F.O.S national member societies, scientific communities, universities or equivalent institutions or private entities.

5 - Whenever the request contemplates carrying out acts of forensic odontology for which the trainees are not yet qualified, the request will not be granted if the organizing entity does not present effective and official proof of its own accreditation or recognition as a training entity.

6 - Whenever the activity includes forensic medical practices, the clinical manager of the training must be identified, the coordinator or general manager of the activity that is the subject of the request must be indicated, as well as the appropriate method of recording the monitoring of the training and a copy of the information provided to the trainee.

Article 3 - Application for a Scientific Event Patronage/Accreditation

1 – Patronage/Accreditation must be submitted by the organizing entity, through an application form prepared by I.O.F.O.S, addressed to the Executive Board of I.O.F.O.S, at least 90 days before initiating an event.

2 - The application form will contain the following details:

- Date, place, duration of the event and the address of correspondence;
- Organizing committee and/or responsible entity;
- Scientific committee;
- Secretariat;
- Description of the reasons and objectives of the event;
- Official language of the event (whenever there are conferences in a foreign language, it must be indicated whether a simultaneous translation will be provided);
- Scientific program (with the areas covered, speakers in accordance with the following point, hence partial and total workload);
- Abstract or summary of the conferences or training units, depending on the designation adopted, indicating the clear distribution of skills and functions between the different professionals involved in the development of the activity;
- Professional and curricular identification of the speakers in accordance with the point number 3;
- Reference to availability of demonstrations and practical exercises (if any);
- Targeted audience;
- Registration fee and maximum number of participants;
- Venue of the event (infrastructure), where the event will take place (including here capacity and availability of technical and audiovisual resources);
- Sponsors of the event;
- Signature of the responsible entity, except in cases where the request is sent via I.O.F.O.S website.

3 - The following elements, which are intended to form a value judgment on the suitability of each trainer, constitute minimum mandatory information that must be submitted together with the patronage/accreditation application form:

- Identification of each trainer, it is mandatory to have the necessary professional skills of the field for each of the corresponding training;
- Presentation of the Curriculum Vitae (CV) of every trainer, including technical, scientific and pedagogical training and/or professional experience in the relevant field;
- A list of the training hours taught by each trainer in each of the fields, which must be relevant to the activity which is the subject of the accreditation application;
- Additionally, the number of trainers needs to cover the volume of training activities;
- If any uncertainties arise, the Executive Board of I.O.F.O.S is eligible to request additional information or documents if necessary.

4 - Whenever the activity under analysis is of the authorship or responsibility of a private entity, either directly or on its behalf, at least half of the training staff presented must be independent without any direct link to the responsible entity.

5 - Applications form of accreditation for online training activities shall comply with the requirements of the preceding point and shall be accepted only if they are additionally accompanied by the following:

- CV of trainers in the field of online training, their experience in monitoring and supervising trainees;
- List of training compliance with the objectives described, detailing the relationship between each one;
- Description of the mentoring processes, which must state the timely reception-response method, feedback, individual or team actions;
- Learning support;
- Description of the evaluation model.

6 - The application is of exclusive initiative and authorship of the requesting entity who will assume full responsibility for it.

7 - I.O.F.O.S does not have any responsibility to correct the application forms or request missing elements or documents.

8 - The non-compliance of the aforementioned deadline, or the lack of required elements is responsibility of the requesting entity and is sufficient reason for the immediate refusal of accreditation.

9 - In case the application is declined in accordance with the provisions outlined in the previous point, the organizing entity has the option to submit a new complete

accreditation request, within the deadline established in the first point of article 3 of these Regulation.

Article 4 – Rights and duties of I.O.F.O.S

1 - I.O.F.O.S, through its Executive Board, will evaluate the application within a maximum period of 30 days, after the submission date of the application.

2 – Patronage/Accreditation of the event will be granted by I.O.F.O.S, after consultation with the Executive Board, after analyzing the elements provided in the application, and the decision taken will not be contestable.

3 - The non-patronage/non-accreditation of any event does not confer on the applicant entity any right over I.O.F.O.S, namely the right to demand any reimbursement or compensation.

4 - I.O.F.O.S has the right to disclose the patronage/accredited events to its members, although it is not mandatory, and this option is not available to be requested by the organizing entity.

5 - The evaluation of patronaged/accredited events, when applicable, will be carried out through observers appointed by the Executive Board of I.O.F.O.S and/or through specific surveys to be completed by trainees, using models defined by I.O.F.O.S for this purpose.

6 - I.O.F.O.S will appoint two members responsible for coordinating the evaluation process of patronage/accredited events, to comply with the provisions of the previous point, when applicable.

7 - I.O.F.O.S has the right to reject an patronage/accreditation application submitted, in case there are one or more of the trainers identified in the subject-matter of the application that have obtained two or more negative opinions, with only one being enough when the lack of merit is notoriously relevant in the evaluation of previously accredited events or on the analysis of the application by I.O.F.O.S.

8 - If a negative evaluation is obtained, under the terms of this article, the organizing entities subject to the unfavorable opinion shall be prevented from participating in new events patronaged/accredited by I.O.F.O.S, as organizers, for at least a period of 2 years from the date of the negative evaluation.

9 - I.O.F.O.S has the right to request, in general and from the entire organizing entity, proof of evidence of the relationship between the activity subject of the application and the training, qualification or insertion patterns of the forensic odontologist.

Article 5 – Obligations of Organizing Entities

1 - Accept the technical-scientific evaluation of the event by the elements designated by I.O.F.O.S.

2 - Accept the distribution and collection of any surveys to participants in the event.

3 - Pay in advance for the correspondence of dispatch services of I.O.F.O.S, when requested, and approved in advance by I.O.F.O.S, in accordance with the applicable Regulation, for the entities there are I.O.F.O.S national members societies.

4 - The organizing entity must pay the amount corresponding to the number of registrations of designated observers in accordance with the provisions of point 5 of article 4 of these Regulation, within the deadline as communicated by registered letter with acknowledgment of receipt.

5 - Communicate to I.O.F.O.S before the event, the scientific major changes to the submitted application, presenting the respective justification and provided that the conditions set out in Article 6 of these Regulation are fulfilled.

6 - Without prejudice to the provisions of the previous point, the organizing entity will not be able to change the scientific content that was the subject of patronage/ accreditation.

7 - Organizing entities are obliged to disclose that it is a patronage/accredited event through the correct use of the respective logo.

8 – The correct use of the respective logo, to which entities are requested under the terms of the previous point, is understood to be the one that complies with the mandatory standards for the use of the logo contained in the specific manual.

9 – The manual referred to in the previous point is available on digital support and is available at I.O.F.O.S for organizing entities of events that have obtained patronage/ accreditation.

10 – It is mandatory for the organizing entities to include the logo in the publicity material and serve the purpose of the identification of the members of the Executive Board of I.O.F.O.S.

Article 6 – Subsequent change in the circumstances of the event

1 - Changes of the event cannot constitute a change in the scientific content that was the subject of the patronage/accreditation decision, with the organizing entity being responsible for ensuring the development or execution of activities in accordance with the plan and request originally submitted.

2 - Any substantial scientific changes to what was originally submitted constitutes a new application which undermines the previous one and consequently the decision on that application, and it is under I.O.F.O.S responsibility to revoke the previous patronage/accreditation retroactively, from the date of the relevant modification of the elements of the initial application.

3 - If there is any informative, advertising or propaganda material, as well as other forms of reference to the patronage/accreditation initially granted by I.O.F.O.S, which has subsequently been revoked under the terms previously described, these content or communication support will be likely to create confusion, erroneous, untrue or outdated information, therefore, I.O.F.O.S will notify the responsible entity.

4 - Applicants shall always give prior knowledge of the leaflet of disclosure of the course or action to I.O.F.O.S, sending a sample to the President of I.O.F.O.S, physically or electronically, in advance of the definitive printing for subsequent dissemination purposes.

Chapter III – Quality Control

Article 7

1 – All continuing training activities patroned/accredited by I.O.F.O.S will be evaluated by the Executive Board after the finalization of the process. The result will be recorded in the I.O.F.O.S database.

2 - The evaluation of the events by I.O.F.O.S will be based on the report prepared by the evaluators designated by I.O.F.O.S and any forms completed by the participants.

Chapter IV – Disclosure

Article 8

1 - The patronage/accreditation of a continuing training activity by I.O.F.O.S gives the organizing entity the right to disclose this fact in informative documents related to the event, in accordance with the rules defined by I.O.F.O.S.

2 - The organizing entity may request mailing services of I.O.F.O.S concerning disclosure to its members, against advance payment of the respective fees.

3 - I.O.F.O.S may refuse to provide the services mentioned in the previous point, without the need to provide justification.

Chapter V – Omissions

Article 9

All doubts or omissions regarding this regulation will be resolved by I.O.F.O.S.

Article 10

The application for patronage/accreditation anticipates a complete comprehension of all the regulations defined in this document and must be accompanied by a statement issued by the applicant entity, acknowledging their full acceptance, and understanding, including all associated consequences.

Article 11

This regulation shall enter into force on the day immediately following its publication in the webpage of I.O.F.O.S.