



College of
**Dental Hygienists
of Nova Scotia**

2017-2018

ANNUAL
REPORT

CDHNS Mega End (Mission):

The College of Dental Hygienists of Nova Scotia exists so that in the best interest of the public, members are regulated, provide excellent care and advance the profession through the cost-effective stewardship of resources.

Vision:

The College of Dental Hygienists of Nova Scotia operating in the best interest of the public is a self-sustaining regulatory authority whose members are recognized by the public as essential health care providers. The College supports an environment of interprofessional collaboration, professional advancement and equitable access to health care for all Nova Scotians.

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CHAIR'S MESSAGE

Dear friends and colleagues,

I am pleased to present the College of Dental Hygienists of Nova Scotia's Annual Report for 2017-2018.

I have been part of the Council for 3 years. This year, I had the incredible opportunity to represent CDHNS as Chair on the Council. I was able to attend the CDHA conference in Ottawa in October to represent the College in meetings with other presidents from across Canada.

We might be a small province, but we should be commended on how we fought so long ago for our Dental Hygienists Act and how it compares to other provinces' legislation.

Over the past year, CDHNS has been in a transition of sorts and it has been exciting to be part of it. I had the opportunity last summer to take part in the hiring process of our new Registrar, Stacy Bryan. It has been a pleasure working with her and getting to see firsthand her experience and work ethic. Together, we have had the pleasure of presenting to some of the Study Clubs around the province, presenting how the college works, our ENDS and the opportunity on how to serve on the Council and advancing the profession as well as answering questions members may have. The office for the College had a much-needed redesign to make the space more workable for our growing College.

I would like to take this opportunity to welcome not only Stacy but Anna Marie Gonsalves, who is our Administrative Assistant on maternity leave, and Jennifer Dicks who is filling in for her maternity leave. Both of these ladies are a welcome addition to our staff.

I would like to express my sincere gratitude to Stacy, my fellow council members, the staff and volunteers who have been a pleasure to work alongside this past year. I would encourage every dental hygienist in Nova Scotia to consider at some point in his/her career to serve as a council member or volunteer on one of the committees. The experience will enrich your understanding of your profession. You will also make new friendships, give back to your profession, and enrich your career as a dental hygiene professional in ways outside of the clinical setting.

A handwritten signature in cursive script that reads "Jennifer Clark".

Jennifer Clark

CDHNS Chair, 2017-2018

INTRODUCTION

Background

Dental hygienists have been providing services to Nova Scotians since 1955. The profession has been self-regulating since May 15, 2009. The profession is regulated under the Dental Hygienists Act of Nova Scotia (2007) and the Dental Hygiene Profession Regulation. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dental offices, community health, continuing care facilities, and home care settings.

THE ROLE OF THE COLLEGE

The Dental Hygienist Act and Regulations give us the authority to:

- determine who is qualified to practice dental hygiene in Nova Scotia
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Nova Scotia dental hygienists to:

- meet or exceed the standards for registration and renewal of licences
- meet the requirements of the CDHNS's continuing competence program
- meet the Practice Standards approved by the CDHNS
- abide by the approved Code of Ethics

By meeting these professional expectations, Nova Scotia's dental hygienists are well prepared to provide safe, effective oral health care services to their clients.

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

In their practice, dental hygienists do one or more of the following:

- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- provide restricted activities authorized by the regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

Restricted Title

Only a member of the College of Dental Hygienists of Nova Scotia who holds a practising licence may use the following titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

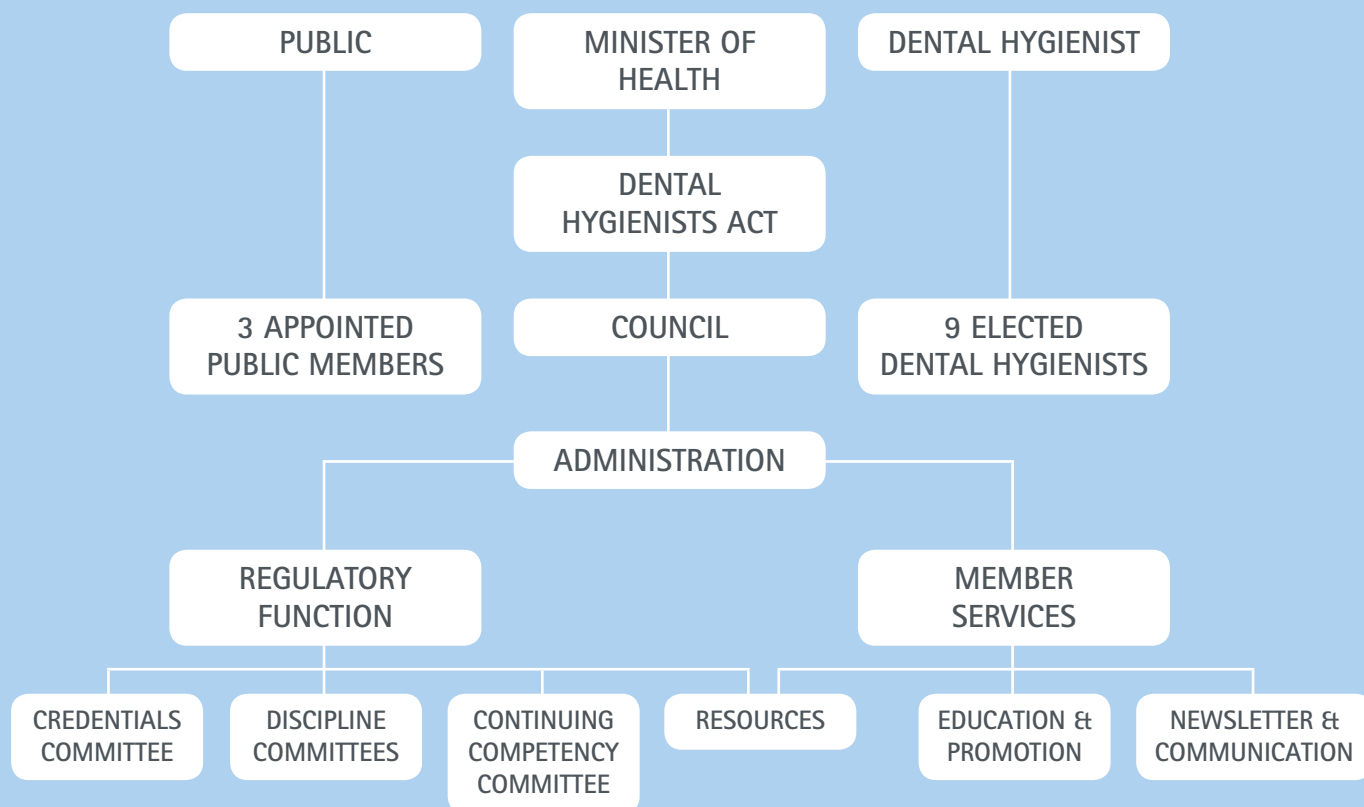
What constitutes dental hygiene practice in Nova Scotia?

Section 22 of the Act provides details regarding dental hygiene scope of practice. In conjunction with the Regulations (including Sections 25 and 26: Scope of Practice), the practice of dental hygiene is defined. Only CDHNS members who hold a practising license may engage in the practice of dental hygiene in Nova Scotia, whether as a volunteer or for remuneration. The practice of dental hygiene includes members who act as clinicians, educators, researchers, administrators, health promoters, and/or consultants.

ORGANIZATIONAL STRUCTURE

The CDHNS is established through the Dental Hygienists Act of Nova Scotia (2007). Council, Committees, and other positions are determined in accordance with the Act and Regulations. The organizational structure is set out below.

ORGANIZATIONAL CHART



Licence Renewal Deadlines

For the past three years, the deadline for submission of a complete application for renewal of a licence has been the first Monday of October. Although October 31 is the licence expiry date, the CDHNS was advised by legal counsel to allow sufficient time to review and process the increased number of applications and to follow up on any inquiries which resulted from licence renewal applications. This timeframe ensures that members receive their licences prior to November 1 and do not experience any disruption in their ability to practice.

Accordingly, all information must be received by the CDHNS by the specified date on the renewal notice, as determined by Council. The application deadline for renewal for the 2018 licence is **October 9, 2018 (11:59 pm)**. **A complete application, including payment of fees and any other requirements e.g., CPR at the level specified by Council, must be received by that deadline.**

Individuals who do not meet the Council-set deadline of October 9, 2018 but submit a **complete renewal** application **between October 10 and October 31, 2018** will be required to pay additional fees. During this time period:

- Members wishing to renew their practising licence must pay an additional **\$100 payment**.
- Members wishing to renew in the non-practising licence category must pay an additional **\$20 payment**.

Members who do not renew by **October 31, 2018** will have their licence suspended. If they want their licence renewed they will be required to pay reinstatement fees in addition to the \$100 payment, and will be required to provide proof they have met all other licensing requirements. If repeated and flagrant violations of these deadlines and the renewal process occur, a complaint may be referred to the Investigation Committee.

*Council Photo January 2018 (Back L-R)
 Greg Glynn, Danielle Newell, Mallory Brent,
 Lindsay MacDonald, Carrie Morrison,
 Michele Brennan (Front L-R) Nicole Stevens,
 Shannon O'Neill, Jennifer Clark, Vanessa
 Romain-Amirault, Allison Craig*



GOVERNANCE

COUNCIL

The Council is comprised of not fewer than nine regulated members of the College, elected by the members, and three members of the public appointed by Governor in Council. Council appoints the Registrar, and members of the Credentials, Investigation, and Hearing Committees.

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COUNCIL'S ROLE

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council according to the Act, Regulations, and policies. The CDHNS Council operates under the Carver Model of Policy Governance®. The CDHNS's mission statement, Ends, governance and management policies, provide direction to both Council and the staff. The Council creates policies that:

- Establish long and short-term Ends for the College
- Guide the Council's own conduct and performance
- Delegate authority to the Registrar
- Set out a system for monitoring operations and achievement of Ends

Council held three in-person business meetings, one conference call, and an Annual General Meeting between Feb 1, 2017 and January 31, 2018 to fulfill the responsibility of managing and conducting the business of the CDHNS. This year was an extremely busy year for Council since they were tasked to find a suitable replacement to succeed Patricia Grant, following her retirement announcement.



REGISTRAR & COMPLAINTS DIRECTOR

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as Complaints Director. The Complaints Director receives and directs written complaints to the Investigation Committee or may in exceptional circumstances refer a compliant directly to the Hearing Committee.

COLLEGE MANAGEMENT AND STAFF

College staff, including volunteer staff, is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the CDHNS's goals and objectives (Ends) through application of policies established by the Council, and within the resources available.

Patricia Grant, Registrar/CAO, Complaints Director
 (to September 27, 2017)

Stacy Bryan, Registrar/CAO, Complaints Director
 (from September 27, 2017)

Patti Dunn, Administrative Assistant (to June 2017)

Anna Marie Gonsalves, Administrative Assistant
 (Aug 2017 to Jan 2018)

Jennifer Dicks, Administrative Assistant (from Jan 2018)

Renee Field, Member Services Coordinator
 (to November 2017)

Heather Bell, Project Coordinator Independent Practice

Helen Pitman, Coordinator Next Steps Working Group

Shannon O'Neill, Coordinator Oral Health Assessment
 Clinic for Syrian Newcomer Children

Volunteers

The CDHNS is indebted to its myriad of volunteers who selflessly dedicate their time and talents to serve CDHNS in a variety of ways, including Committee work, providing educational sessions requested by the public, and providing feedback to surveys and CDHNS documents.

STANDING COMMITTEES

Credentials Committee

The Credentials Committee consists of no fewer than five individuals, three of whom are College members and two public representatives. As required by the Fair Registration Practices Act, the Credentials Committee acts as an appeal body for registration and licensing decisions. The Credentials Committee reviews registration and licensing issues referred to them by the registrar. Applicants for registration or licensing may request to appear before the Credentials Committee. Members may appear before Council on matters of licensing. The Credentials Committee decisions on Registration are final.

| | |
|-----------------|--------------------------------------|
| Sheena Burgess | Chair/Member to June 7, 2017 |
| Jocelyn Burke | Vice Chair; Chair as of Oct 27, 2017 |
| Roxanne Beland | Vice Chair as of Jan 19, 2018 |
| Shauna Hachey | Secretary |
| James Craig | Public Member |
| Greg Glynn | Public Member |
| Karen MacDonald | New Member as of Oct 27, 2017 |

INVESTIGATION COMMITTEE

The Investigation Committee (IC) investigates complaints concerning any member of the College regarding a disciplinary matter directed to it from the complaints director. When a complaint has been forwarded from the registrar the chair will appoint a panel of three members of the committee one of whom must be a public representative to investigate the complaint according to the legislation and policies.

| | |
|---------------------|---------------|
| Kim Haslam | Chair |
| Heather Bell | Past Chair |
| Karen Flinn | Vice-Chair |
| Karen Alcoe | |
| Kore-Lee Cormier | Public Member |
| Christine Robillard | |

HEARING COMMITTEE

The Hearing Committee consists of a group of no less than 5 practising CDHNS registrants and 2 members of the public appointed by Council. These individuals have agreed to be available to hear a complaint referred from the Investigation Committee or the Registrar. When a complaint is referred to hearing, the Chair of the Hearing Committee appoints a panel of five persons from the Committee, at

least one of whom is a public representative, to act as the Hearing Panel for purposes of the discipline process.

| | |
|---------------------|---------------|
| David Purdy | Chair |
| Denise Zwicker | Vice Chair |
| Shauna Hachey | |
| Michael Maddalena | Public Member |
| Katherine MacKeigan | |
| Elizabeth Mullally | Public Member |
| Wendy Stewart | |

CONTINUING COMPETENCY COMMITTEE (CCC)

The Continuing Competency Committee, consists of no less than five members. Under the direction of the Registrar, conducts the Continuing Competency Audit and reviews other matters concerning the mandatory continuing competency program referred to it by Administrative staff.

| | |
|-------------------|------------------------------|
| Sonya Bishop | Chair as of Feb 4, 2017 |
| Jennifer Cox | Past Chair as of Feb 4, 2017 |
| Sandra Rhodenizer | Vice-Chair |
| Teanne MacCallum | |
| Brooklyn Hurlbut | as of Jan 2018 |
| Sydney Nelson | as of Jan 2018 |

MEMBER SERVICES COMMITTEE

This Committee is the vehicle through which members have the opportunity to participate, engage and promote the dental hygiene profession. It is an advisory committee to the Registrar or designate. It serves as a liaison between CDHNS membership as a whole and CDHNS Administration/Registrar. Some of the responsibilities include coordinating the Annual CDHNS Continuing Competency event, undertaking projects considered to be of interest and professional benefit/promotion to the general membership of CDHNS and explore options and opportunities to support CDHNS in achieving ENDS.

| | |
|-----------------------|------------|
| Angie Nowe | Chair |
| Susan Keating-Bekkers | Vice Chair |
| Kim Haslam | Secretary |
| Jennifer Cox | |
| Cheryl d'Entremont | |
| Dawna Ernst Henry | |
| Sydney Nelson | |

EXCELLENCE IN DENTAL HYGIENE CARE – REGULATING THE PROFESSION

During the time period of this annual report, two Registrars worked to regulate the profession. While this annual report is being collated by the incoming Registrar, outgoing Registrar, Patricia Grant, was intimately involved in all aspects of helping the organization achieve its mandate – particularly during Feb 1, 2017 to September 26, 2017.



*Patricia Grant - Registrar/Chief
Administrative Officer (CAO)
February 1, 2017 to September 26,
2017*



*Stacy Bryan - Registrar/Chief
Administrative Officer (CAO)
September 27, 2017 to January 31,
2018*

Entry to Practice Examinations

National Examination

Successful completion of the National Dental Hygiene Certification (NDHCB) Examination is required for registration with the CDHNS. The examination is offered three times per year at sites throughout Canada. Dalhousie University serves as the exam site in Nova Scotia. The CDHNS is a voting member of the National Dental Hygiene Examining Board (NDHEB) and licensed members of the CDHNS sit on the NDHCB exam development committee. The NDHCB has two Practice Exams on their website which current members of the CDHNS can complete as a continuing competency opportunity.

Jurisprudence Examination: *Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence*

All applicants for licensing are required to successfully complete the Knowledge of Dental Hygiene Practice in NS: Jurisprudence course. This course is meant to increase their knowledge of the Act, the Regulations, the code of ethics, the standards of practice, and any other matters relevant to the practice of dental hygiene in the NS. This course is offered online at the Canadian Dental Hygienists Association (CDHA) website. Current members can complete the Jurisprudence Examination as a continuing competence learning opportunity.

Accredited Dental Hygiene Programs

Applicants applying for initial registration must be graduates of a dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC) or the Commission on Dental Accreditation of the American Dental Association; or they must successfully complete any examinations approved by council.

CDAC accredits dental hygiene programs in Canada and has a reciprocal agreement with the Accreditation Commission in the US. The Federation of Dental Hygiene Regulators of Canada (FDHRC) has representatives on CDAC. During this time period, the CDHNS Registrar sat on the Commission, the Dental Hygiene Education Committee, and chaired the CDAC Finance Committee.

Clinical Examinations/Practice Hours

Applicants who graduate from non-accredited programs must pass any examination or examinations approved by the Council in addition to meeting all other requirements. Generally, the NDHCB certificate and an approved clinical exam is required. The Regulations require those who have been away from practice for three years or more to complete an approved clinical exam or other examination(s) as determined by Council and delegated to the Registrar.

In February 2015, the CDHNS Council approved a practice hours requirement for licensing or licence renewal. The CDHNS is seeking a regulatory change and three-year NOTICE has been served to the membership that effective beginning in the three-year period starting from November 1, 2017 and taking effect for Nov 1, 2020.

Council served notice to the CDHNS members that all registrants will need to acquire 600 practice hours in a three-year period to be eligible for licence renewal.

For registrants who have graduated more than three years prior to their application for a licence or licence renewal, the registrant must provide evidence of 600 hours of practice as a dental hygienist within the 3 years immediately preceding the date the Registrar receives a complete application.

Hours of practice will be tracked beginning November 1, 2017 and the 600 hours requirement will take effect on November 1, 2020. For more information and background on this subject see Unison, Vol 43, Issue 3 Quality Assurance - Practice Hours. To provide feedback on this requirement, please contact the Registrar at registrar@cdhns.ca.

CODE OF ETHICS AND PRACTICE STANDARDS

Code of Ethics and Practice Standards provide direction for health professionals in their practice. The CDHNS has adopted the CDHA Code of Ethics and Practice Standards as well as the National Dental Hygiene Competency Statements. The Act considers failing to maintain the standards of practice or failing to uphold the Code of Ethics adopted by the College as unprofessional conduct.

| Continuing Competency Audit Results | Total Performed | Total Complete (at initial review) | Extension granted | Total Incomplete | |
|-------------------------------------|-----------------|------------------------------------|-------------------|------------------------------|---------------------------|
| | | | | Pending (more info required) | Did not meet requirements |
| 2013 | 39 | 27 | – | 12 | |
| 2014 | 39 | 35 | – | 4 | |
| 2015 | 39 | 29 | – | 10 | |
| 2016 | 40 | 34 | – | 6 | |
| 2017 | 42 | 31 | 1* | 7* | 3* |

* At the time of this publication, all members had met the requirements.

CDHNS Standards Documents:

- CDHA; Entry-to-Practice Standards Competencies and Standards for Canadian Dental Hygienists
- National Dental Hygiene Competency Statements
- CDHA Code of Ethics
- CDHNS Best Practices: Self Initiation
- CDHNS Best Practices: Record Keeping
- Practice Protocol on Whitening /Bleaching
- Practice Protocol on Use of Lasers in Dental Hygiene Care
- CDHNS Care Directive for the Use of Local Anaesthetics

Other useful documents recognized by the CDHNS include: Safety Code 30 – Radiation Protection in Dentistry and the Nova Scotia Dental Association’s Infection Prevention and Control Guidelines.

CONTINUING COMPETENCY PROGRAM (CCP)

The dental hygiene regulation provides for the establishment of quality assurance programs. A mandatory CCP has been in place since 2009. Council has delegated the responsibility for the administration of the program to the Registrar. Each registrant must meet the program requirements as set out in the Regulations and the Program Requirements document. Registrants must obtain 45 Continuing Competency Credits (credit hours) within a three year reporting period. A registrant’s reporting period begins on the January 1, immediately following their registration with the College.

An external auditor conducts a random selection of registrants for the CCP audits annually and the audits are completed by the Continuing Competency Committee. If a member fails to meet the CCP requirements the member is required to submit a written plan on how they will meet the requirements and in what time frame. If a member does not submit documents as requested, the Registrar may suspend their licence until such time as all documents are submitted and their CC requirements have been met.

requirements and in what time frame. If a member does not submit documents as requested, the Registrar may suspend their licence until such time as all documents are submitted and their CC requirements have been met.

Continuing Competency Committee (CCC) (2017 -2018)

The Committee met twice during the 2017-2018 year. The Committee communicates continually by email to give guidance to the Registrar and staff on specific member questions. At the November meeting, the CCP Requirements document is reviewed and revised. The second meeting each year is held to conduct the audit and the audit results are reported in the College newsletter.

The CDHNS began a phase in of the requirement for members to record their continuing competency credits online beginning with the groups whose cycle ended in December 2015. The phase in for this requirement has been completed with the final group whose cycle ended in December 2017. All members are required to submit their credits online for their current cycle. Members are reminded that for audit purposes, documentation must be maintained for the member's current cycle and the member's previous cycle. Continuing competency activities may be recorded directly into our database by using the *Member Login* section of the website. (Section 4.5 CCP Requirements Document.)

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MEMBER STATISTICS

The Act and Regulations established a general register of members. Within that general register there are six possible classes of registrants: practising licence holders, non-practising members, provisional licence holders, student members, life members, and honorary members.

Practising licence holders may practice dental hygiene in the province subject to the Act and Regulations and may use the protected titles.

Non-practising membership is for individuals who were previously on the College's Practising Licence holder register. Those holding a non-practising membership may not engage in the practice of dental hygiene in Nova Scotia, but their names remain on the non-practising register list. They are not authorized to use the protected title. Non-practising members are generally on maternity or disability leave, continuing further education, or seeking employment in another field. Some maybe employed as dental hygienists outside the province of Nova Scotia.

Provisional licence holders may practice dental hygiene in the province but must do so only for a specific period of time and according to any provisions placed on the licence by the CDHNS.

The CDHNS licensing year is from November 1 to October 31.

Student Membership Under regulation, student membership is open to full time student enrolled in an accredited dental hygiene program in the province.

Life membership may be granted to a dental hygienist who has been a registered member in good standing of the College or its predecessor for at least 15 years, has been nominated by five voting members and has made an outstanding contribution to the College or the profession, as determined by Council.

Honorary membership status may be granted to any person who is not otherwise eligible for registration or licensing, is nominated by at least 5 voting members and has made such outstanding contributions to the College or to the profession of dental hygiene that the person is deserving of honorary status as determined by Council.

CDHNS MEMBERS

| Registrants as of January 31 | 2015 | 2016 | 2017 | 2018 |
|------------------------------|------------|------------|------------|-------------|
| Practising | 662 | 667 | 673 | 689 |
| Non-Practising | 43 | 40 | 49 | 47 |
| Provisional | 0 | 1 | 0 | 0 |
| Honorary | 1 | 1 | 1 | 1* |
| Life | 3 | 3 | 3 | 3* |
| Total | 709 | 722 | 725 | 737* |

* The honorary member and two of the life members do not hold practising or non-practising licenses.

NEW REGISTRATIONS COMPLETED

Feb 1, 2017 and
January 31, 2018

| | |
|-----------------------|-----------|
| Graduates Dalhousie | 29 |
| Oulton | 10 |
| Other New Registrants | 2 |
| Total | 41 |

Independent Dental Hygiene Practitioners (included in practising members table)

The Regulations allow registered and licensed dental hygienists to provide services directly to the public in any practice setting. Practice settings can include long term care facilities, collaborative practices, multi discipline clinics, mobile services, or a standalone office. Practising members who are delivering dental hygiene care independently in an alternate practice setting even on an irregular or part-time basis must register with the CDHNS. There are approximately 15 practising members who have self identified as independent dental hygienists who provide mobile services or practice in stand alone clinics.

As reported in last year's Annual Report, the College completed one pilot or "mock" practice review of an independent practitioner in a stand-alone clinic. In August 2017, the report for the pilot or "mock" practice review was provided to the member. Feedback was elicited from the participant regarding the practice review checklist and the practice review process. This feedback will help refine the process for any future practice reviews.

Restricted Activities Authorization

Practising licence holders who have provided the Registrar with the evidence required to verify that they have achieved competence to perform a restricted activity or practice in a self-initiating manner as set out in the Dental Hygiene Regulation are authorized to perform those activities. Members must not perform these activities until they have received recognition or authorization from the College. The following table shows the distribution of those who have received authorization by the CDHNS to work in a self initiating manner, and to administer local anaesthetics a part of their dental hygiene practice in Nova Scotia.

| Members with Restricted Authorization | Authorized to Self-Initiate | Recognized to Administer Local Anesthetic |
|---------------------------------------|-----------------------------|---|
| 2015 | 690 | 169 |
| 2016 | 704 | 209 |
| 2017 | 714 | 253 |
| 2018 | 725 | 283 |

COMPLAINTS DIRECTOR REPORT

The CDHNS manages complaints, investigations and hearing processes in accordance with the Dental Hygienists Act, Regulation, other applicable legislation and policies. It is the College's policy to respond to formal written and signed complaints from all sources – members of the public, employers, other health professionals, other colleges and members of the College. The Registrar acts as director of complaints and may lay a complaint on behalf of the College. The Registrar receives and directs written complaints to the Investigation Committee except in exceptional circumstances where the Registrar may refer a complaint directly to the Hearing Committee.

From February 1, 2017 to January 31, 2018, there have been three formal complaints that were referred to the Investigation Committee.

1. On March 29, 2017, the College received a complaint of alleged incapacity. A panel of the Investigation Committee fully investigated the matter. On January 10, 2018, the matter was resolved informally pursuant to section 43(1)(b) of the Dental Hygienists Act.
2. On June 27, 2017, the College received a complaint of an alleged privacy breach. Upon review of the matter, a panel of the Investigation Committee dismissed the complaint pursuant to section 43(1)(a) of the Dental Hygienists Act.
3. On December 18, 2017, the College received a complaint of alleged wrongful billing. A panel of the Investigation Committee is currently investigating this matter.

ADVANCEMENT OF THE PROFESSION

FACILITATING CONTINUING COMPETENCY

The College is committed to facilitating opportunities for quality, evidence based and relevant continuing education for the membership. To meet this commitment, the CDHNS undertook a number of activities between Feb 1, 2017 and Jan 31, 2018.

On **Friday, June 2, 2017** the CDHNS held a social and retirement party for **Patricia Grant, Registrar** who retired in September 2017 after eight years with CDHNS. Over 70 people attended the social held at the Hollis Hotel in Halifax, Nova Scotia. The Council Chair, Joyce Lind hosted the event and a number of guest speakers gave touching tributes to Patricia's contribution to the field of dental hygiene.



2016/17 Council Chair, Joyce Lind, with retiring Registrar, Patricia Grant

2017 CDHNS AGM Highlights

On June 3, 2017, the 2016-2017 Annual General meeting took place at the McNally Main Theatre, Saint Mary's University in Halifax, Nova Scotia with over 170 members in attendance. The Council Chair, Joyce Lind called the meeting to order and introduced the Council members present. Joyce Lind also outlined the Council nominations for June 2017 who were elected by acclamation.

CDHNS Council Nominations for 2017-2019

| | |
|-------------------|-----------------|
| Jennifer Clark | Enfield |
| Lindsay Macdonald | Halifax |
| Carrie Morrison | Dartmouth |
| Danielle Newell | Halifax |
| Mallory Brent | Eastern Passage |
| Nicole Stevens | Chester |

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The *Annual Report 2016-2017*, including the Council approved Audited Financial Statements, was received by the membership and is posted on the CDHNS website for members and the public to view.

Helen Pitman started off the Continuing Competency Event by outlining the recommendations in the CDHNS White Paper, "[*Dental Hygienists Prevent More to Treat Less*](#)". She then provided a detailed account of the activities of the Next Steps Working Group, which was struck following the release of the White Paper. Pitman is a graduate of Dalhousie University where she earned a Diploma in Dental Hygiene and a Bachelor of Science in Health Education. She was employed in both private and public sector for over 30 years. A copy of her PowerPoint presentation is posted on the CDHNS website (under AGM 2016-17 highlights). Members can also log into their member profile and select "Library" under the Member Menu.



Angie Nowe, Chair, Membership Services Committee, introducing Dr. Lisa Johnson

Dr. Lisa Johnson, a graduate from the University of Toronto Dental School in 1999, did a presentation called, "**HPV & Oral Diseases**". Dr. Johnson's presentation included squamous papilloma, verruca vulgaris, Heck's disease, Condyloma accuminatum, HPV lesions in HIV patients, and HPV in head and neck cancers. She also touched briefly on HPV salivary testing and HPV vaccine.

After lunch, Dr. Louis Bourget Bsc, Msc, PhD, DMD, FRCD (c), FIOMS completed the CE portion with a talk on: **Oral Pathology & Oral Cancers**, another topic relevant to private practice and community health dental hygienists.

LOCAL ANAESTHETIC – CONTINUING EDUCATION

Prior to approving an individual's application for authorization to administer local anaesthetic (LA) the CDHNS reviews the local anaesthetic program completed by the applicant to ensure the local anaesthetic course meets the regulatory requirements of the CDHNS. Standards are in place for protection of the public and the profession so that competencies are portable across regulatory lines. A LA program has been offered through Dalhousie Continuing Dental Education in May for the last several years and is recognized by the CDHNS and has also been recognized in other provinces since 2012. The CDHNS works with Dalhousie Dental Continuing Education to ensure the course continues to meet the requirements of the CDHNS.

CPR COURSES

CPR courses, at the minimum of Level C with AED or the preferred Health Care Provider, must be completed within 12 months of the date of application for licensing or licence renewal. Staff directs members to scheduled courses and cooperates with local course providers. Staff also reminds members of the requirement to submit a copy of their CPR card prior to licence renewal annually. A Certificate of Attendance must be completed and signed by the CPR course provider of the course in order to be eligible for credits (6.1.2 g of the CCP Requirements). Members must upload this certificate as a new continuing competency activity on their professional development record in their member portal.

OTHER CONTINUING COMPETENCY OPPORTUNITIES

CDHA Online Courses

The Continuing Competency Committee (CCC) continues to update the online courses available through CDHA and the assigned credits and categories for the mandatory

Continuing Competency program in Nova Scotia. The CDHA now provides even more online courses and webinars free-of-charge to CDHA members.

Continuing Dental Education at Dalhousie University

The CCC reviews the scheduled courses offered through the Continuing Dental Education program at Dalhousie University and the assigns credits and categories for the CDHNS program, following course completion. A sample of the upcoming courses provided through CDE are included in each of the Unison newsletters.

Jurisprudence Course and National Dental Hygiene Certification Board (NDHCB) Exams

As noted earlier in this report, current members can access the Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence course online at the CDHA website as a continuing competence opportunity. Similarly, the NDHCB has two Practice Exams and a Quality Assurance Exam on their website which current members of the CDHNS can complete as a continuing competency opportunity.

REGISTERED STUDY CLUBS

On January 31, 2018, 12 study clubs were registered with the CDHNS. These study clubs are spread across the province and offer members an excellent way to obtain continuing education within their community and to network with peers.

To maintain their registered status, study clubs are required to submit an annual report to the CDHNS. The CDHNS communicates with these groups as requested to facilitate and monitor their presentation of learning activities to members under the Continuing Competency Program Requirements.

To increase collaboration and communication with members, the Registrar and current Chair of CDHNS (Jennifer Clark), have reached out to all Study Clubs to offer to present to their members.

Interprofessional Collaboration

CDHA

Collaboration and communication on projects and other opportunities continue with the National Association through out the year. The Registrar attended Executive Director's meetings and the Chair of Council attended the CDHA/Provincial meeting held at the CDHA AGM and Conference in Ottawa, ON.



Learning hands-on skills during the event

During this reporting period, the CDHNS continued to publish in each newsletter news from CDHA.

Nova Scotia Regulated Health Professions Network

The College is a member of the Nova Scotia Regulated Health Professions Network (NSRHPN) which is recognized under the *Regulated Health Professions Network Act*, (2012). This act enables the 21 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. The NSRHPN continues to meet quarterly. Each meeting contains a verbal report for Department of Health and Wellness representative and round table reports from each health profession represented on issues of mutual concern in regulatory matters and to share information on best practices in health regulation.

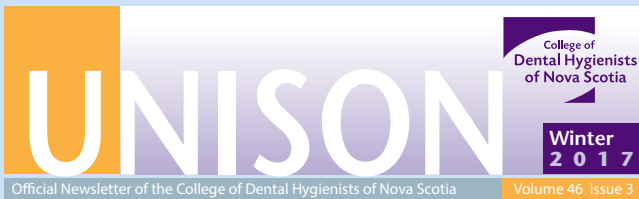
Smoke Free Nova Scotia

The CDHNS is an Agency Level member of Smoke Free Nova Scotia. Paulette Hawksworth has been the CDHNS representative for the CDHNS to this group for many years and has been active in successfully lobbying the government to legislate various amendments to Bill 60 – amendments to the Smoke Free Places and Tobacco Access Act. The highlights of the past year have been provided by Paulette:

- In the last year, SFNS has restructured to partner with The Lung Association of Nova Scotia who now host the coalition at their Halifax office. An executive director was hired to manage the coalition on a day to day basis.
- SFNS continues to support plain packaging of tobacco products by promoting the *Take Action, Support Plain Packaging initiative*. This initiative asked the public to show support for plain packaging to counter the tobacco industry's multi-million dollar lobbying campaign.

The [Take Action](#) site, a joint initiative of the Canadian Cancer Society, the Canadian Lung Association and the Heart and Stroke Foundation, has an easy way for all of us to send an email to our MP to let them know that we support plain packaging (takeaction.cancer.ca)

- SFNS has been creating a position statement on Cannabis. <http://www.smokefreens.ca/wp-content/uploads/2017/12/SFNS-Cannabis-position-Final.pdf>
- SFNS is active in promoting the regulation of cannabis.
- SFNS executives attended the National Forum on the Future of Tobacco Control in Canada, held in April 2017. Following the forum, a **Report from the Forum on Tobacco Control** in Canada was released. Federal Health Minister Jane Philpott has committed to reducing tobacco use among Canadians. She states, "Preventing a new generation of smokers is a priority."
- SFNS responded to Health Canada's public consultation on the Federal Tobacco Control Strategy. In its response, SFNS declares that it fully supports the need for a strong, comprehensive Federal Tobacco Strategy with the goal of less than 5% tobacco use by 2035
- SFNS and The Lung Association of Nova Scotia are busy preparing for the September 2018 Tobacco Control Symposium. The symposium is about taking leadership to advance tobacco control in the province.



NEWSLETTER

The Unison continues to provide members with information about dental hygiene practice, CDHNS updates through the "From the Desk of the Registrar", practice issues, health promotion, legislative, study clubs, other meetings, and educational information. Practice questions received from members often provide a topic for practice issues articles in the newsletter.

Three editions of the Unison newsletter were published and distributed to members in the past year.

As of January 31, 2018, approximately 64% of the membership opted to receive their newsletter online. 36% opt to be mailed a hard copy of their newsletter.

COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS AND ACTIVITIES

Positive Aging Directory

The CDHNS placed a professional listing in the Nova Scotia Department of Seniors Publication [Positive Aging Directory 2017](#). The Positive Aging Directory is a comprehensive information directory published each year by the Department of Seniors to give Nova Scotia's seniors quick and easy access to the many programs and services for seniors in our province. This Directory also serves as an essential information source for those who work with seniors, many of whom work in partnership with the Department. In addition to the listing the CDHNS placed an advertisement regarding the services dental hygienists can now provide in any setting. The Positive Aging Directory is widely distributed throughout the province and is available online.

Employment Handbook - Empowering Yourself in the Work Place

This handbook is an excellent resource those looking to understand provincial labour standards, needing to resolve an employment issues that requires a difficult conversation or preparing for a job interview. It is available to the general membership in our online library in the members only section of our website. This handbook was updated in May 2017.

WEB SITE www.cdhns.ca

The site features sections on the role of the CDHNS, the role of the dental hygienists, education and qualifications of dental hygienists, legislation pertaining to the profession of dental hygiene practice in Nova Scotia, CDHNS Standards and Guidelines, registration and licensing, mandatory continuing competence and CPR, and the complaints process. There is a list of all practising dental hygienists' names as well as those listed as independent dental hygiene practitioners. This information allows the public, employers, and insurance companies and others to confirm if a dental hygienist is registered and licensed to work in Nova Scotia.

The members' side of the website continues to be an excellent way for members to stay updated with the

CDHNS and the profession. The members have a log-in section where members are required to update their profile and record their continuing competence credits. Recent revisions to the Professional Development Record allow members to view a summary of their credit total on their profile. Members should check the website for timely announcements or recently posted updates. The website has a job postings section as a service to members.

EMAIL

The CDHNS primarily uses email to communicate with its members. All changes, including email addresses, must be updated online using the member login portal and selecting “Edit My Profile” under the Member Menu. To receive these important announcements and notices, list the CDHNS as a safe sender on your email. This prevents our notices from ending up in junk mail.

COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

As part of the CDHNS’s mandate of oral health promotion and increasing public awareness of the profession, we maintain a resource centre that is available to all dental hygienists in Nova Scotia. The CERC is administered through the CDHNS office and coordinated by staff. CDHNS is always looking to add new members to its volunteer list who are interested in providing community education. If you are interested in listing your name as a volunteer, contact the CDHNS at info@cdhns.ca.

From Feb 1, 2017, to January 31, 2018, the CERC had 15 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to Cape Breton and wide variety of community groups were visited from expecting mothers, preschoolers to seniors. In all a total of 522 members of the public were served by the CERC centre through dental hygiene volunteers. Generally, there is an increase in requests for resources during Oral Health Month.

WELLNESS GRANT: On Feb 1, 2017, CDHNS was awarded a Wellness Grant by the Chebucto West Community Health Board to continue the work for the Volunteer Dental Hygiene Clinic for Syrian Refugee Children. The project was completed in April 2017.

As noted in last year’s Annual Report, starting in fall 2016, the CDHNS supported Syrian newcomers by establishing a preventative oral health assessment clinic under the guidance of CDHNS, then Registrar, Patricia Grant. CDHNS worked collaboratively with nurses at an immunization clinic so that vaccines, eye exams and oral

health assessments could all happen in one appointment. The clinic aligned with the goals in the White Paper commissioned by CDHNS, [Dental Hygienists Prevent More to Treat Less](#).

Shannon O’Neill facilitated a team of dental hygienists who volunteered once per week to provide dental hygiene assessment, oral health education and applied fluoride varnish. Dental hygienists saw around 200 children. The Oral health Assessment Clinic for Syrian Newcomer Children was a unique approach to community oral health in Nova Scotia with so many strong partners. The clinic provided preventative oral health care in a collaborative health care setting where families were already going – the medical clinic. Future thinking could be to expand this approach to oral health care so that it could be modeled and adapted to other communities who are having difficulty accessing preventative oral health.



SPARKLE FUND: In February 2017, CDHNS representatives completed a presentation to the Sparkle Fund Committee proposing a partnership project with the Early Years Branch of the Department of Education and Early Childhood Development (DEECD), Public Health and the Sparkle Committee. The vision was to work towards an integrated community-based system that includes oral health and eliminates barriers to reliable information, preventive modalities, and treatment. This pilot project would test some new models of oral health education, prevention and referral. It would use a participatory approach (i.e. engage the community and clients of the EYC’s when shaping the program). Elements included piloting a dental coordinator role within the EYC to provide integrated care and to reach out to local dental professionals to prepare the groundwork for referral and promote the adoption of the “first visit by first birthday” protocol, to help establish a “dental home”. Funds were granted by the Sparkle Fund. Unfortunately, due to changes in government priorities, this project has been put on the backburner. It is hoped that it will become a reality before the end of 2018.

ACCESS TO CARE: ADVANCEMENT

Oral Health Advisory Group

The CDHNS continues to dialogue with the Department of Health and Wellness to encourage the start of Phase III of the Oral Health Advisory: Development of a plan for an oral health strategy for the province.

GOVERNMENT

Next Steps Working Group

Since the release of the White Paper, [Dental Hygienists Prevent More to Treat Less](#), the CDHNS struck a small ad hoc working group called the “Next Steps” Working Group who have developed a strategic plan to move forward on the White Paper recommendations. A “Next Steps” project coordinator, Helen Pitman was hired in June 2016 and completed her contract with CDHNS in June 2017. The CDHNS remains committed to working with government, other organizations, and stakeholders to institute these recommendations in NS.

Below is a snapshot of what the Working Group completed to June 2017:

- Collected Nova Scotia oral health data and completed an Oral Health Needs Assessment
- Developed a “Next Steps” strategic plan
- Developed a “Next Steps” action plan
- Wrote letters/communications to potential partners, including the IWK, Department of Health and Wellness, Health Associations of Nova Scotia
- Met with other organizations and stakeholders to determine overlapping areas of priority and opportunities for collaboration, including First Nations and Inuit Health Branch, Department of Education and Early Childhood Development, Nova Scotia Health Authority, Community Health Boards.
- Submitted a Project Proposal to the Department of Education and Early Childhood Development
- Presented a funding application to the Sparkle Fund

The goal of the initiative was to create an opportunity to demonstrate an alternative way of delivering care that focusses on prevention and illustrates how dental hygienists can contribute when working to their full scope of practice. To achieve this, CDHNS will continue to work in partnership with other organizations and build these relationships over time.

RECOGNIZING EXCELLENCE

CDHNS AWARDS

The CDHNS recognizes excellence through supporting awards to the newest members of our profession.

Dalhousie Second Year Dental Hygiene Student Presentations

CDHNS supports 2nd Year DH Student Presentations at Dalhousie University School of Dental Hygiene.

First Prize Winners

Handheld X-Ray Devices: The Pros, The Cons & The Safety, Advisor: Prof K. Haslam



Mahshid Alami-Harandi, Pamela Stone, Jennifer Clark, (CDHNS Chair), Haley Benoit, MacKenzie Beaton

Second Prize Winners

To Polish or Not to Polish, Advisor: Prof H. Doucette



Lauren Ferguson, Katelyn Moore, Jennifer Clark, (CDHNS Chair), Lindsey Foote, Laura McCloskey

Third Prize Winners

The Impact of Mental Illness on Oral Health
Advisor: Prof R. Sampson



Jill Russell, Cassie Cook, Jennifer Clark, (CDHNS Chair), Shianne Ferguson, Victoria Huestes.

CDHNS HIGHEST STANDING AWARD

Each year the College of Dental Hygienists provides an award for the student with the highest academic standing graduating from the Dalhousie University, School of Dental Hygiene Program. The 2017 College of Dental Hygienists Award was presented to **Sarah Grant**. Sarah registered and licensed with the CDHNS following graduation.



RESOURCE ALLOCATION

Although financial support for specific projects may be provided by grants, funding for College programs and services primarily comes from registrant/member fees for registration, licensing and licence renewals. For the fiscal year from February 1, 2017 to January 31, 2018, the College allocated resources in the following key areas.

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for the Credentials, Investigation and Hearing Committees.
2. Excellence in dental hygiene care: includes all the expenses involved in fulfilling the College's regulatory responsibilities under the legislation.

3. Access and Advancement includes: initiatives to provide information and support to members regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leadership, member and student awards and prizes, increasing access to care initiatives, and increased opportunities for inter professional and interagency collaboration.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and any remaining funds at year end are used to complete these planned projects.

In the 2017/18 year, the budget also included Registrar succession and replacement/upgrade of the in-office information technology. Funds for these activities were taken from the internally restricted funds designated for those purposes. (See Note 3 of the Independent Auditor's Report.) Funds used from the internally restricted accounts Registrar Succession (\$40,152) and Computer/IT (\$5815) meant that while the financial report looks like there was a **\$10,740 deficit**, in actual fact, there was a **surplus of almost \$36,000** (\$35,794).



INDEPENDENT AUDITOR'S REPORT

**Levy
Casey
Carter
MacLean**
Chartered Professional
Accountants

TO THE MEMBERS OF COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA:

We have audited the accompanying financial statements, which comprise the statement of financial position of College of Dental Hygienists of Nova Scotia as at January 31, 2018 and the statements of operations, change in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

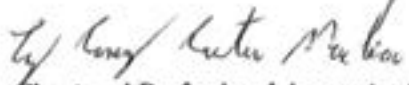
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of College of Dental Hygienists of Nova Scotia as at January 31, 2018, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Halifax, Nova Scotia
May 4, 2018


Chartered Professional Accountants
Licensed Public Accountants

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF FINANCIAL POSITION – JANUARY 31, 2018

ASSETS

| | <u>2018</u> | <u>2017</u> |
|--|--------------------------|----------------------------|
| Current | | |
| Cash | \$ 561,232 | \$ 260,677 |
| Prepaid expenses | 7,255 | 102,019 |
| Short term investments | <u>10,000</u> | <u>250,000</u> |
| | 578,487 | 612,696 |
| Investments, internally restricted (note 3) | <u>372,745</u> | <u>423,231</u> |
| | <u><u>\$ 951,232</u></u> | <u><u>\$ 1,035,927</u></u> |

LIABILITIES

| | | |
|---------------------------------------|----------------|----------------|
| Current | | |
| Payables and accruals, trade (note 4) | \$ 23,066 | \$ 15,256 |
| Due to restricted fund | 1,165 | – |
| Deferred revenue (note 5) | <u>255,312</u> | <u>338,242</u> |
| | <u>279,543</u> | <u>353,498</u> |
| Commitments (note 6) | | |

NET ASSETS

| | | |
|--------------------------------|--------------------------|----------------------------|
| Internally restricted (note 3) | 372,745 | 423,231 |
| Unrestricted | <u>298,944</u> | <u>259,198</u> |
| | <u>671,689</u> | <u>682,429</u> |
| | <u><u>\$ 951,232</u></u> | <u><u>\$ 1,035,927</u></u> |

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF CHANGES IN NET ASSETS – JANUARY 31, 2018

| | <u>Internally Restricted</u> | <u>Unrestricted</u> | <u>Total 2018</u> | <u>Total 2017</u> |
|--|----------------------------------|--------------------------|--------------------------|--------------------------|
| Balance, beginning of year | \$ 423,231 | \$ 259,198 | \$ 682,429 | \$ 605,758 |
| Excess (deficiency) of revenues over expenditures | (46,534) | 35,794 | (10,740) | 76,671 |
| Transfer to unrestricted net assets | <u>(3,952)</u> | <u>3,952</u> | – | – |
| Balance, end of year | <u><u>\$ 372,745</u></u> | <u><u>\$ 298,944</u></u> | <u><u>\$ 671,689</u></u> | <u><u>\$ 682,429</u></u> |

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF OPERATIONS FOR THE YEAR ENDED JANUARY 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--|--------------------|------------------|
| Revenue | | |
| Licensing fees | \$ 441,371 | \$ 464,831 |
| Investment income | 6,470 | 7,491 |
| Other income | <u>19,791</u> | <u>15,622</u> |
| | <u>467,632</u> | <u>487,944</u> |
| Expenditures | | |
| Advertising and promotion | 14,338 | 10,979 |
| Communications | 2,734 | 2,405 |
| Dues and fees | 800 | 550 |
| Insurance | 6,775 | 6,924 |
| Interest and bank charges | 1,656 | 1,427 |
| Meetings | 32,010 | 27,966 |
| Investigations | 7,953 | 1,010 |
| Office | 37,902 | 18,337 |
| Professional development | 1,645 | - |
| Professional fees | 26,164 | 18,319 |
| Regulatory fees | 102,376 | 133,941 |
| Rent | 30,550 | 32,122 |
| Travel | 5,667 | 1,939 |
| Recruitment | 40,153 | - |
| Wages and benefits | <u>167,649</u> | <u>155,354</u> |
| | <u>478,372</u> | <u>411,273</u> |
| Excess (deficiency) of revenues over expenditures | <u>\$ (10,740)</u> | <u>\$ 76,671</u> |

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JANUARY 31, 2018

| | <u>2018</u> | <u>2017</u> |
|--|----------------|----------------|
| Operating Activities | | |
| Excess (deficiency) of revenues over expenditures | \$ (10,740) | \$ 76,671 |
| Net change in non-cash working capital balances related to operations (note 7) | <u>20,809</u> | <u>2,893</u> |
| | <u>10,069</u> | <u>79,564</u> |
| Increase in cash during year | 10,069 | 79,564 |
| Cash and cash equivalents, beginning of year | <u>933,908</u> | <u>854,344</u> |
| Cash and cash equivalents, end of year | <u>943,977</u> | <u>933,908</u> |
| Represented by: | | |
| Cash | 561,232 | 260,677 |
| Cash, internally restricted | 96,658 | - |
| Investments, internally restricted | <u>286,087</u> | <u>673,231</u> |
| | <u>943,977</u> | <u>933,908</u> |

1. Purpose of organization

College of Dental Hygienists of Nova Scotia (the College) was incorporated May 15, 2009 under the Dental Hygienists Act of Province of Nova Scotia. The College qualifies as a not-for-profit organization under the Canadian Income Tax Act and accordingly is exempt from income taxes.

The main objective of the College is to serve and protect the best interest of the public by regulating the profession. The College represents the dental hygienists of Nova Scotia by being responsible for registration, licensing, discipline and advancement of its members.

2. Significant accounting policies

The College has applied the following significant accounting policies:

(a) Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks. The College considers securities with original maturities of one year or less as meeting the definition of convertible to known amounts of cash.

(c) Fund accounting

The College has established internally restricted funds to fund future contingencies as outlined in note 3. The unrestricted fund reports the revenues and expenditures relating to the normal operations of the College.

(d) Financial instruments

The College initially measures its financial assets and financial liabilities at fair value, adjusted by the amount of transaction costs directly attributable to the instrument. The College subsequently measures all of its financial assets and financial liabilities at amortized cost. Transaction costs are amortized on the straight line basis over the term of the instrument.

(e) Capital assets

Capital assets are expensed as office expenses in the year of acquisition. During the year, the College expensed computer equipment totaling \$9,645 (2017 - \$Nil).

(f) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(g) Revenue recognition

The College follows the deferral method of accounting. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Licensing fees are recognized as revenue over the period of time to which they relate. Annual licensing fees are due October 31 each year.

(h) Contributed services

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty in determining their value.

3. Internally restricted funds

The balances of the internally restricted funds are comprised of the following:

| | <u>2018</u> | <u>2017</u> |
|---|-------------------|-------------------|
| CIBC Wood Gundy High Interest Savings Account | \$ 171,296 | \$ 170,135 |
| Hollis Investment Savings Account | 103,626 | 103,096 |
| CIBC Flexible Guaranteed Investment Certificate | – | 150,000 |
| CIBC Operating Account | <u>96,658</u> | <u>–</u> |
| | 371,580 | 423,231 |
| Due from unrestricted fund | <u>1,165</u> | <u>–</u> |
| | <u>\$ 372,745</u> | <u>\$ 423,231</u> |

These funds have been established to fund future contingencies as follows:

| | <u>2018</u> | <u>2017</u> |
|----------------------|-------------------|-------------------|
| Disciplinary matters | \$ 268,712 | \$ 273,231 |
| Rent/office | 50,000 | 50,000 |
| Computer IT | 44,185 | 50,000 |
| Registrar succession | <u>9,848</u> | <u>50,000</u> |
| | <u>\$ 372,745</u> | <u>\$ 423,231</u> |

4. Payables and accruals, trade

Included in payables and accruals as at January 31, 2018 are government remittances of \$4,308 (2017 - \$3,563).

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS – JANUARY 31, 2018

5. Deferred revenue

| | <u>2018</u> | <u>2017</u> |
|---------------------------------|-------------------|-------------------|
| License fees | \$ 252,312 | \$ 239,369 |
| CDHA member fees | - | 98,873 |
| Children's Aid Foundation grant | <u>3,000</u> | <u>-</u> |
| | <u>\$ 255,312</u> | <u>\$ 338,242</u> |

6. Commitments

The College has entered into operating leases for its premises, liability insurance, membership management system support, and a photocopier. The lease payments required over the next five years; including the estimated additional rent for the common area of premises, are as follows:

| | |
|------|-----------|
| 2019 | \$ 51,528 |
| 2020 | \$ 34,278 |
| 2021 | \$ 28,328 |
| 2022 | \$ 28,328 |
| 2023 | \$ 27,914 |

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7. Net change in non-cash working capital balances related to operations

| | <u>2018</u> | <u>2017</u> |
|---|------------------|-----------------|
| Increase (decrease) in cash from changes in: | | |
| Prepaid expenses | \$ 94,764 | \$ 17 |
| Payables and accruals, trade | 7,810 | 1,566 |
| Due to restricted fund | 1,165 | - |
| Deferred revenue | <u>(82,930)</u> | <u>1,310</u> |
| | <u>\$ 20,809</u> | <u>\$ 2,893</u> |

8. Financial instruments

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. Management does not feel that the College is exposed to any significant risks.

Investments

The College has invested in a short term guaranteed investment certificate which bears interest at 0.70% and matures on November 8, 2018.



Serving and Protecting the Public

High Standards of Care

Caring for the Profession