

2015 - 2016

Annual Report

CDHNS Mega End

.....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.

**This report covers the College of Dental Hygienists of Nova Scotia's
responsibilities and actions between
February 2015 and January 2016
Printed May 2016**

Table of Contents

<i>Chair's Message</i>	4
<i>Introduction</i>	5
<i>Governance</i>	7
<i>Excellence In Dental Hygiene Care</i>	9
<i>Advancement of the Profession</i>	12
<i>Recognizing Excellence</i>	16
<i>Resource Allocation</i>	17
<i>Auditor's Report</i>	18

Chair's Message



Dear friends and colleagues,

I am pleased to present the College of Dental Hygienists of Nova Scotia's Annual Report for 2015-2016.

Over the past year, CDHNS Council was pleased to welcome Michele Brennan to our table as our first government-appointed public representative. This appointment was made pursuant to Section 8 of Chapter 29 of the Dental Hygienists Act 2007. Michele brings a wealth of knowledge and experience related to the nursing profession and to her work with several boards. It has been a pleasure to have her perspective in our discussions.

Similar to the public volunteers who step forward to sit on Council, we have many other volunteers from within our profession who participate in the various committees that support the work of the College. These include the Investigations Committee, Credentials Committee, Hearing Committee, Continuing Competency Committee, and Member Services Committee. If you are interested in being more involved in your profession, consider contacting the office of CDHNS and offer to help on one of our committees. From time to time, there are vacancies within the committee memberships and we would welcome new members to participate.

I would like to take this opportunity to acknowledge and thank our many committee members who currently serve our profession; your commitment is valued and appreciated! To our staff, Patricia Grant and Jenn MacKay-Myra, thank you for all that you do to support our work. To everyone who, by your example, are stewards of the profession of dental hygiene, a sincere thank you on behalf of Council.



Joyce Lind
CDHNS Council Chair, 2015-2016

Introduction

BACKGROUND

Dental hygienists have been providing oral health services to Nova Scotians since 1955. The profession is self governing and has been established and regulated through the Dental Hygienists Act of Nova Scotia (2007) and the Dental Hygiene Regulation since May 15, 2009. The Dental Hygienists Act provides for efficient and effective delivery of dental hygiene services in all settings including interdisciplinary health centres, dentist practices, population health, continuing care facilities, independent dental hygiene clinics, mobile and in-home services.

ROLE OF THE COLLEGE

The Dental Hygienists Act (the Act) and Regulation gives the College the authority to serve and protect the public's interest by:

- setting requirements for registration, and licensing processes
- resolving complaints about dental hygienists and determine discipline when necessary
- setting standards of practice for members
- setting standards of professional ethics for members
- setting standards for the education, knowledge, qualifications, professional responsibility, and competence of its members and applicants for membership

The College requires dental hygienists to meet or exceed standards for licence renewal on an ongoing basis. These include:

- annual renewal of CPR certification
- meet the requirements for the College's continuing competency program
- meet the College's Standards of Practice
- abide by the College's Code of Ethics

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

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

“Skilled professional, comprehensive practitioner”

The practice of dental hygiene means the application of professional dental hygiene knowledge for the purpose of providing therapeutic, preventative and maintenance services, and programs for the promotion of optimal oral health and, without limiting the generality of the foregoing, in their practice dental hygienists do any of the following:

- assess, diagnose, plan, and treat oral health conditions
- evaluate outcomes of dental hygiene care
- provide restricted activities authorized by the regulation
- collaborate with other health professionals to integrate preventive oral health care
- provide services as a researcher, clinician, consultant, administrator, manager, educator or health promoter.

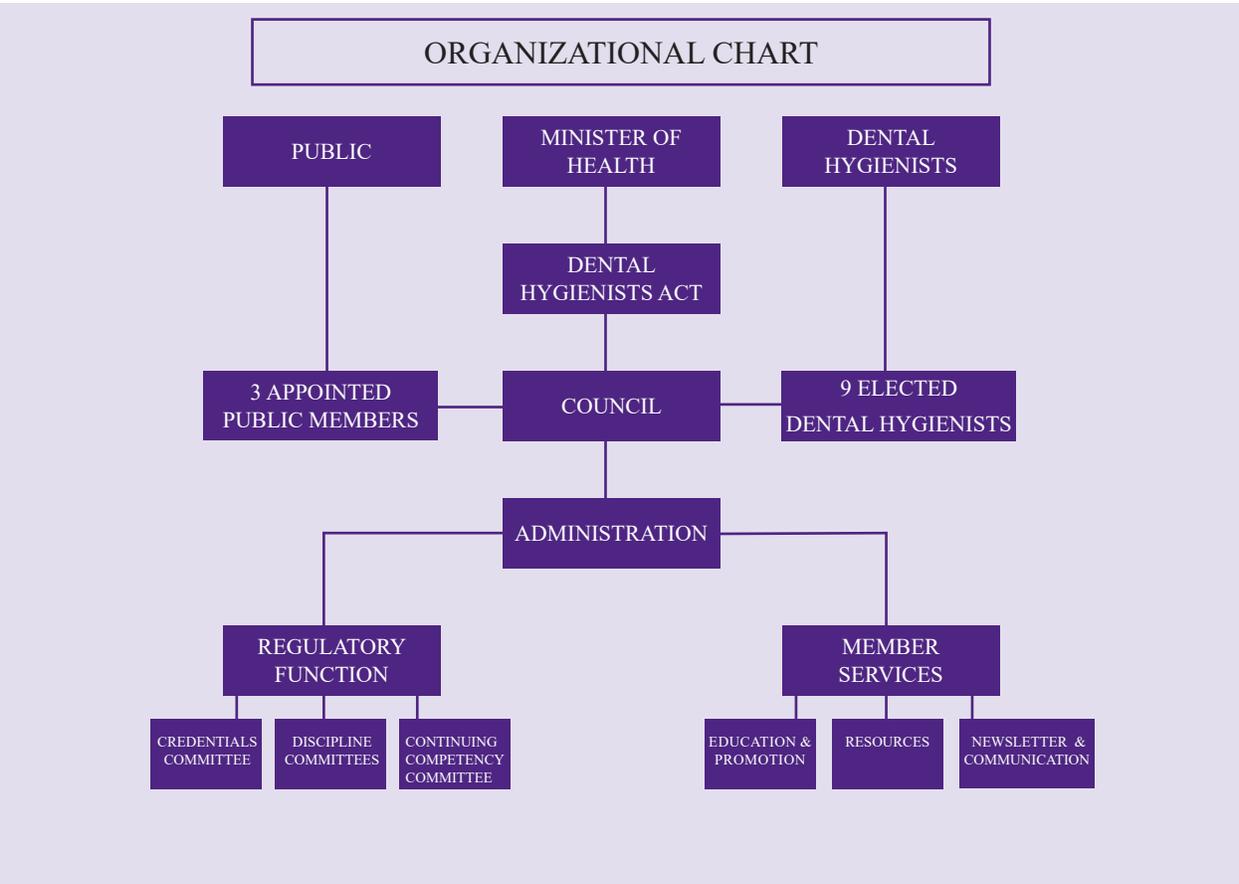
Protected Title

Registered and licensed members of the College of Dental Hygienists of Nova Scotia may use the following protected designations, titles, abbreviations or initials:

- a) dental hygienist
- b) registered dental hygienist
- c) DH
- d) RDH

Organizational Structure

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



Governance



Council (L - R): Simone D'Entremont, Donna Samson, Michele Brennan, Joyce Lind, Shannon O'Neill, Jennifer Clark, Carrie Morrison, Greg Glynn.

Missing from group photo (L-R): Karen Fuller, Angie Parker, Nicole MacCormack (no picture)



COUNCIL'S ROLE

The Council governs and directs the affairs of the College according to the Act, Regulation, and bylaws. The CDHNS operates under the Carver Model of Governance[®]. The CDHNS's mission statement, Ends, governance and management policies provide direction to both Council and 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 of monitoring operations and achievement of Ends

Council held four business meetings, and the Annual General Meeting between February 1, 2015 and January 31, 2016. The fall meeting included a separate workshop to develop an Ownership Linkage Strategic Plan.

Council is committed to education sessions on an ongoing basis to increase their knowledge and skills and enhance their ability to oversee the organization. New Council members were provided with an orientation and education sessions were undertaken during Council meetings with our governance coach and legal council, in addition to Ownership Linkage with representatives of our moral owners. The registrar presented on conducting direct inspections of account reconciliations as a function of risk management for the organization.

Standing Committees

INVESTIGATION COMMITTEE

The Investigation Committee 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 the Investigation Committee 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.

Members:

Heather Bell, Chair
Rosemary Bourque, Vice-Chair
Karen Flinn
Kim Haslam
Norma MacIntyre
Jennifer Poulos
Kore-Lee Cormier, Public Member
Leslie Ebert, Public Member

HEARING COMMITTEE

The Hearing Committee consists of a group of volunteer members and 2 members of the public appointed by Council who 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 shall appoint 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.

Members:

David Purdy, Chair
Jerry Craig
Shauna Hachey
Katherine MacKeigan
Cara Tax
Denise Zwicker, Vice-Chair
Michael Maddalena, Public Member
Elizabeth Mullally, Public Member

MEMBERS SERVICES COMMITTEE

This committee acts as an advisory committee to the Registrar on those issues which advance the profession and serve college members; including the newsletter and continuing education events.

Members:

Rosemary Bourque, Chair
Dawna Ernst Henry
Angie Parker

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 mechanism 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. The Credentials Committee decisions on registration are final. Members may appear before Council on matters of licensing.

Members:

Sheena Burgess, Chair
Cheryl Greer, Vice Chair
Shauna Hachey, Secretary
Roxanne Beland
Jocelyn Burke
James Craig, Public Member
Greg Glynn, Public Member

CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Committee 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.

Members:

Jennifer Cox, Chair
Allison Craig
Cheryl D'Entremont
Teanne MacCallum
Sandra Rhodenizer (November 2015)
Sonya Bishop (November 2015)

COLLEGE ADMINISTRATIVE STAFF

College staff including volunteer staff is responsible for employing the appropriate means to ensure enforcement of the Act and follow the Ends through application of policies established by the Council and within the resources available.

Patricia Grant, Registrar
Jenn MacKay-Myra, Administrative Assistant
Heather Bell, Project Coordinator
Volunteers

Excellence In Dental Hygiene Care - Regulating the Profession

REQUIREMENTS FOR REGISTRATION

Graduate of 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 or the Commission on Dental Accreditation of the American Dental Association; or they must successfully complete any examinations approved by council.



The Commission on Dental Accreditation of Canada (CDAC) accredits dental hygiene programs in Canada. The Federation of Dental Hygiene Regulatory Authorities has representatives on the Commission on Dental Accreditation of Canada. Currently the CDHNS registrar sits on the Commission and on the Dental Hygiene Education Committee. During this reporting period the registrar participated as a survey team member for the CDAC accreditation site visit to the School of Dental Hygiene, at Dalhousie University.

ENTRY TO PRACTICE EXAMINATIONS

National Examination

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the CDHNS. The examination is offered three times per year at sites throughout Canada. 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.

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 matters relevant to the practice of dental hygiene in NS. This course is offered online at the Canadian Dental Hygienists Association website. Applicants applying for licensing after a three-year absence from the province or from practice are required to complete this course.

Clinical Examinations

Applicants who graduate from non-accredited programs must pass any examination(s) approved by Council in addition to meeting all other requirements. The Regulation requires 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.

STANDARDS OF PRACTICE AND CODE OF ETHICS

Code of ethics and practice standards provide direction for health professionals in their practice. The CDHNS has adopted the Canadian Dental Hygienists Association 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.

CDHNS Standards Documents:

- CDHA Dental Hygiene: Definition, Scope and Practice Standards
- 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

CONTINUING COMPETENCY PROGRAM (CCP)

The dental hygiene regulation provides for the establishment of quality assurance programs. A mandatory continuing competency program has been in place since 2009. Each licensed registrant must meet the program requirements as set out in the regulation and the program guidelines. Members must obtain 45 Continuing Competency Credits 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 for 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 CCP requirements have been met. In January 2016 the CDHNS began a phase in for members to record their continuing competency credits online. Members whose Continuing Competency cycle will end December 2018 are required to enter their continuing competency activities directly into our database.

	Total Performed	Total Complete	Total Incomplete
2015	39	29	10
2014	39	35	4
2013*	39	27	11
2012	38	35	3
2011	17	12	5
2010	18	17	0

In February 2015 Council approved a motion to add to the continuing competency requirements 600 practice hours in a three year reporting period. The CDHNS is currently seeking the regulatory change and a 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 November 1, 2020. Starting with the 2020 annual renewal, all applications will be reviewed for compliance with the CCP requirement of 600 practice hours in the past three years. When a member fails to meet the CCP practice hour requirement, application for a practicing licence will be denied until the individual has met the requirements for entry to practice.

MEMBER STATISTICS

The Act and Regulation establishes a general register of members. Within that general register there are six possible classes of registrants: practicing licence holders, non practicing membership, provisional licence holders, student members, life members and honorary members. The CDHNS licensing year is from November 1 to October 31.

Practicing licence holders may practice dental hygiene in the province subject to the act and regulation and may use the protected titles.

Non-practicing membership is for individuals who were previously on the College's Practicing Licence holder

register. Those holding a non-practicing membership may not practice dental hygiene but their names remain on the non-practicing register list and they are not authorized to use the protected title. Non-practicing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field. Some may be 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.

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

Registration As of January 31	2013	2014	2015	2016
Practicing Members	629	629	662	677
Non Practicing Members	38	47	43	40
Provisional Member	0	0	0	1
Honorary Members	1	1	1	1
Life Members	2	2	3	3
Total Members	670	679	709	722

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.

Registrations between February 1, 2015 and January 31, 2016	
Dalhousie Graduate	25
Oulton Graduate	5
Other New Graduates	6
Moved to Nova Scotia	9

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.

Independent Dental Hygiene Practitioners (included in practicing members above)

Regulations enacted under the Dental Hygienists Act of Nova Scotia (2007) and effective on May 15, 2009 allow registered and licensed dental hygienists to provide services independently in any practice settings. Practice settings can include long term care facilities, collaborative practices, multi discipline clinics and mobile services or a stand alone office. Practicing 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 10 businesses listed under the Nova Scotia Registry of Joint Stocks which identify dental hygiene services as the nature of their business and dental hygienists as owners.

RESTRICTED ACTIVITIES AUTHORIZATION

Practicing licence holders who have provided the registrar with the evidence required to verify that they have achieved competence to perform certain restricted activities 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 authorization from the College. The following table shows the distribution of those who have received authorization by the CDHNS.

Members with Restricted Authorization		
	Authorized to Self Initiate	Recognized to Administer Local Anaesthetic
2013	650	104
2014	663	142
2015	690	169
2016	704	209

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 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 also lay a complaint on behalf of the College. The registrar receives and directs written complaints to the Investigations Committee except in exceptional circumstances where the registrar may refer a complaint directly to the Hearing Committee.

No formal complaints were received by the CDHNS between February 1, 2015 and January 31, 2016.

LICENCE RENEWAL

For the 2016 licence renewal period the deadline for submission of a complete application was moved to October 1. This was advised by legal council in order to allow sufficient time to process the increased number of applications and to follow up on any inquiries which resulted from licence renewal applications. The application deadline for renewal of licence is October 1, 2016 to ensure all members receive their licence by November 1, 2016 and do not experience any disruption in their ability to practice.

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 February 1, 2015 and January 31, 2016.

CDHNS ANNUAL GENERAL MEETING

The 2015 AGM was held in the School of Management Studies, Dalhousie University on May 24 with nearly two hundred members in attendance. The agenda included the election of three new Council members: Jennifer Clark, Carrie Morrison and Nicole MacCormack. The Annual Report, including the Audited Financial Statements, was received by the membership. Presentations were made to retiring Council members Cathy MacLean(public), Jerry Craig, Sara Harding and Wendy Stewart. The registrar was awarded an official certificate of Life Member in the College.



Continuing Competency Event In the Know - 2015 Continuing Competency Event



The event included speakers from the Nova Scotia Department of Health and Wellness (DHW) who provided an update on the Drug Information System of Nova Scotia (DIS). This was presented by Dr. Rod Wilson, Physician Advisor and Judy Sampson who is the Change Management Lead for the DIS Project. The presentation provided an implementation update and a demonstration of the DIS portal that Dental Hygienists will be able to use to access patient medication profiles.

Joanie Boyd and Philippe Landry from Medavie BlueCross presented an overview of insurance fraud investigations which generated much interaction with the audience. They discussed dental insurance cases and common trends and patterns they look for in detecting fraud and other irregularities.



The participants enjoyed a casual buffet style lunch and a time to catch up with old friends and meet new colleagues while drawing for great door prizes.

The feature presentation for the event was entitled “Turning Frowns Upside Down – How to Confidently Care for Child Clients” presented by Victoria Leck, Manager of Professional Development at the Canadian Dental Hygienists Association(CDHA). This covered timely topics on the Child’s First Visit, anticipatory guidance messaging, polishing for children (just say no), caries risk assessments and professionally applied fluoride therapies. The highlight of the presentation was a live demonstration of the knee to knee technique used for the child’s first oral health visit featuring 21-month old Chloe, daughter of CDHNS member Heather Bell and Marc-Andre Lavoie.



The afternoon wrapped up by giving away the pots of flowers on the stage to the final door prize winners.

LOCAL ANAESTHETIC

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 offered through Dalhousie Continuing Dental Education is recognized by the CDHNS and has also been recognized in other provinces since 2012.

CPR Courses

CPR courses at the minimum of Level C with AED or Health Care Provider must be completed within one year prior to the date of application for licensing or licence renewal. Staff directs members to scheduled courses and cooperates with local course providers. As well as submitting their CPR card for licence renewal members are required to have a completed CDHNS Certificate of Attendance signed for their CPR renewal to keep in their Continuing Competency Record in case of audit.

HALIFAX DENTAL HYGIENE SOCIETY (HDHS)

The College continues to communicate and cooperate with the Halifax Dental Hygiene Society to coordinate efforts in continuing competency and other activities in metro. Volunteers for community presentations and CDHNS registration at courses have been organized through the Society.

OTHER CONTINUING COMPETENCY OPPORTUNITIES

CDHA Online Courses

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

Continuing Dental Education at Dalhousie University

The CCC reviewed the scheduled courses offered through the Continuing Dental Education 2015/16 program at Dalhousie University and the assigned credits and categories for the CDHNS program.

Jurisprudence and National Dental Hygiene Certification Board

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

There are 13 study clubs registered with the CDHNS. Five of the registered study clubs are regional as well as the HDHS with open membership for members in their area and 7 registered clubs are within private office groups. Study clubs submit an annual report to their College to maintain their registered status. The CDHNS communicates with these groups as requested to facilitate and monitor their presentation of learning activities to members under the Continuing Competency Guidelines.

INTRA PROFESSIONAL COLLABORATION

Canadian Dental Hygiene Association (CDHA)

Collaboration and communication on projects and other opportunities continue with the national association throughout the year. The registrar attends executive director's meetings and the Vice-Chair of Council attended the provincial presidents meeting held at the National Conference with CDHA in Victoria in October 2015.

The CDHNS participated along with other provinces in the review of the CDHA Service Codes for dental hygiene practitioners.



Patricia Grant, CDHNS Registrar, (2nd from right) receives Certificate for BDH Competencies from CDHA

The registrar received a certificate of appreciation from CDHA in Victoria for her work on the CDHA Task Force on the development of the “Canadian Competencies for Baccalaureate Dental Hygiene Education Programs” which was released in March 2015.

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 report for the Department of Health and Wellness representative, 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. We have been well represented there for many years by Paulette Hawksworth. In November 2015 Paulette was asked to speak at the legislature on the proposed Bill 60 – amendments to the Smoke Free Places & Tobacco Access Act. The use of e-cigarettes and water pipes passed but not the ban on menthol flavoured products. In the spring the CDHNS supported a letter sent by our representative concerning the banning of menthol products which are the most popular flavor among NS youth aged 15-19. The ban of flavored products, including menthol, was finally passed and became effective on May 31, 2016. In Paulette’s report to Council she writes “We should all be very proud that the CDHNS and the dental hygiene profession played a part in moving this important health issue forward. Many youth and adults in Nova Scotia will benefit from the strengthening of Nova Scotia’s tobacco legislation.” We are very fortunate to have volunteers like Paulette who represent the CDHNS so professionally to other agencies, professions and government.



Paulette Hawksworth, SFNS Representative

COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS AND ACTIVITIES

Positive Ageing Directory

The CDHNS placed a professional listing in the Nova Scotia Department of Seniors Publication Positive Ageing Directory 2015. 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. The Positive Aging Directory also serves as an essential information source for those who work with seniors, many of whom work in partnership with the Department to ensure listings in the directory are accurate and up-to-date. In addition to the listing the CDHNS placed an advertisement regarding the services dental hygienists can now provide in any setting. The Positive Ageing Directory is widely distributed throughout the province and is available online at <https://novascotia.ca/seniors/pub/positive-aging-directory-2014.pdf>

National Dental Hygienists Week™ 2015 Celebrating the Profession

To celebrate Oral Health Month and to promote the profession the CDHNS placed fifteen thousand (15,000) bookmarks in libraries throughout the province. We challenged members to send us a photo of their library and our bookmark for a chance to win a prize. During the 2015 AGM the winner of the Member Bookmark Contest was announced and a Gift Certificate was presented to Sharon Hearn.

Employment Handbook - Empowering Yourself in the Work Place

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

Newsletter

The Unison continues to provide members with information about dental hygiene practice, CDHNS updates through a variety of articles pertaining to “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 such as the practice issue on MRSA – superbug? Presented in the Vol. 44, issue 2 Winter 2015. Three editions of the *Unison* newsletter were published and distributed to members in the past year. Approximately 48% of the membership opted to receive their newsletter online.

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 Community Education Resource Centre (CERC) is administered through the CDHNS office and coordinated by staff. CERC 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

In 2015/16 the CERC had 42 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 preschools to seniors. A total of 1741 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.

GOVERNMENT

Oral Health Advisory Group

Following the submission of the Report on Phase 1 Review the Children’s Oral Health Program in December 2014, the Oral Health Advisory Group (OHAG) was dissolved and was reformed for Phase II in January 2015. Phase II (January 2015 – March 2015) was to consider the recommendations from Phase I and make further recommendations for the other publically-funded dental programs in Nova Scotia (including MSI, DCS, and public health programming), with recommendations to the Minister outlining options. The CDHNS was not invited to participate in Phase II. The College continues to dialogue with the DHW regarding a subsequent report released in January 2016 entitled “The Restructuring of the Children’s Oral Health Program”.

The CDHNS has been in communication with the DHW and are assured that our participation will be sought for Phase III which was originally planned as: Phase III (April 1, 2015 onward): Development of a plan for an oral health strategy for the province.

White Paper – Dental Hygienists Prevent More to Treat Less – Promoting health and preventing disease by integrating dental hygienists, at their full scope of practice, into Nova Scotia’s primary health care system.

During the past year since the release of the White paper the CDHNS has had a small working group called the “Next Steps” Working Group developing a strategic plan to move forward the recommendations put forth in the White Paper. They have identified resources, key players, and documents to develop and are currently working on a Charter document for the project.

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

Second year dental hygiene students, in groups of 3-4 students, present 15 minute presentations that have been researched and focus on providing optimal oral hygiene care to people with a variety of conditions that impact on their oral health.

On January 30, 2016 the Dalhousie University, School of Dental Hygiene Student Presentations were postponed due to weather and rescheduled for April 01, 2016. Winners were presented with awards from the CDHNS.



1st Place
Allergic Reactions in the Dental Hygiene Office
Deanna MacDonald, Marcia Nyeste, Francia Peraza, Mallory Graham

Dental Hygiene Student Professional Presentation Awards

2nd place - Epilepsy, vasovagal Syncope and orthostatic Hypotension emergencise

- Fontana Cleveland
- Savanna Harris
- Ryan MacKinnon
- Katie Pike

3rd Place - Emergencies in the dental hygiene office: Cerebrovascular Accidents

- Brent LeCoure
- Alexandra MacKenzie
- Kaitlin Nickerson
- Shala Rennehan

4th place - Diabetic Emergencies in the dental hygiene office

- Shannon MacFarlane
- Amanda McMullin
- Danielle Stuart
- Kaleigh Tobin

CDHNS HIGHEST STANDING AWARD

The College of Dental Hygienists Award is presented to the student with the highest academic standing graduating from the Dalhousie University, Dental Hygiene Program. The recipient in 2015 was RaeLynn MacLean. The CDHNS received a letter from Ms. MacLean thanking the CDHNS for their support.

Resource Allocation

Although financial support for specific projects may be provided by grants funding for College programs and services primarily comes from member fees for registration, licensing and licence renewals. For the fiscal year from February 1, 2015 to January 31, 2016 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. **Advancement and access 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 the excess funds at year end are used to complete these planned projects.

Financial Statements

INDEPENDENT AUDITOR'S REPORT

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, 2016 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

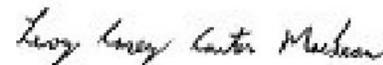
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable 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, 2016, 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.



LEVY CASEY CARTER MACLEAN
Chartered Accountants

Halifax, Nova Scotia
May 13, 2016

**Levy
Casey
Carter
MacLean**
Chartered Accountants

Terry Carter Ltd.
Stuart S. MacLean Inc.
J.E. Melvin Inc.
Greg T. Strange Inc.
Tracey Wright Inc.

55 Bedford Highway
Halifax, NS B3M 2J2
Canada
Phone: (902) 445-4446
Fax: (902) 443-4846
www.icma.ca

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2016

ASSETS			
	<u>2016</u>		<u>2015</u>
Current			
Cash	\$ 122,320	\$	407,206
Prepaid expenses	102,036		98,669
Short term investments	<u>311,000</u>		<u>-</u>
	535,356		505,875
Investments, internally restricted (note 3)	<u>421,024</u>		<u>368,695</u>
	<u>\$ 956,380</u>	\$	<u>874,570</u>
LIABILITIES			
Current			
Payables and accruals, trade (note 4)	\$ 13,690	\$	11,455
Deferred revenue	<u>336,932</u>		<u>327,671</u>
	350,622		339,126
Commitments (note 5)			
NET ASSETS			
Internally restricted (note 3)	421,024		368,695
Unrestricted	<u>184,734</u>		<u>166,749</u>
	605,758		535,444
	<u>\$ 956,380</u>	\$	<u>874,570</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF CHANGES IN NET ASSETS
JANUARY 31, 2016

	<u>Internally Restricted</u>	<u>Unrestricted</u>	<u>Total 2016</u>	<u>Total 2015</u>
Balance, beginning of year	\$ 368,695	\$ 166,749	\$ 535,444	\$ 489,638
Excess of revenues over expenditures	3,229	67,085	70,314	45,806
Transfer to unrestricted net assets	<u>49,100</u>	<u>(49,100)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 421,024</u>	<u>\$ 184,734</u>	<u>\$ 605,758</u>	<u>\$ 535,444</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JANUARY 31, 2016

	<u>2016</u>	<u>2015</u>
Revenue		
Licensing fees	\$ 453,565	\$ 421,012
Investment income	3,315	4,537
Other income	<u>12,405</u>	<u>17,820</u>
	<u>469,285</u>	<u>443,369</u>
Expenditures		
Advertising and promotion	11,294	11,919
Communications	1,834	2,808
Dues and fees	500	500
Insurance	6,914	2,249
Interest and bank charges	604	460
Meetings	36,679	49,835
Office	18,823	16,896
Professional development	1,248	144
Professional fees	19,617	23,157
Regulatory fees	138,117	126,629
Rent	27,875	29,079
Travel	6,161	353
Wages and benefits	<u>129,305</u>	<u>133,534</u>
	<u>398,971</u>	<u>397,563</u>
Excess of revenues over expenditures	<u>\$ 70,314</u>	<u>\$ 45,806</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JANUARY 31, 2016

	<u>2016</u>	<u>2015</u>
Operating Activities		
Excess of revenues over expenditures	\$ 70,314	\$ 45,806
Net change in non-cash working capital balances related to operations (note 6)	<u>8,129</u>	<u>22,961</u>
	<u>78,443</u>	<u>68,767</u>
Increase in cash during year	78,443	68,767
Cash and cash equivalents, beginning of year	<u>775,901</u>	<u>707,134</u>
Cash and cash equivalents, end of year	<u>\$ 854,344</u>	<u>\$ 775,901</u>
Represented by:		
Cash	\$ 122,320	\$ 407,206
Short term investments	<u>732,024</u>	<u>368,695</u>
	<u>\$ 854,344</u>	<u>\$ 775,901</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2016

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 \$2,593 (2015 - \$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.

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2016

2. Significant accounting policies (continued)

(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>2016</u>	<u>2015</u>
CIBC Wood Gundy High Interest Savings Account	\$ 168,754	\$ 167,143
Hollis Investment Savings Account	102,270	101,444
CIBC Flexible Guaranteed Investment Certificate	<u>150,000</u>	<u>100,108</u>
	<u>\$ 421,024</u>	<u>\$ 368,695</u>

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

	<u>2016</u>	<u>2015</u>
Disciplinary matters	\$ 271,024	\$ 268,587
Rent/office	50,000	50,054
Computer software	50,000	50,054
Registrar succession	<u>50,000</u>	<u>-</u>
	<u>\$ 421,024</u>	<u>\$ 368,695</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2016

4. Payables and accruals, trade

Included in payables and accruals as at January 31, 2016 are government remittances (other than income taxes) of \$3,805 (2015 - \$3,730).

5. Commitments

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

2017	\$	25,597
2018	\$	24,725

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

	<u>2016</u>	<u>2015</u>
Increase (decrease) in cash from changes in:		
Receivables, trade	\$ -	\$ 195
Prepaid expenses	(3,367)	(7,051)
Payables and accruals, trade	2,235	286
Deferred revenue	<u>9,261</u>	<u>29,531</u>
	<u>\$ 8,129</u>	<u>\$ 22,961</u>

7. 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 short term guaranteed investment certificates which bear interest at 0.60% - 1.35% and mature on December 12, 2016.
