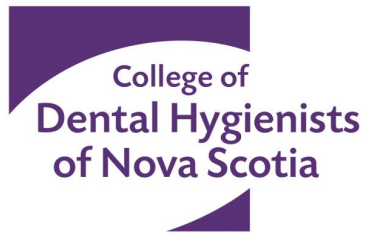




College of
**Dental Hygienists
of Nova Scotia**

2009 – 2010

Annual Report



Annual General Meeting
Empire Theatres - Dartmouth Crossing
June 5, 2010 2:30 pm to 4:30pm

TABLE OF CONTENTS

Members of the Council	Page 2
Committee Members and Lists	Page 3
Chair Report	Page 5
Registrar Report	Page 6
National Dental Hygiene Certification Board	Page 10
CDHNS Continuing Competency Committee	Page 11
Smoke Free Nova Scotia	Page 12

COLLEGE OF DENTAL HYGIENISTS
MEMBERS OF THE COUNCIL



Standing: Wendy Stewart, Rosemary Bourque, Sara Harding, Dawna Ernst-Henry, Stephanie Stevens, Karen Wolf, Jackie White
Sitting: Dianne Chalmers, Joanne Noye, Patricia Grant (Registrar)

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

EXECUTIVE COMMITTEE 2009 -2010

Chair – Karen Wolf
Vice Chair – Rosemary Bourque
Member at Large – Wendy Stewart
Member at Large – Dianne Chalmers
Registrar – Patricia Grant

MEMBERS OF THE COUNCIL OF THE COLLEGE

Rosemary Bourque	May 2009 – June 2011
Dianne Chalmers	May 2009 - June 2012
Dawna Ernst- Henry	May 2009 - June 2012
Sara Harding	May 2009 – June 2011
Joanne Noye	May 2009 – June 2011
Stephanie Stevens	May 2009 – June 2011
Wendy Stewart	May 2009 – June 2011
Jackie White	May 2009 – June 2012
Karen White	May 2009 – June 2012

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA **STANDING COMMITTEES**

CREDENTIAL COMMITTEE

Chair – Sara Harding
Joanne Noye
Lynn Myra
Robyn Killen- Maillet

INVESTIGATIONS COMMITTEE

Chair – Terry Mitchell
Heather Bell
Mary MacLeod
Collene Sand
Laurene MacDonald (Public)
Rosemary Bourque

HEARING COMMITTEE

Chair - David Purdy
Beth Derible
Dianne Landry
Sue MacIntosh
Cara Tax
Council Liaison – Dianne Chalmers

MEMBERSHIP SERVICES COMMITTEE

Rosemary Bourque
Dawna Ernst Henry
Joanne Noye

CONTINUING COMPETENCY COMMITTEE

Chair – Wendy Stewart
Allison Craig
Cheryl d'Entrement
Odette d'Eon
Jackie White

BYLAWS COMMITTEE

Rosemary Bourque
Pat Grant
Dianne Landry
Sue MacIntosh
Stephanie Stevens

CHAIR'S REPORT

Many years ago a few dental hygienists envisioned the role of a dental hygienist as more than just a dental auxiliary role. They saw dental hygienists as essential components of the primary health care team working collaboratively with all levels of health care within the province. The manner in which our licence was regulated restricted Nova Scotians access to our services, therefore, we needed to change how our licence was regulated.

It has been a long process, decades in fact, but in May 2009 the change was made and the College of Dental Hygienists of Nova Scotia (CDHNS) was conceived. In the years prior to May 2009 the Nova Scotia Dental Hygienists Association (NSDHA) worked tirelessly to prepare for the transition. The primary goal of the Association became self-regulation and therefore, much went into supporting our Legislative Committee and Association Executives toward this end. Thanks, to these women (you know who you are) we are having the first Annual General Meeting of the CDHNS.

The past Boards and present Council worked to develop strategic plans, policies, committees, and bylaws. They also began the process of setting goals and investigating governance styles. These women have volunteered their time because they believed in the value of the dental hygienist as a health professional and that better access to preventative oral health services could make a huge impact on the quality of life for Nova Scotians.

The Vision of **YOUR** College is simple:

The CDHNS 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.

Activities of the Council:

1. Dissolution of NSDHA/Inaugural Council meeting June 6-7, 2009
2. CDHNS Council meeting September 18-20, 2009
3. CDHNS Council meeting/workshop January 30-31, 2010
4. Committee Meetings
Continuing Competency - August and April
Investigation – February and March, 2010
Hearing – May 14, 2010
Credentials – March, 2010

Activities of the Chair:

1. Council meetings (June, September, January).
2. Meetings with Registrar.
3. Correspondence as necessary.

In closing, I want to add my personal comments in appreciation to our members, our staff, our Council and our Committees for their commitment to both the profession and to the College. It has been my privilege to lead such a group into a new era of inclusive and collaborative health care.

Respectfully submitted,
Karen Wolf
Council Chair

REGISTRAR'S REPORT

INTRODUCTION

To prepare for the transition from an association to a regulatory body the Nova Scotia Dental Hygienists Association (NSDHA) hired a consultant who conducted a search for the position of registrar. The registrar of the *pending* College of Dental Hygienists of Nova Scotia was employed by the NSDHA from Sept 1, 2007 until the legislation became effective on May 15, 2009.

BACKGROUND

The following activities were conducted in preparation for the CDHNS.

Legislation

From September of 2008 the main objective of the NSDHA was to complete the legislative process by obtaining approval of the Regulations and receive final proclamation and this became the main focus of the registrar position. This was completed with the Dental Hygienist Act of Nova Scotia receiving proclamation on May 4, 2009 with an effective date of May 15, 2009.

With proclamation all 563 dental hygienists who were previously registered and licensed to practice on the effective date May 15, 2009, automatically became members of the College and were licensed under the CDHNS. Licences were sent to these members in August of 2009.

Strategic Plan 2009-2012

In February 2008 the members of the Council of NSDHA/CDHNS held a retreat weekend where the ground work for the Strategic Plan of the CDHNS was developed. The Strategic Plan was prepared using the Mission, Vision, Values and Goals developed by the NSDHA Board and CDHNS Council. This plan will guide the CDHNS through the first three years of operation. The registrar prepared an operational plan to accompany the Strategic Plan. The plan was approved by the College Council at the first meeting on June 5, 2009 and will be reviewed on a yearly basis. It is available on the College web site.

Web Site Development

The CDHNS web site was completed in March 2009. This is the most expedient way to communicate with the public and our members. It was necessary to be online immediately after proclamation as applications and forms could be made available online as well as information on registration and licensing requirements. Over time the web site will continue to grow and expand and can be used for many purposes.

Self Initiation Course for Dental Hygienists: Nova Scotia

All members must take a Self Initiation Course within two years of being licensed by the CDHNS. Completion of this course will allow members to meet the requirement under the Regulations and apply for authorization by the CDHNS to self initiate. Members who were initially licensed by the CDHNS in May of 2009 have until Nov1, 2011 to complete the course. The course was rewritten by the CDHNS and is offered online through CDHA since June 15, 2009.

Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence

This course was developed to meet the requirement for an assessment of knowledge of dental hygiene practice in Nova Scotia under the Act for new applicants for licensure. It is available online at CDHA since June 15, 2009.

MEETINGS AND PRESENTATIONS: (September 2008 – April 2009)

AIT - Labour Mobility Meeting, Ottawa Nov 25 & 26, 2008

CDHA- regarding Self initiation Course, soft ware and change in agreements

Nova Scotia AIT - Labour Mobility Advisory Committee

CSAE Luncheon –speaker on Director and Officers Insurance

Laura Myers, CDHA education chair

Marjorie Hickey – Regulation and transition issues

COUNCIL HIGHLIGHTS OF 2009 /2010 CDHNS ACTIVITIES

Council Meetings

June 6, 2009
September 19 and 20, 2009
September 19 - workshop – Board Governance
January 30 and 31, 2010

MEETINGS AND PRESENTATIONS (MAY 2009 – JUNE 2010)

Halifax Dental Hygiene Society – September 13, 2009
Federation of Dental Hygiene Regulatory Authorities- September 2009
National Dental Hygiene Certification Board – September, 2009
Faculty, School of Dental Hygiene
DH 2 Class guest lecturer in Professional Issues Course
PDB registrar- several meetings
Applicants – interviews are conducted in person or by teleconference with new applicants as is required.
Kim Haslam - clinical exam, refresher /re-entry course requirements of the CDHNS.
Investigations Committee –March, New Glasgow
Hearing Committee – May 14, 2010, CDHNS
Auditors – September, April and May
Kate Udle – CTV interview
iMis – lunch and learn
Paul Henderson – copier
Christine Klassen – CDHA – data base
Conference on Collaborative Practice
Andy Nette – NSDA Dental Assistants Review Committee
Health Regulatory Network – August, September, March
Halifax Dental Hygiene Society AGM April, 2010

Registration and Licensing Matters

CDHNS licensing year is from November1 to October 31.

Practising Licence Holders (as of May 19, 2010)

Practising Licence Holders	593
Non Practising Licence Holders	<u>24</u>
Total	617

Fees for 2009/2010

Application Fee (new licences)	\$50.00
Registration Fee	\$100.00
Licence Fee	\$600.00 (includes CDHA fee)

*Reinstatement fee is 50% of current licence fee.

Authorization to Self Initiate

The CDHNS has granted 94 certificates to authorize self initiation by members in Nova Scotia.

Oral Anaesthesia

The CDHNS has 2 applications under review currently and has recognized the LA qualifications of 3 members since March 2010 when the policy was approved.

COLLEGE OF DENTAL HYGIENISTS COUNCIL AND COMMITTEES

Appointments to all committees were approved by Council throughout the year and committee members are listed earlier in the AGM report. The CDHNS is awaiting the Government appointment of 3 public members to the Council. Members of the public can apply at any time through the Executive Council Office, Government of Nova Scotia.

COMMITTEES

The Credentials, Investigation and Hearing Committees have been established and have each completed drafts of their terms of reference for Council approval. These committees will continue to meet throughout the 2010/2011 year to establish procedures and protocols for their respective roles under the Dental Hygienists Act and Regulations.

CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Guidelines were approved by the CDHNS Council in September, 2009 and are posted on the web site. Continuing Competency Record forms were sent to each member with their 2009/2010 licence renewal. The initial cycles were staggered in two, three or four year cycles to allow for easier administration of the program. The first audit process is planned for December 2010.

RESOURCE CENTRE

Lisa Mclean the Resource Centre coordinator for NSDA/CDHNS is stepping down after several years service. This service will be maintained by the office of the CDHNS. A great thank you to Lisa for her volunteer service over many years.

OFFICE SPACE

The CDHNS moved to the Armdale Professional Building at 26 – 2625 Joseph Howe Drive, Halifax, B3L 4G4 on February 1, 2010.

ADMINISTRATIVE ASSISTANT

The registrar conducted a hiring process for the half time position of administrative assistant in April. The successful candidate was Jennifer MacKay who started with the CDHNS on May 17, 2010.

REPORTS AND DOCUMENTS

To meet our mandate under the Act to serve and protect the public through regulation of the profession by setting standards for dental hygiene practice the following documents have been approved by the Council and are most are available on the web site or through the CDHNS.

- Self Initiation Course
- Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence
- Strategic Plan Best Practices for Self Initiation in Nova Scotia and the
- Best Practices in Record Keeping
- Recognition of Oral Anaesthetic Credentials
- Self Initiation Certificates
- Continuing Competency Guidelines

OTHER DOCUMENTS

- Operational Plan
- Registrar's Reports to the National Dental Hygiene Certification Board (NDHCB) (Sept and May)
- Reports to Council
- Unison (3) From the Desk of the Registrar
- Web site postings

APPOINTMENT

The registrar has been appointed to the Commission on dental Accreditation as the second representative from the Federation of Dental Hygiene Regulatory Authorities.

DOCUMENTS REVIEWED

- NATIONAL Dental Hygiene Competencies
- NS Working Group on Collaborative Regulation Report
- Oral Care in Continuing Care Settings: Workshop Summary October 30, 2009
- College of Registered Nurses of Nova Scotia "Guidelines for Delegated Medical functions and Medical Directives."

RESEARCH PROJECT

The CDHNS worked with two Bachelor of Dental Hygiene students to survey a small sample of members (50) for the applied research methods course.

PROVINCIAL PANDEMIC PLANNING - H1N1

The Department of Health has produced a health professional's competency document, under the Influenza Care Competencies dental hygienists were among those designated as possible providers of the vaccine under certain conditions. It was determined by the chief medical officer of Health that additional personal would not be used to administer vaccine at this time but rather they would be used in support roles to assist in the vaccine clinics held throughout the province.

PAN CANADIAN FOREIGN QUALIFICATION RECOGNITION (FQR) AND ASSESSMENT FRAMEWORK

On September 10, 2009 the Agreement on Internal Trade / Foreign Qualification Advisory Committee NS held a forum on Pan Canadian Foreign Qualification Recognition and Assessment Framework. This is an initiative of the First Ministers based on fairness, timeliness, transparency and consistency. In NS we would address this issue under the new act called the Fair Registration Practices Act. All occupations will need to abide by the principles of openness and fairness for all processes of assessment.

PRIZES AND AWARDS

The CDHNS continues to encourage and support dental hygiene education and student initiatives by providing the awards for Student Table Clinics and the prize of \$500.00 for the graduating student with highest academic standing from the dental hygiene program at Dalhousie University. This years' award winner is Sarah Outerleys, and congratulations were extended to the winner on behalf of the CDHNS.

CDHA

Over the past summer CDHA changed their membership management and computer systems, this created difficulties for the CDHNS during the licence renewal period and continues to present challenges from time to time for the members. With the departure of long time executive director Susan Ziebarth in late April communications have been difficult. The registrar has communicated with Ann Wright the acting executive director regarding the CDHNS concerns and we agreed to discuss outstanding issues in June. In the mean time we have had reasonable success in having our immediate needs met. CDHA is planning a conference in Halifax for June of 2011 and it is likely that the CDHNS will hold the 2011 AGM at the same time.

FINANCES

There CDHNS has shown a modest surplus at the end of the first fiscal year due to fiscal restraint practices. Following sound financial policies it is recommended that organizations such as the College strive to have surplus revenue at least equal to one year's operating expenses. It is recommended that the CDHNS put aside a portion of any surplus from the operating budget each year until that goal is reached.

Submitted by
Patricia Grant
Registrar

NATIONAL DENTAL HYGIENE CERTIFICATION BOARD (NDHCB)

January 2010

The online application for the May 25, 2010 NDHCE was made available.

Governors were required to complete the monitoring worksheet for the Executive Director's EI-05 q4 Financial Conditions and Activities report. (9p)

February 2010

Candidate results and aggregate dental hygiene school results for the January 25, 2010 NDHCE were posted on the NDHCB website.

Governors were required to complete the monitoring worksheet for the Executive Director's EI-01 Ends Policy report. (22p)

March 2010

Participated in a teleconference with the Ad Hoc Committee on eligibility on March 5, 2010. A discussion was held concerning the eligibility criteria to write the NDHCE. This has been an ongoing concern due to the increasing number of private schools opening in Ontario. Schools in Ontario will potentially have to be accredited by 2014. Several options will be presented to the NDHCB at the May meeting, followed by communication with CDAC and the Federation.

Governors were required to review the 2009 Audited Financial Statement and accompanying letters from Collins Barrow Chartered Accountants, and to complete the monitoring worksheet for the Executive Director's EI-06 Asset Protection report. (14p)

Governors were also required to complete the Board Self-Monitoring of Governance Process Policies Worksheet for GP-04

April 2010

Governors were required to complete the monitoring worksheet for the Executive Director's EI-05 q1 Financial Conditions and Activities report. (9p)

May 2010

The new online preparation test became available online. Cost is \$30.

Attended meetings in Ottawa May 14-15th, 2010

Respectfully submitted,

Wendy Stewart

NDHCB Governor

CDHNS CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Committee has been a busy one this year. On a weekly basis, Committee Members have reviewed correspondence from College Members sent through the Registrar, and replied to Member questions and concerns. The Committee also met three times. The meetings are summarized below:

August 1st, 2009

Cheryl d'Entremont and I attended a meeting at Pat Grant's home.

- We reviewed the January 19, 2009 draft Guidelines. Key changes were the requirement for annual CPR certification, carry-over of CE points from the self-initiation course, and the implementation of a minimum number of points in category 3 in an attempt to encourage members to take a greater interest in their profession.
- Initial Terms of Reference were discussed. The committee shall consist of 5-6 members, but other members could be added if additional duties were assigned to the Committee by the Council. Wendy was to review the existing terms of reference in order to create a new draft.
- Discussion took place on how the audit process should take place including the timing of the audit letters. Initial CE cycles will be adjusted so that the size of the group to be audited will be close to the same size every year.

January 30th, 2010

Cheryl d'Entremont, Allison Craig, Odette d'Eon, Jackie White, and I attended a meeting at Future Inns Halifax in conjunction with the CDHNS meetings.

- Study Clubs will be asked to submit their names and member lists to the College. Study Clubs may include other health care professionals.
- Fluoride rinse program: 1.5 points category 1 for the training session, category 3 points, up to a maximum of 5, for classroom activity
- The random audit process will be done externally to ensure a fair process
- Created a contact list for the Committee.

April 24th, 2010

Jackie White, Allison Craig, Odette d'Eon, Cheryl d'Entremont, and I attended a meeting at my house. Pat Grant joined us for the afternoon session.

- Category 3 renamed Professional Promotion and Responsibilities as opposed to Professional Development which was creating confusion with the Professional Development section on CDHA's website. It was also agreed by the committee that we would reduce the number of points required in Category 3 to 5 points from 10 points per cycle.
- Conventions and conferences qualify for Category 1 points if the subject matter is appropriate. Meetings of Board/Council, etc attended at conventions and conferences qualify for Category 3.
- School presentations should qualify for Category 2 points: 2 hours per hour of presentation. A CC Activity Verification Record needs to be developed.
- Members should consult the Nova Scotia Guidelines when trying to determine CE points for the CDHA online courses.
- A final draft of the CC Committee Terms of Reference was prepared for Council approval.
- The audit process was revisited. The first audit will be conducted in Feb 2011, and the audit process itself is on the agenda for the October 2010 meeting.

Respectfully submitted,

Wendy Stewart

CDHNS Continuing Competency Committee Chair

SMOKE FREE NOVA SCOTIA (SFNS)

Mike DeRosenroll of the Canadian Cancer Society took over as president of SFNS from Sharon MacIntosh in the fall of 2009.

- The top issue this year was trying to get Bill C-32 passed and members of SFNS were asked to support the passing of this bill by writing to Senators across the country. Bill C-32 is also known as "the cracking down on tobacco marketing aimed at youth" act.

Bill C-32 opposes the advertisement of cigarettes, flavored cigarettes (except menthol) , cigarillos as well as *Kiddy packs* (inexpensive small packs) in ALL magazines, including magazines such as "The Coast" which is marketed as a magazine targeted and read by adults only , but that we know is also accessed by youths. This bill closes loopholes in the Tobacco Act.

The bill was passed in October 2009.

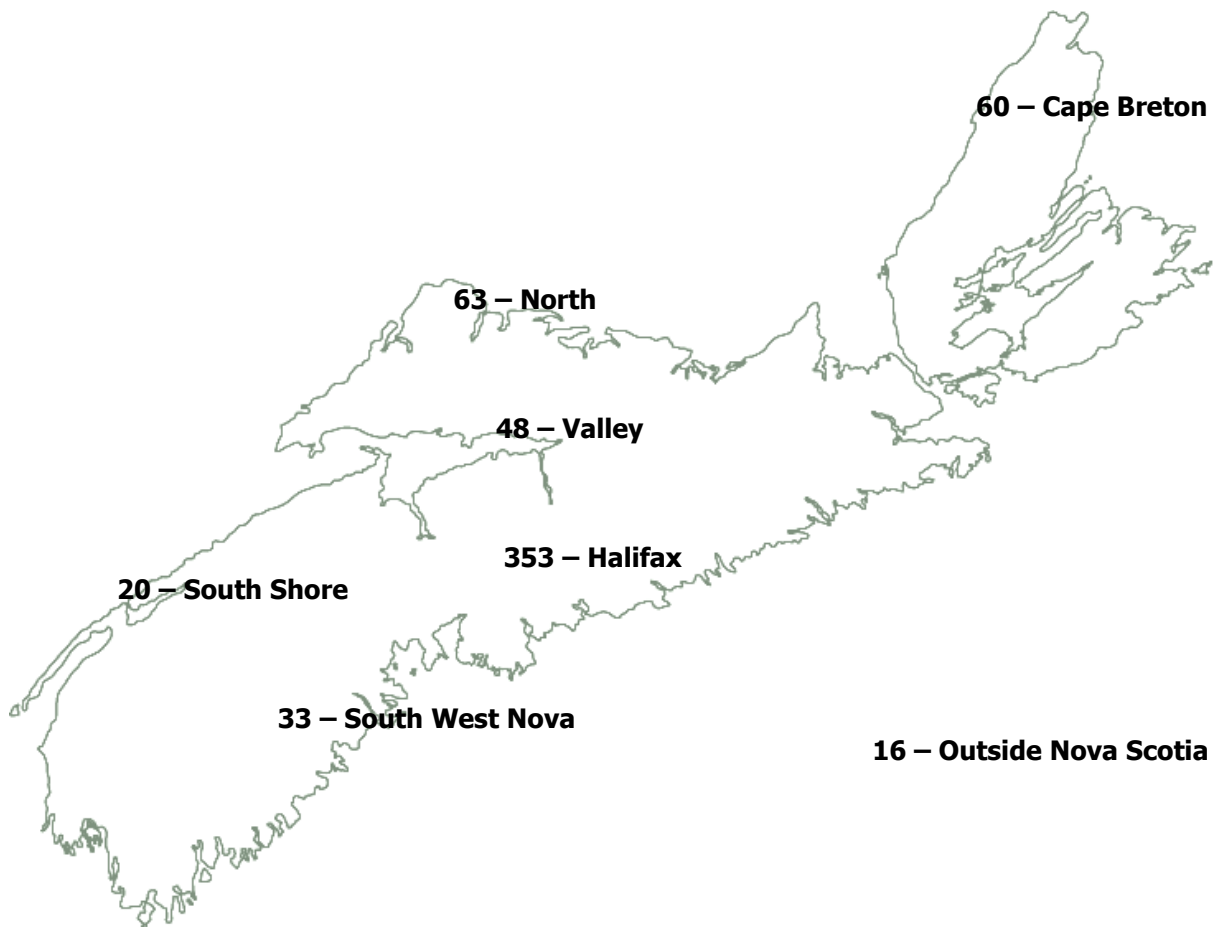
As of April 5, 2010 manufactures are no longer allowed to supply materials to retailers, giving retailers until July 5 to use up current stock. Also as of April 5th, cigarillos can no longer be sold individually but must be sold in packages of 20 or more. Menthol and oral tobacco are not affected by this bill but may be added later.

- SFNS has been working to create a website where people can access information when searching for non-smoking apartment buildings in Nova Scotia. Due to the last year's budget cuts, this project is now on hold as we wait (and hope) for financial assistance from HPP in order to establish and maintain the website.
- SFNS continues the fight against tobacco contraband. We know that raising taxes has been one of the most successful tactics used in the reduction of tobacco use. Keeping the cost of tobacco high is a very effective method of stopping youths from buying tobacco products, therefore reducing the number of new users. Contraband sabotages the success that has been attained by making tobacco products affordable to youths.
- At a national and international level, SFNS signed on, in March, to a letter from CCTC (Canadian Council for Tobacco Control) to Stephen Harper to remove Barbara MacDougal as the Chair of International Development Research Council (IDRC). This is a Canadian government agency that has responsibilities for international health. Ms MacDougall was formally a member of the Board of Directors of Imperial Tobacco Canada and there is grave concern that due to this conflict of interests, she will not serve the population in the protection against tobacco. As members of SFNS, The College of dental hygienists of N.S. supports this letter.

Submitted by
Paulette Hawksworth
CDHNS representative to SFNS

**College of
Dental Hygienists
of Nova Scotia**

*Distribution of Registered
Dental Hygienists Living in
Nova Scotia*



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