



2014 - 2015

Annual Report

*Promoting excellent and accessible
dental hygiene care for all Nova Scotians*



In October 2014 the CDHNS released a White Paper- *Dental Hygienists Prevent More to Treat Less*. The thirteen recommendations from the CDHNS White Paper have been included within this report.

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 2014 and January 2015
Printed May 2015

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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 2014-2015.

Our council enjoys a wide representation of our approximately 700 members from across the entire province and from many different forms of dental hygiene practice. We have met face-to-face on three separate occasions over the past year, working through lengthy agendas to review and revise policies, review monitoring reports, review committee reports and recommendations, make required motions, and educate council.



As stated in our ENDS policies, 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.

We have been very excited about our work towards our ENDS policies. One of our biggest accomplishments over the past year was the release of our White Paper, *Dental Hygienists Prevent More to Treat Less*. The subsequent invitation to participate in the Government of Nova Scotia's Working Group, The Oral Health Advisory Committee, was also significant. In January, we were pleased to meet with the Minister of Health, Honourable Leo Glavine, and the Deputy Minister of Health, Dr. Peter Vaughan, as well as some of their colleagues to discuss the White Paper and its thirteen recommendations. These milestones marked the acknowledgment of our profession as being a cornerstone in oral health prevention.

Council could not do this work alone. I would like to acknowledge and thank our many committee members who work tirelessly for our profession, as well as our staff, Patricia Grant and Jenn MacKay-Myra, who are so dedicated to their work. Thank you to everyone who, by your example, are stewards of the profession of dental hygiene!

A handwritten signature in cursive script that reads "Joyce Lind".

Joyce Lind
CDHNS Chair, 2014-2015

Introduction

BACKGROUND

Dental hygienists have been providing oral health services to Nova Scotians since 1955. The profession is self governing and has been regulated and established 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, in population health, continuing care facilities, independent dental hygiene clinics, mobile and in home services. Council, committees, and other positions are determined in accordance with the Act and Regulation.

"Skilled professional, comprehensive practitioner"

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 regarding its members
- 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

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.

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

Dental Hygienists are regulated health care professionals who always put the well being of the client first. This approach includes:

- a dental hygiene process of care
- a foundation of evidence based knowledge and research
- collaborative practice with clients, colleagues and other health care professionals
- client centre care to treat oral disease and promote wellness

Governance



CDHNS Council

Front Row: Joyce Lind (Chair), Karen Fuller (Vice Chair), Sara Harding, Cathy MacLean (Public Member)

Back Row: Greg Glynn (Public Member), Simone D'Entremont, Shannon O'Neill, Wendy Stewart, Angie Nowe, Jerry Craig

Missing from photo: Donna Samson

COUNCIL

The Council is comprised of not fewer than nine members of the College elected in accordance with the Act and three members of the public appointed by Governor in Council. The Chair of Council and Executive Committee members are elected annually by Council members. Council appoints the Registrar, as well as the Chairs and members of the Credentials, Investigation, and Hearing Committees.

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 goals or 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 three business meetings, and the Annual General Meeting between February 1, 2014 and January 31, 2015. Council members participated in ownership linkage sessions at the AGM in June 2014 and hosted a Cultural Competency Workshop lead by Robert Wright for committee members in March 2014. Council is committed to education sessions on an ongoing basis to increase their knowledge and skills and enhance their ability to oversee the organization. Education sessions were conducted during Council meetings with our governance coach, an update on the Brushing Up on Mouth Care resource with Dr. Mary McNally, and Dianne Chalmers on Primary Health Care. In October the Council collaborated with the New Brunswick College of Dental Hygienists (NBCDH) for two joint education sessions. Council members also had the opportunity while in Moncton to attend the CDHA Leadership Workshop and AGM.

REGISTRAR

The Registrar performs all duties designated to that position by the legislation as well as those duties delegated by Council. The Registrar oversees the Continuing Competency and Member Services Committees and is responsible for administration of all programs of the College.

Committees

CREDENTIALS COMMITTEE

The Credentials Committee consists of no fewer than five individuals. Three of whom are College members and at least one public representative. 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:

Sara Harding, Chair
Robyn Killen Maillet
Lynn Myra
Joanne Noye
Mary-Jane Kiley, Public Member

HEARING COMMITTEE

The Hearing Committee conducts a discipline hearing for all matters referred to it by the Investigation Committee or directly from 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

INVESTIGATION COMMITTEE

The Investigation Committee investigates complaints concerning any member of the College regarding a disciplinary matter directed to it from the Registrar. When a compliant 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 policies.

Members:

Heather Bell, Chair
Rosemary Bourque, Vice-Chair
Karen Flinn (October 2014)
Kim Haslam
Norma MacIntyre (October 2014)
Jennifer Poulos
Kore-Lee Cormier, Public Member (January 2015)
Leslie Ebert, 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
Joanne Noye
Angie Parker

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:

Jackie White, Chair
Jennifer Cox
Allison Craig
Cheryl D'Entremont
Teanne MacCallum

COLLEGE ADMINISTRATIVE STAFF

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

Patricia Grant, Registrar

Jenn MacKay-Myra, Administrative Assistant
Laura Simmons, Member Service Coordinator (Feb - June 2014)

Excellence In Dental Hygiene Care - Regulating the Profession

Recommendation #4
**All publicly funded
oral health programs
in Nova Scotia should
undergo a thorough
review as soon as pos-
sible.**

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 NDHEB exam development committee.



Patricia Grant, Registrar

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 also required to complete this course.

CLINICAL EXAMINATIONS

Applicants who graduate from non-accredited programs must pass any examination(s) approved by the 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.

ACCREDITED 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 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.

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

RESTRICTED ACTIVITIES AUTHORIZATION

Registered license 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 table to the right shows the distribution of those who have received authorization by the CDHNS.

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 complaints (written) from all sources – members of the public, employers, other health professionals, other colleges, or members of the College. The Registrar may refer 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, 2014 and January 31, 2015.

INTRA PROFESSIONAL COLLABORATION

CDHA

Collaboration and communication on projects and other opportunities continue with the national association. The Registrar attended executive directors meetings and members of Council attended the CDHA Leadership Workshop and CDHA AGM in Moncton in October 2014.

The CDHA and the CDHNS along with other provinces have been collaborating on a project to produce a series of promotional marketing displays which can be customized for each province participating. The displays are available through the CDHNS for members use.

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 and each meeting contains a 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.

| | Authorized to Self Initiate | Recognized to Administer Local Anaesthetic |
|------------------|-----------------------------|--|
| As of January 31 | | |
| 2010 | 37 | 0 |
| 2011 | 291 | 12 |
| 2012 | 599 | 62 |
| 2013 | 650 | 104 |
| 2014 | 663 | 142 |
| 2015 | 690 | 169 |

Recommendation # 12

Health professional associations and regulatory authorities should work collaboratively and with educators to develop stronger inter-professional training and continuing professional education programs.

CDHNS MEMBERSHIP

| | Practicing Members | Non Practicing Members | Total Members |
|--------------|--------------------|------------------------|---------------|
| As of Jan 31 | | | |
| 2010 | 580 | 22 | 608 |
| 2011 | 611 | 23 | 634 |
| 2012 | 614 | 35 | 649 |
| 2013 | 629 | 38 | 667 |
| 2014 | 629 | 47 | 676 |
| 2015 | 662 | 43 | 705 |

MEMBER STATISTICS

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, a provisional licence, student members, life members, and honorary members. On January 31, 2015 the CDHNS had 662 practicing members, 43 non-practicing members, 1 honorary member, and 3 life members.

INDEPENDENT DENTAL HYGIENE PRACTITIONERS: 9 (included in 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 a variety of practice settings in addition to a dental office. 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 alternative practice setting even on an irregular or part-time basis must register as an independent practitioner.

NEW REGISTRATION

Registrations between February 1, 2014 and January 31, 2015

| Dalhousie Graduate | Oulton Graduate | Other New Graduates | Moved to Nova Scotia |
|--------------------|-----------------|---------------------|----------------------|
| 20 | 7 | 8 | 13 |

LICENCE RENEWAL

Since 2009 the CDHNS has experienced an 86% increase in the volume of business to manage during licence renewal. The ability to manage the increase in membership requires more time for processing the renewal applications. The current two week renewal period is no longer sufficient time to obtain any necessary follow up information to an application and issue a new licence. This can result in delays in renewing a licence and in an interruption to an individual's ability to practice. To avoid any delays in issuing licences by November 1st, we have moved back the deadline for applications to October 1st.

Recommendation #8
Nova Scotia should invest in workplace innovations to optimize dental hygiene scope of practice in non-dental community-based settings.

CONTINUING COMPETENCY PROGRAM

The dental hygiene regulation provides for the establishment of quality assurance programs. Each licensed registrant must meet the program requirements as set out in the regulation and the program guidelines: 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 CDHNS.

The Continuing Competency Committee met twice during 2014-2015 and the committee communicates continuously by email to give guidance to the registrar and staff on member's questions. At the November 2014 meeting the Continuing Competency Requirements Guidelines, are reviewed and revised. The Continuing Competency Committee completed the random selection Continuing Competency Program audit on members whose Continuing Competency Cycle ends the previous year at the January 2015 meeting.

CDHNS Continuing Competency
Audit Results

2014 CONTINUING COMPETENCY AUDIT RESULTS

The 2014 incomplete audits were based on three members needing additional documentation for the credits they recorded, and one member needing additional credits in Category 3 due to improper categorization. The 4 incomplete audits were resolved within the proper time.

OTHER CONTINUING COMPETENCY OPPORTUNITIES

REGISTERED STUDY CLUBS

There are 12 study clubs registered with the CDHNS. Five of the registered study clubs are regional as well as the Halifax Dental Hygiene Society (HDHS) with open membership for members in their area and 6 registered clubs are within private office groups. The CDHNS communicates with these groups as requested to facilitate and monitor their presentation of learning activities to members under the Continuing Competency Guidelines. The College continues to communicate and cooperate with the Halifax Dental Hygiene Society to coordinate efforts in continuing competency and other activities in the metro area.

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 public protection and the profession so that competencies are portable across regulatory jurisdictions. The program offered through Dalhousie Continuing Dental Education in May for the last several years 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 the preferred Health Care Provider must be completed within 12 months prior to applying for a new licence. 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.

RECOGNITION OF CDHA ONLINE COURSES

The Continuing Competency Committee (CCC) continues to review 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 2014 program at Dalhousie University and the assigned credits and categories for the CDHNS program. This information is listed on the CDHNS website.

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

*One member was reviewed, to be audited in 2014.

Recommendation # 13
N.S. Department of Health and Wellness should place greater emphasis on oral health in its health promotion policies/ public education programs.

Recommendation #1
Oral health should be integrated into health care legislation, research, policy, strategy development and program planning across the provincial health sector in consultation with appropriate stakeholders, including CDHNS.

CDHNS 5th ANNIVERSARY, AGM, AND CONTINUING EDUCATION CONFERENCE

To celebrate the fifth anniversary of self regulation the CDHNS held a successful conference in connection with the AGM in June of 2014. This well attended event was themed around the preventive and educational aspects of oral cancer and the head and neck exam. The key note speaker was an internationally recognized Master Storyteller and performance artist Eva Grayzel. Eva communicates her story about a delayed Stage IV oral cancer diagnosis at age 33, in a unique and powerful way. Eva is a champion of early detection and founded the Six- Step Oral Screening™. The afternoon sessions continued with the oral cancer exam theme and featured Jordan Cameron and Sara Wade, both 2014 graduates of the Bachelor of Dental Hygiene program at Dalhousie University and their advisor Professor Cara Tax. They reported on the results of their survey regarding the practice of head and neck examinations by dental hygienists in Nova Scotia. This was followed by a review and hands on session on head and neck exam techniques with Professor Peggy Maillet.



The official kick off to the 5th Anniversary Celebrations was the Saturday evening welcoming reception in the Guild Hall at the Atlantica Hotel. Many guests and members who assisted in the transition from the NSDHA to the CDHNS were in attendance. The highlight of the evening was having our two life members Kate MacDonald and Sue MacIntosh and our honorary member Bruce MacIntosh in attendance. Sue and Bruce proposed the toast to the CDHNS with wishes for a long and accomplished future. The Registrar presented a history of the NSDHA/CDHNS and various members who assisted in the process were recognized on stage. A copy of the history and remarks are available on our website under the 5th Anniversary AGM and CE Conference material along with photos from the event.



Two pre conference speakers, presented on Risk Assessments and Infection Prevention and Control. CDHNS was pleased to feature Dalhousie University, School of Dental Hygiene student and faculty educational posters. There was an opportunity for our members to visit the commercial exhibitors and sponsors tables which provided our attendees with product information and practices resources.

A special luncheon was held during the conference where we heard from Wanda Fedora, an independent practitioner and member at large of the International Federation of Dental Hygienists who spoke on her vision for the future of the profession.

2014 AGM

On Sunday, June 07, 2014 the 5th Annual General Meeting of the CDHNS was held at the Atlantic Hotel, Halifax. The meeting was attended by 140 members. Members attending the AGM received a full color printed copy of the 5th Anniversary Annual Report special edition containing photos taken at CDHNS meetings held all around the province over the last 5 years. Besides the usual items of business such as the election of new Council members and the Audit statements there were door prizes and birthday cake!



AGM 2014 Ownership Linkage

The ownership linkage is an ongoing priority of Council. The purpose of ownership linkage with either our moral owners the public or our legal owners the membership is to gather data to shape the Council's Ends to help determine the future of the organization. As part of the Council's ongoing ownership linkage members attending the 2014 AGM were asked to reflect on the CDHNS's accomplishments over the first five years and consider where the CDHNS should be in the next 5 – 10 years of its development. The data collected is reviewed and analyzed by Council in light of the existing ENDS policy.



Recommendation #9
All children and their caregivers in Nova Scotia should have access to risk assessments and anticipatory guidance with a dental hygienist within six months of the first tooth eruption or by their first birthday.

Recommendation #7
Dental hygienists should be included in the primary health care system as preventative therapists who contribute meaningfully to collaborative interdisciplinary health care teams

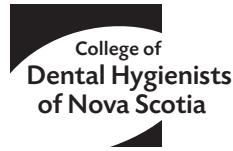
COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS AND ACTIVITIES

POSITIVE AGING DIRECTORY

Recommendation # 11
All long-term care facilities in this province should have access to a dental hygiene coordinator.

The CDHNS placed a professional listing in the Nova Scotia Department of Seniors publication Positive Aging Directory 2014. The Positive Aging Directory is a comprehensive information directory published each year by the Department of Seniors to give quick and easy access to the many programs and services for Nova Scotia seniors.

The Positive Aging Directory serves as an essential information source for those who work with seniors. 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 at <https://novascotia.ca/seniors/pub/positive-aging-directory-2014.pdf>



**POSITIVE AGING means
HEALTHY HAPPY SMILES!**

To learn more about Dental Hygienists providing direct care for seniors in assisted living, long term care, or private homes Visit www.cdhns.ca or call 902-444-7241

OUR CHILDREN MAGAZINE

The CDHNS placed an advertisement in the fall 2014 copy of Our Children Magazine to increase the awareness of the public's knowledge of dental hygienists. Our Children Magazine has potential access to 350,000 households in HRM, through distribution in the elementary school system.

LOCAL NEWSPAPERS

Recommendation #10
Nova Scotia should implement a mandatory oral health screening program for all children in the province prior to school entry.

CDHNS prepared a response to a letter published in "Letters to the Editor" in the Chronicle Herald in January, 2015. The response informed the public regarding the regulation and education of dental hygienists in Nova Scotia.

NATIONAL DENTAL HYGIENISTS WEEK™ 2014

During National Dental Hygienists Week 2014 two members of Council Angie Nowe and Francine Leach spoke about the national theme for Dental Hygienists Week "Oral Health for Total Health" on two separate CTV spots. It was an excellent opportunity to gain recognition for the profession, educate the public, and celebrate National Dental Hygienists Week™.

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.

In 2014 the CERC had 19 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. In all a total of 998 members of the public were served by the CERC centre through dental hygiene volunteers.

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 issues that requires a difficult conversation, or preparing for a job interview. It is updated each year and available 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 the “From the Desk of the Registrar”, practice issues, health promotion, legislative, study clubs and other meetings, and educational information. The Spring 2014 Unison featured an article in our public health series on the results of a screening in the Cape Breton District Health Authority which involved 1103 grade primary students. Such work can inform the CDHNS’s ENDS as we continue to look at early childhood caries (ECC) and access to care issues.

Three editions of the Unison newsletter were published and distributed to members in the past year. Approximately 49% of the membership opted to receive their newsletter online.

WEB SITE www.cdhns.ca

The site features sections on the roles of the CDHNS and 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, and mandatory continuing education. There is a list of all practicing dental hygienists names as well as those listed as independent dental hygiene practitioners so that the public, employers, insurance companies, and others may know that a dental hygienist is registered and licensed to work in Nova Scotia.

The member’s side of the website continues to be an excellent way for members to stay updated with the CDHNS and the profession. Members have a sign in section where members can update their profile, review CDHNS legislative and care directive documents, update their profile, register for CDHNS events, and renew their licence. In the 2014-2015 year we have added an area where committees can upload documents, and members are now using the member sign in section to record their Continuing Competency activities and upload their CPR cards. Applications for registration, recognition for specific dental hygiene education, and licence renewal are all managed online. Assistance was provided by the CDHNS for members who had any difficulty with online renewal.

Recommendation # 2
CDHNS should be included as an active participant in all discussions regarding oral health planning in the province, along with other stakeholders.

Advancement of the Profession

Recommendation #6
N.S. Department of Health and Wellness should investigate payment models for dental hygienists as outlined in Primary Health Care Renewal-Action for Healthier Nova Scotians and amend the N.S. Health Services Act to recognize dental hygienists as service providers.

ORAL HEALTH ADVISORY GROUP

In September 2014 the CDHNS was invited to join the Oral Health Advisory Group (OHAG) to the Minister of Health and Wellness. The group included representatives of various government departments, Public Health, the NSDA , educators from the Faculty of Dentistry, and those responsible for the Nova Scotia Children's Oral Health Program from MSI.

The Advisory Group completed Phase 1: *Review the Children's Oral Health Program and make recommendations regarding planned expansion.* The report to the Minister on Phase 1 was filed in January 2015 with the group's sponsors at the Department of Health and Wellness.

The current Oral Health Advisory Group (OHAG) has been dissolved and will be reformed with appropriate representation and revised terms of reference for the tasks in Phase II and III.

WHITE PAPER- DENTAL HYGIENISTS PREVENT MORE TO TREAT LESS

In October 2014 the CDHNS released a White Paper- *Dental Hygienists Prevent More to Treat Less.* The paper was a major undertaking by the CDHNS and prepared over a period of one year. The paper will serve as a position paper and reference document for the CDHNS, government, other health professions and stakeholders involved with health policy, planning and service delivery. It is available online at www.cdhns.ca.

The release of the paper was accompanied by a planned media release which proved very successful. The media release generated two newspaper articles, two radio interviews, and two television spots within a two-week period. These featured either the Council Chair or the Registrar discussing the Recommendations contained in the White Paper. (note side bar recommendations throughout this report)

Recommendation #3
A Chief Oral Health Officer for the Province of Nova Scotia should be appointed as soon as possible.

The paper was well received by the Government and the CDHNS was invited to meet with various audiences within government for three meetings.

One meeting in October 2014 with Department of Health and Wellness (DHW) senior staff members Cindy Cruickshank (Director of Health Workforce, Policies and Programs) and Michelle MacDonald (Senior Legislative Policy Analyst, Health System Workforce) to discuss Scope of Practice and recognition of Dental Hygienists under publicly supported oral health programs.

A second meeting to present the paper was organized by the DHW with a larger group of staff members present. These included senior staff from Primary Health Care, Interdisciplinary Teams, Public Health and the Coordinator of Long Term for the province.

MEETING WITH THE MINISTER

In December 2014 the CDHNS met with the Honorable Leo Glavine, Minister of Health and Wellness, to present the White Paper – *Dental Hygienists Prevent More to Treat Less.* Those attending this meeting included the Deputy Minister Dr. Peter Vaughan and the Chief Medical Officer Dr. Robert Strang. We were pleased to have forty-five minutes with the Minister and felt he was interested and aware of the issues in the White Paper. In the next year work will continue with government and other community stakeholders to generate support for the recommendations in the White Paper.

Recognizing Excellence

CDHNS AWARDS

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

Dalhousie Dental Hygiene Presentation Awards

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, 2015 the Dalhousie University, School of Dental Hygiene students presentation winners were presented with prizes on behalf of the College by the Registrar.



1st Place - "Tobacco Alternatives in Relation to Oral Health"

Sara Elliot, Holly Evans, Brooke Kinden, Steven Laureijs

2nd Place - "A Client Presents: Tobacco Use "

Ashley Broome, Shelby DeVan, Brittany Dunlop, Laura Leger

3rd Place - "A Client Presents: Elder Abuse"

Rachael Bittar, Brittany Crossman, Lindsay MacDonald, Rae-Lynn MacLean



CDHNS HIGHEST STANDING AWARD

College of Dental Hygienists Award presented to the student with the highest academic standing graduating from the Dalhousie University, Dental Hygiene Program was presented in 2014 to Melanie Layden. Her award was presented by Dr. Peters of NLDA

CDHNS CELEBRATION AWARDS

To mark the fifth anniversary of the CDHNS two new recognition awards were announced in March 2014 and presented at the 2014 CE Event Luncheon. The awards are meant to engage both clients and members, to raise awareness of the profession, and grow the resource potential of the College.



Cheryl Greer, Subaru sponsor, Corrina Recker, winner, Rosemary Bouque, Membership Committee Chair

“You Make Me Smile Award” is presented to a dental hygienist who has been nominated by a client for extraordinary care or concern. The CDHNS received multiple testimonials from patients in recognition of the value of services received from our members. The recipient of the first “You Make Me Smile Award” is Corinna Recker of Bedford.



Hilary Boudreau, winner, Jenn MacKay-Myra, Resource Centre Coordinator

The second award is the “Ambassador of the Year” Award and is a volunteer award presented to the dental hygienist who has volunteered and assisted in CDHNS activities, utilized the Resource Centre, providing oral health education and supporting the community outreach objectives of the College to the fullest in the past year. The first “Ambassador” award was presented to Hilary Boudreau of Halifax.

THE GIFT FROM THE HEART

The Gift from the Heart is a day set aside for Dental Hygienists all across Canada to educate everyone on the link between oral health and overall health. - www.giftfromtheheart.ca.

From Sydney to Dartmouth, Arichat to Mahonne Bay,
7 locations across Nova Scotia participated in Gift From the Heart in 2015.

This is a day of free dental hygiene services provided by independent practitioners and other volunteer dental hygienists to those that might otherwise not receive them. With 31 dental hygienists volunteering their time, energy, and services across the province, over 123 Nova Scotians were provided dental hygiene services including oral hygiene care, screening to young children, and denture cleaning. Those who were served left the offices with needed oral health supplies, and a lot of helpful advice.

The CDHNS recognizes and congratulates
all participants for their efforts in giving back to their communities.

CDHNS White Paper - Dental Hygienists Prevent More To Treat Less Recommendations

Recommendation #1

Oral health should be integrated into health care legislation, research, policy, strategy development and program planning across the provincial health sector in consultation with appropriate stakeholders, including CDHNS.

Recommendation # 2

CDHNS should be included as an active participant in all discussions regarding oral health planning in the province, along with other stakeholders.

Recommendation #3

A Chief Oral Health Officer for the Province of Nova Scotia should be appointed as soon as possible.

Recommendation #4

All publicly funded oral health programs in Nova Scotia should undergo a thorough review as soon as possible.

Recommendation #5

N.S. Department of Health and Wellness should examine and seek to emulate successes in other jurisdictions, where the reallocation of resources has demonstrated a reduction in oral diseases and associated costs.

Recommendation #6

N.S. Department of Health and Wellness should investigate payment models for dental hygienists as outlined in Primary Health Care Renewal-Action for Healthier Nova Scotians and amend the N.S. Health Services Act to recognize dental hygienists as service providers.

Recommendation #7

Dental hygienists should be included in the primary health care system as preventative theapists who contribute meaningfully to collaborative interdisciplinary health care teams.

Recommendation #8

Nova Scotia should invest in workplace innovations to optimize dental hygiene scope of practice in non-dental community-based settings.

Recommendation #9

All children and their caregivers in Nova Scotia should have access to risk assessments and anticipatory guidance with a dental hygienist within six months of the first tooth eruption or by their first birthday.

Recommendation #10

Nova Scotia should implement a mandatory oral health screening program for all children in the province prior to school entry.

Recommendation # 11

All long-term care facilities in this province should have access to a dental hygiene coordinator.

Recommendation # 12

Health professional associations and regulatory authorities should work collaboratively and with educators to develop stronger inter-professional training and continuing professional education programs.

Recommendation # 13

N.S. Department of Health and Wellness should place greater emphasis on oral health in its health promotion policies/public education programs.

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, 2014 to January 31, 2015 Council allocated College resources in the following key areas.

1. Governance of the organization: includes Council's operational expenses for meetings, members functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for those committees which are named in the legislation.
2. Excellence in dental hygiene care: includes all the expenses involved in fulfilling the College's 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

**Levy
Casey
Carter
MacLean**
Chartered Accountants

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, 2015 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

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

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, 2015, 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.

Other Matters

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

The financial statements of College of Dental Hygienists of Nova Scotia for the year ended January 31, 2014, were audited by another auditor who expressed an unmodified opinion on those statements on May 9, 2014.

Halifax, Nova Scotia
May 4, 2015

Levy Casey Carter MacLean
LEVY CASEY CARTER MACLEAN
Chartered Accountants

STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2015

| | ASSETS | |
|--|-------------------|-------------------|
| | 2015 | 2014 |
| Current | | |
| Cash | \$ 407,206 | \$ 341,769 |
| Receivables, trade | - | 195 |
| Prepaid expenses | <u>98,669</u> | <u>91,618</u> |
| | 505,875 | 433,582 |
| Investments, internally restricted (note 3) | <u>368,695</u> | <u>365,366</u> |
| | \$ 874,570 | \$ 798,948 |

| | LIABILITIES | |
|---------------------------------------|--------------------------|--------------------------|
| | 2015 | 2014 |
| Current | | |
| Payables and accruals, trade (note 4) | \$ 11,455 | \$ 11,170 |
| Deferred revenue | <u>327,671</u> | <u>298,140</u> |
| | <u>339,126</u> | <u>309,310</u> |
| Commitments (note 5) | | |
| | NET ASSETS | |
| Internally restricted (note 3) | 368,695 | 365,366 |
| Unrestricted | <u>166,749</u> | <u>124,272</u> |
| | <u>535,444</u> | <u>489,638</u> |
| | <u>\$ 874,570</u> | <u>\$ 798,948</u> |

STATEMENT OF CHANGES IN NET ASSETS
JANUARY 31, 2015

| | Internally Restricted | Unrestricted | Total 2015 | Total 2014 |
|---|----------------------------------|-----------------------|-----------------------|--------------------------|
| Balance, beginning of year | \$ 365,366 | \$ 124,272 | \$ 489,638 | \$ 440,660 |
| Excess of revenues over expenditures | <u>3,329</u> | <u>42,477</u> | <u>45,806</u> | <u>48,978</u> |
| Balance, end of year | <u>368,695</u> | <u>166,749</u> | <u>535,444</u> | <u>\$ 489,638</u> |

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JANUARY 31, 2015

| | <u>2015</u> | <u>2014</u> |
|---|------------------|------------------|
| Revenue | | |
| Licensing fees | \$ 421,012 | \$ 422,292 |
| Investment income | 4,537 | 4,435 |
| Other income | <u>17,820</u> | <u>515</u> |
| | <u>443,369</u> | <u>427,242</u> |
| Expenditures | | |
| Advertising and promotion | 11,919 | 10,629 |
| Communications | 2,808 | 2,407 |
| Dues and fees | 500 | 500 |
| Insurance | 2,249 | 7,554 |
| Interest and bank charges | 460 | 454 |
| Meetings | 49,835 | 28,633 |
| Office | 16,896 | 40,817 |
| Professional development | 144 | 1,252 |
| Professional fees | 23,157 | 19,095 |
| Regulatory fees | 126,629 | 115,463 |
| Rent | 29,079 | 24,903 |
| Travel | 353 | 6,225 |
| Wages and benefits | <u>133,534</u> | <u>120,332</u> |
| | <u>397,563</u> | <u>378,264</u> |
| Excess of revenues over expenditures | \$ 45,806 | \$ 48,978 |

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JANUARY 31, 2015

| | <u>2015</u> | <u>2014</u> |
|---|-----------------------|-----------------------|
| Operating Activities | | |
| Excess of revenues over expenditures | \$ 45,806 | \$ 48,978 |
| Net change in non-cash working capital balances related to operations (note 6) | <u>22,960</u> | <u>2,916</u> |
| | <u>68,766</u> | <u>51,894</u> |
| Increase in cash during year | 68,766 | 51,894 |
| Cash and cash equivalents, beginning of year | <u>707,135</u> | <u>655,241</u> |
| Cash and cash equivalents, end of year | \$ 775,901 | \$ 707,135 |
| Represented by: | | |
| Cash | \$ 407,206 | \$ 341,769 |
| Short term investments | <u>368,695</u> | <u>365,366</u> |
| | <u>\$ 775,901</u> | <u>\$ 707,135</u> |

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2015

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; accordingly, these financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

(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 membership management system costs totaling \$9,622 (2014 - \$32,849).

(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>2015</u> | <u>2014</u> |
|---|-------------------|-------------------|
| CIBC Wood Gundy High Interest Savings Account | \$ 167,143 | \$ 165,068 |
| Hollis Investment Savings Account | 101,444 | 100,190 |
| CIBC Flexible GIC | <u>100,108</u> | <u>100,108</u> |
| | <u>\$ 368,695</u> | <u>\$ 365,366</u> |

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

| | <u>2015</u> | <u>2014</u> |
|----------------------|-------------------|-------------------|
| Disciplinary matters | \$ 268,587 | \$ 265,258 |
| Rent/office | 50,054 | 50,054 |
| Computer software | <u>50,054</u> | <u>50,054</u> |
| | <u>\$ 368,695</u> | <u>\$ 365,366</u> |

4. Payables and accruals, trade

Included in payables and accruals as at January 31, 2015 are government remittances (other than income taxes) of \$4,761 (January 31, 2014 - \$4,315).

5. Commitments

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

| | |
|------|-----------|
| 2016 | \$ 25,124 |
| 2017 | \$ 25,597 |
| 2018 | \$ 24,725 |

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

| | <u>2015</u> | <u>2014</u> |
|---|------------------|-----------------|
| Increase (decrease) in cash from changes in: | | |
| Receivables, trade | \$ 195 | \$ (195) |
| Prepaid expenses | (7,051) | (3,330) |
| Payables and accruals, trade | 285 | 7,709 |
| Deferred revenue | <u>29,531</u> | <u>(1,268)</u> |
| | <u>\$ 22,960</u> | <u>\$ 2,916</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.

8. Comparative figures

In some cases, the comparative figures have been reclassified to conform with the current year's presentation.

