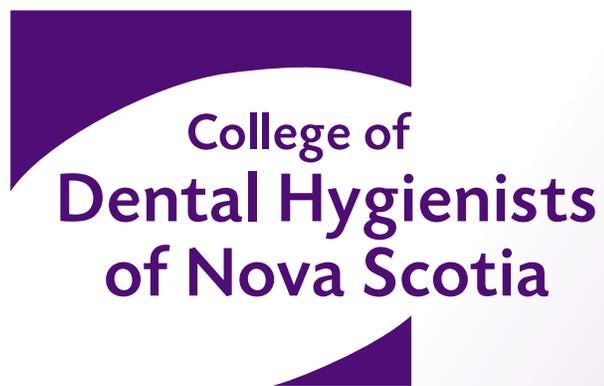


Feb 1, 2018 *to*  
Oct 31, 2018

ANNUAL  
REPORT



**CDHNS Mega End (Mission):**

*The College of Dental Hygienists of Nova Scotia exists so that, in the best interest of the public, the practice of dental hygiene is effectively regulated and the integrity of the profession is supported through the cost-effective stewardship of resources.*

**Vision:**

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

**TABLE OF CONTENTS**

<b>Chair’s Message .....</b>	<b>1</b>	<b>Complaints Director Report .....</b>	<b>9</b>
<b>Introduction .....</b>	<b>2</b>	<b>Facilitating Continuing Competency .....</b>	<b>9</b>
<b>Organizational Structure .....</b>	<b>3</b>	<b>Communications &amp; Public Education .....</b>	<b>11</b>
<b>Governance .....</b>	<b>4</b>	<b>Access to Care: Advancement .....</b>	<b>13</b>
<b>Standing Committees .....</b>	<b>5</b>	<b>Recognizing Excellence .....</b>	<b>13</b>
<b>Excellence In Dental Hygiene Care .....</b>	<b>6</b>	<b>Resource Allocation .....</b>	<b>13</b>
<b>Continuing Competency Program .....</b>	<b>7</b>	<b>Auditor’s Report .....</b>	<b>14</b>
<b>Member Statistics .....</b>	<b>8</b>		

This report covers the College of Dental Hygienists of Nova Scotia’s responsibilities and actions between February 1, 2018 and Oct 31, 2018



## CHAIR'S MESSAGE

*Dear friends and colleagues,*

*As Chair of the College of Dental Hygienists of Nova Scotia (CDHNS or College), it is my privilege to present the Annual Report for February 1, 2018-October 31, 2018. As noted in the CDHNS Winter 2018 Unison newsletter, a request was submitted to CRA for a change to CDHNS's fiscal year end, for the purpose of aligning our fiscal year end with the CDHNS renewal year. In mid-September, we received notice that our request was approved effective October 31, 2018. As you review this Annual Report, the activities being reported and the financial audit are based on the 9-month period of Feb 1, 2018 to October 31, 2018.*

*We have just completed a milestone, 10 years of self regulation as the CDHNS. I am fortunate to have served as one of the chairs for 2 years of our milestone. This has given me the opportunity to be a part of the continual growth of the College.*

*This past year, I served on the Council's bylaws committee and we worked hard to successfully develop bylaws for the College. The highlight of my chair position each year is to represent each and every dental hygienist in the province at meetings at the CDHA annual conference. I attended the CDHA leadership conference in beautiful PEI in October.*

*The Council and I have great confidence in Stacy Bryan, Registrar, and the administration team that she leads. Over the past 18 months, I have seen this team develop and I believe are well-positioned to face the new challenges that await the College. They have the Council's full support and confidence and we look forward to continuing to work closely with them.*

*I would like to express my sincere gratitude to Stacy, my fellow Council members, staff, and volunteers who I am honoured and humbled to work alongside. I would encourage every dental hygienist in Nova Scotia to consider, at some point in his/her career, to serve as a Council member or volunteer on one of its committees. For the first time in our College's small history, since the inaugural year, we are having an election. I hope there will be many elections in the future which will signify more interest in serving on Council. The experience will help to broaden your understanding of your profession, allow you to make new friendships, give back to your profession, and to enrich your career as a dental hygiene professional in ways other than a clinical setting.*

A handwritten signature in black ink that reads "Jennifer Clark".

*Jennifer Clark*

*CDHNS Chair, 2018-2019*

*Photo credit: Laughing Lobster Antigonish  
Taken during the National Special Olympics  
in Antigonish, Summer 2018.*



## 2

# INTRODUCTION

## Background

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

## THE ROLE OF THE COLLEGE

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

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

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

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

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

## OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

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

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

## Restricted Title

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

- dental hygienist
- registered dental hygienist
- DH
- RDH

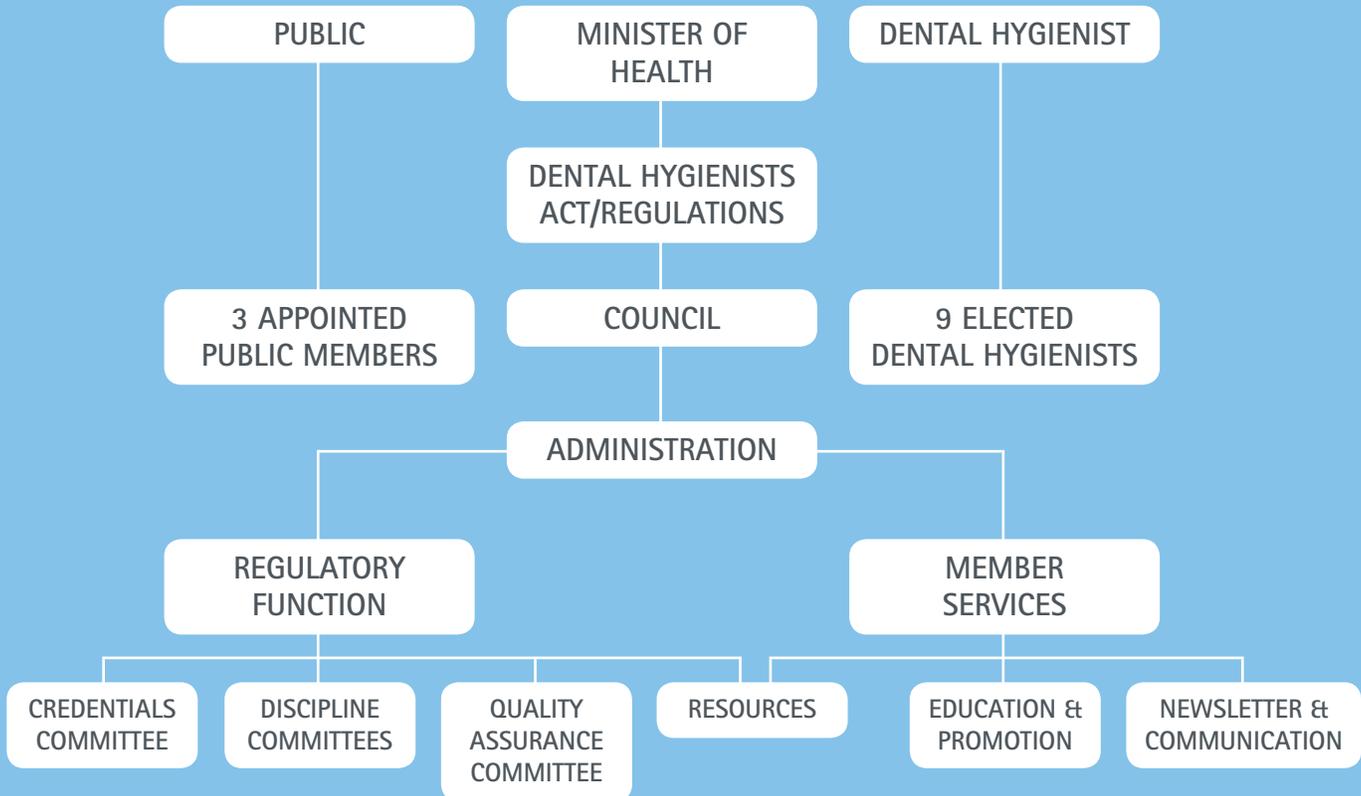
### What constitutes dental hygiene practice in Nova Scotia?

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

# ORGANIZATIONAL STRUCTURE

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

## ORGANIZATIONAL CHART



### Licence Renewal Deadlines

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

Accordingly, all information must be received by the CDHNS by the specified date on the renewal notice, as determined by Council. The application deadline for renewal for the 2019 licence is **October 7, 2019**. A complete application, including payment of fees and any other requirements e.g., CPR at the level specified by Council, must be received by that deadline.

Individuals who do not meet the Council-set deadline of October 7, 2019 but submit a **complete renewal** application **between October 8 and October 31, 2019** will be required to pay additional fees. During this time period:

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

Members who do not renew by **October 31, 2019** will have their licence suspended. If they want their licence renewed, they will be required to pay reinstatement fees in addition to the \$100 payment, and will be required to provide proof they have met all other licensing requirements. If repeated and flagrant violations of these deadlines and the renewal process occur, a complaint may be referred to the Investigation Committee.

## GOVERNANCE

### COUNCIL

The Council is comprised of not fewer than nine regulated members of the College, elected by the members, and three members of the public appointed by Governor in Council. Council appoints the Registrar, and members of the Credentials, Investigation, and Hearing Committees. As of October 31, 2018, the CDHNS still awaited appointment of the full complement of public members.

### COUNCIL'S ROLE

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

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

Council held two in-person business meetings, and an Annual General Meeting between Feb 1, 2018 and October 31, 2018 to fulfill the responsibility of managing and conducting the business of the CDHNS.

*Council Photo (Back L-R) Greg Glynn, Danielle Newell, Lindsay Macdonald, Teanne MacCallum, (Front L-R) Shannon O'Neill, Nicole Stevens, Carrie Morrison, Allison Craig (Missing Michele Brennan, Mallory Brent, Jennifer Clark)*



### REGISTRAR & COMPLAINTS DIRECTOR

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

### COLLEGE MANAGEMENT AND STAFF

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

**Stacy Bryan**, Registrar/CAO, Complaints Director

**Anna-Marie Gonsalves**, Administrative Assistant (from September 2018)

**Kelly Hurlburt**, Member Services Coordinator (from September 2018)

**Jennifer Dicks**, Administrative Assistant (from Feb 2018-Oct 31, 2018)

### Volunteers

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

*Thank-you*

## STANDING COMMITTEES

### Credentials Committee

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

Jocelyn Burke	Chair
Roxanne Beland	Vice Chair, member until Aug 31, 2018
James Craig	Public Member
Greg Glynn	Public Member
Shauna Hachey	Secretary
Christine Ingram	as of Oct 1, 2018
Karen MacDonald	
Alma Wade	as of May 7, 2018

### INVESTIGATION COMMITTEE

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

Kim Haslam	Chair
Heather Bell	Past Chair
Karen Flinn	Vice-Chair
Karen Alcoe	
Paulette Anderson	Public Member, as of May 7, 2018
Nancy Berkshire	Public Member, as of May 7, 2018
Kore-Lee Cormier	Public Member
Christine Robillard	

### HEARING COMMITTEE

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

is referred to hearing, the Chair of the Hearing Committee appoints a panel of five persons from the Committee, at least one of whom is a public representative, to act as the Hearing Panel for purposes of the discipline process.

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

### QUALITY ASSURANCE COMMITTEE (QAC)

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

Sonya Bishop	Chair
Sandra Rhodenizer	Vice-Chair
Brooklyn Hurlbut	
Palmer Nelson	as of May 7, 2018
Sydney Nelson	
Kayleigh Wagner	as of May 7, 2018

### MEMBER SERVICES COMMITTEE

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

Angie Nowe	Chair
Susan Keating-Bekkers	Vice Chair
Kim Haslam	Secretary
Jennifer Cox	
Ruth McConkey	
Sydney Nelson	

## Accredited Dental Hygiene Programs

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

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

## EXCELLENCE IN DENTAL HYGIENE CARE – REGULATING THE PROFESSION

### Entry to Practice Examinations



Stacy Bryan -  
Registrar/Chief  
Administrative  
Officer (CAO)

#### National Examination

Successful completion of the National Dental Hygiene Certification (NDHCB) Examination is required for registration with the CDHNS. The examination is offered three times per year at sites throughout Canada. Dalhousie University serves as the exam site in Nova Scotia. The CDHNS is a voting member of the National Dental Hygiene Examining Board (NDHEB) and licensed members of the CDHNS sit on the

NDHCB exam development committee. The NDHCB has two Practice Exams on their website which current members of the CDHNS can complete as a continuing competency opportunity.

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

All applicants for licensing must successfully complete a jurisprudence exam for Nova Scotia which assesses an applicant's understanding of the legislation, standards of practice, and other matters relevant to the practice of dental hygiene in Nova Scotia. There are two courses (with exams) that meet these criteria – *the Jurisprudence Course for Nova Scotia or the Self-Initiation (SI) Course for Nova Scotia* (exam includes SI and JP exam content). Both are offered as an online course on the Canadian Dental Hygienists Association (CDHA) website. Current members can complete the Jurisprudence Examination as a continuing competence learning opportunity.

#### Clinical Examinations/Practice Hours

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

In February 2015, the CDHNS Council approved a practice hours requirement for licensing or licence renewal. The CDHNS is seeking a regulatory change and three-year NOTICE has been served to the membership of the change noted below.

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

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

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

## CODE OF ETHICS AND PRACTICE STANDARDS

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

CDHNS Standards Documents:

- CDHA Entry-to-Practice Standards Competencies and Standards for Canadian Dental Hygienists

- National Dental Hygiene Competency Statements
- CDHA Code of Ethics
- CDHNS Care Directive for the Use of Local Anaesthetics
- 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

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

## CONTINUING COMPETENCY PROGRAM (CCP)

In addressing the CDHNS’s responsibility to protect the public, quality assurance is one element that CDHNS uses to meet this responsibility of ensuring dental hygienists provide safe and effective dental hygiene care. The Dental Hygienist Regulations provide for the establishment of quality assurance programs. A mandatory CCP has been in place since 2009. Council has delegated the responsibility for the administration of the program to the Registrar. Each registrant must meet the program requirements as set out in the Regulations and the Program Requirements document. Registrants must obtain 45 Continuing Competency Credit hours within a three year reporting period. A registrant’s

three-year cycle begins on the January 1 closest to their date of licensure. The cycle renews every three years thereafter, as long as a practising licence is maintained.

An external auditor conducts a random selection of registrants for the CCP audits annually and the audits are completed by the Quality Assurance Committee (QAC) in February each year. 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 College may take one or both of the following actions – A complaint may be

Continuing Competency Audit Results	Total Performed	Total Complete (at initial review)	Extension granted	Total Incomplete	
				Pending (more info required)	Did not meet requirements
2014	39	35	–	4	
2015	39	29	–	10	
2016	40	34	–	6	
2017	42	31	1*	7*	3*
2018	Audits for the year ending Dec 31, 2018 took place Feb 2019				

\* All members met the requirements by their set deadlines.

initiated and processed through the College’s disciplinary process and/ or the Registrar may suspend their licence in accordance with Subsection 34 (1) of the Regulations, until such time as all documents are submitted and their CC requirements have been met.

### Quality Assurance Committee (QAC)

The Committee met twice during this fiscal year. The Committee communicates continually by email to give guidance to the Registrar and staff on specific member questions. The first meeting this fiscal year was held to conduct the audit. The audit results were reported in the 2018 Spring Unison newsletter following completion. During this fiscal year, the QAC met an additional time

to launch a thorough review of the CDHNS Continuing Competency Program. The purpose of the review was to ensure compliance with legislation and to make the requirements more streamlined with a goal of improving clarity and making the CCP requirements easier to understand. This review was viewed through a number of lenses, including that of right touch regulation – to ensure that the level of regulation is proportionate to the level of risk to the public. In addition, the QAC is working to

align the practice hours cycle with the CCP cycle, since both are part of a Quality Assurance Program. To that end, a survey that was circulated to all CDHNS members in Oct 2018. A total of 183 members completed the survey (24.4%). Approximately 28.5% of respondents practiced in rural Nova Scotia, ~64% practiced in urban centers, 6% practiced in both, and ~1.5% were not currently practising dental hygiene. A summary of the respondent profiles and the responses was published in the Winter 2018 newsletter following tabulation and analysis of the results.

## MEMBER STATISTICS

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

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

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

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

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

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

**Honorary membership** status may be granted to any person who is not otherwise eligible for registration or licensing, is nominated by at least 5 voting members and

has made such outstanding contributions to the College or to the profession of dental hygiene that the person is deserving of honorary status as determined by Council.

## CDHNS MEMBERS

Registrants as of January 31, unless noted	2016	2017	2018	2019
Practising	667	673	689	704
Non-Practising	40	49	47	46
Provisional	1	0	0	0
Honorary	1	1	1	1*
Life	3	3	3	3*
<b>Total</b>	<b>722</b>	<b>725</b>	<b>737</b>	<b>754</b>

\* The honorary and life members do not hold practising or non-practising licenses. In previous years, one life member held a practising licence.

## NEW REGISTRATIONS COMPLETED

Feb 1, 2018 and  
October 31, 2018

Graduates Dalhousie	25
Oulton	7
Other New Registrants	16
<b>Total</b>	<b>48</b>

## Independent Dental Hygiene Practitioners (included in practising members table)

The Regulations allow registered and licensed dental hygienists to provide services directly to the public in any practice setting. Practice settings can include long term care facilities, collaborative practices, multi discipline clinics, mobile services, or a standalone office. Practising members who are delivering dental hygiene care independently in an alternate practice setting even on an irregular or part-time basis must register with the CDHNS. There are approximately 18 practising members who have self-identified as independent dental hygienists who provide mobile services or practice in stand alone clinics.

## Restricted Activities Authorization

Practising licence holders who have provided the Registrar with the evidence required to verify that they have achieved competence to perform a restricted activity or practice in a self-initiating manner as set out in the Dental Hygienists Regulation are authorized to perform those activities. Members must not perform these activities until they have received recognition or authorization from the College.

The following table shows the distribution of those who held practising licences and have received CDHNS authorization to work in a self initiating manner, and to administer local anaesthetics as part of their dental hygiene practice in Nova Scotia.

	Authorized to Self-Initiate	Recognized to Administer Local Anaesthetic
January 31, 2016	664*	209
January 31, 2017	668*	253
January 31, 2018	684*	283
October 31, 2018	700	292

Please note: These numbers have been corrected from previous years' reports.

### COMPLAINTS DIRECTOR REPORT

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

There were four formal complaints to investigate from Feb 1, 2018 to October 31, 2018. Two were submitted in the previous fiscal year (Feb 1, 2017 to Jan 31, 2018). One complaint from 2017 was settled in early 2018, prior to this fiscal year end. However, the final costs were submitted in the Feb 1, 2018 to Oct 31, 2018 fiscal year. From Feb 1, 2018 to October 31, 2018, the CDHNS received 2 additional complaints regarding members. Please see below for a summary of these complaints.

1. On March 29, 2017, the College received a complaint of alleged incapacity. A panel of the Investigation Committee fully investigated the matter. As reported in last year's annual report, on January 10, 2018, the matter was resolved informally pursuant to section 43(1)(b) of the Dental Hygienists Act. The final costs were submitted in this fiscal year.

2. On December 18, 2017, the College received a complaint of alleged wrongful billing. Upon investigation of the matter, a panel of the Investigation Committee dismissed the complaint pursuant to section 43(1)(a) of the Dental Hygienists Act. The complaint did not allege facts that if proven would constitute professional misconduct or would merit a counsel, a caution or both.

3. On April 17, 2018, the College received two complaints of alleged professional misconduct. A panel of the Investigation Committee is currently investigating these matters.

## FACILITATING CONTINUING COMPETENCY

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

### 2018 CDHNS AGM Highlights

On June 2, 2018, the Feb 1, 2017-Jan 31, 2018 Annual General Meeting (AGM) took place at the Ondaatje Hall, Dalhousie University, in Halifax, Nova Scotia with 242 members in attendance. The Council Chair, Jennifer Clark called the meeting to order and introduced the Council members present. Jennifer Clark also outlined the Council nominations for June 2018, who were elected by acclamation.

### CDHNS Council Nominations for 2018-2020

Allison Craig	Hebbsville
Teanne MacCallum	Halifax
Shannon O'Neill	Beaverbank

*The Annual Report 2017-2018*, including the Council approved Audited Financial Statements, was received by the membership and was posted on the CDHNS website for members and the public to view.

Following adjournment of the AGM, the CDHNS held a Continuing Competency Event with the theme: *Making Connections*, with 212 attending this event. Details of this event, including speakers and topics, can be found on the CDHNS website.

## LOCAL ANAESTHETIC – CONTINUING EDUCATION

Prior to approving an individual's application for authorization to administer local anaesthetic (LA), the CDHNS reviews the local anaesthetic program completed by the applicant to ensure the local anaesthetic course meets the requirements set out in CDHNS Policies. These standards are in place for protection of the public and include minimum educational requirements – theory and clinical, as well as currency in practice requirements, if applicable. A LA program has been offered through Dalhousie Continuing Dental Education in the spring for the last several years and is available to registered dental hygienists who did not obtain this set of competencies in their undergraduate program. The CDHNS works with Dalhousie Continuing Dental Education to ensure the course continues to meet the CDHNS requirements.

## OTHER CONTINUING COMPETENCY OPPORTUNITIES

### Continuing Dental Education at Dalhousie University

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

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

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

### Interprofessional Collaboration

The CDHNS supports an environment of interprofessional collaboration to help achieve its ultimate mission (goal). To that end, there is cooperation and collaboration with stakeholders (provincially and nationally), including regulators and health professions to help members achieve a high standard of care and ensure that the public receives safe and effective care from Nova Scotia registered dental hygienists.

## 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 Chair of Council attends the CDHA/Provincial meetings. This year, the CDHA AGM and Leadership Conference were held in Charlottetown, PEI. This year, the Vice Chair of Council also attended the CDHA Conference on behalf of Council.

Additionally, Kelly Hurlburt, CDHNS Member Services Coordinator, participated on CDHA's expert panel for the healthy workplace survey. During this reporting period, the CDHNS continued to publish news from CDHA in each newsletter.

### 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 22 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. The NSRHPN continues to meet quarterly. Each meeting contains a verbal report for Department of Health and Wellness representative and round table reports from each health profession represented on issues of mutual concern in regulatory matters and to share information on best practices in health regulation.

### Smoke Free Nova Scotia (SFNS)

The CDHNS is an Agency Level member of Smoke Free Nova Scotia. Paulette Hawsworth has been the CDHNS representative for the CDHNS to this group for many years and has been active in successfully lobbying the government to legislate various amendments to Bill 60 – amendments to the Smoke Free Places and Tobacco Access Act. This fiscal year is Paulette's last year on this Committee. CDHNS will look for a new representative to serve on this committee. The CDHNS would like to thank Paulette once again for her dedication and service. The highlights of the past year were provided by Paulette. A summary is included below:

In the past year, SFNS was particularly focus on two topics: Cannabis legislation and the Tobacco Endgame.

- On March 27, 2018, the government placed further restrictions on smoking outdoors, including a ban on use in parks. In April 2018, SFNS's ED participated in the

Law Amendments for the Cannabis Control Act, Bill 108. There was a strong voice from public health regarding the importance of strengthening the Smoke-Free Places Act to ban smoking in public outdoor spaces. However, at that time, the restrictions were not amended further. Because the public outdoor piece of the provincial legislation did not completely ban outdoor use in public spaces, municipalities continued to work on amending the legislation through bylaws.

- Paulette was able to link SFNS with Public Health consultants involved in consultations regarding HRM's by-laws on restrictions of smoking tobacco, cannabis and vaping in outdoor public spaces, including how to implement the use of designated smoking areas (DSA). Together, SFNS and Public Health submitted recommendations that will strengthen the Smoke-Free Places Act and protect the public.
- SFNS continues to support legislation on plain packaging, which aligns with the federal and provincial endgame strategies.
- In September, Paulette attended the Tobacco Symposium (Maritimes), which had a focus of the three Es: Evidence-based cessation, Emerging topics in Tobacco Control and Endgame strategies (5 by 35: 50% smoking rates by year 2035).
- During the symposium, she was also asked to speak to a reporter from the French CBC network about the symposium.

## COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS AND ACTIVITIES

### Positive Aging Directory

The CDHNS placed a professional listing in the Nova Scotia Department of Seniors Publication **Positive Aging Directory 2018**. 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 Aging Directory is widely distributed throughout the province and is available online.

### Employment Handbook - Empowering Yourself in the Work Place

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

**UNISON**  
College of Dental Hygienists of Nova Scotia  
Winter 2018  
Official Newsletter of the College of Dental Hygienists of Nova Scotia  
Volume 47 Issue 3

**NEWSLETTER**

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

From Feb 1, 2018 to Oct 31, 2018, two editions of the *Unison* newsletter were published and distributed to members.

### WEB SITE [www.cdhns.ca](http://www.cdhns.ca)

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

## COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

As part of the CDHNS's mandate of oral health promotion and increasing public awareness of the profession, we maintain a resource centre that is available to all dental hygienists in Nova Scotia. The CERC is administered through the CDHNS office and coordinated by staff. CDHNS is always looking to add new members to its volunteer list of dental hygienists 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](mailto:info@cdhns.ca).

From Feb 1, 2018, to October 31, 2018, the CERC had 16 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 including expecting mothers, preschoolers, youth, and seniors. A total of 551 members of the public were served by the CERC centre through dental hygiene volunteers.

12



**SPARKLE FUND:** February 2017, CDHNS representatives completed a presentation to the Sparkle Fund Committee proposing a partnership project with the Early Years Branch of the Department of Education and Early Childhood Development (DEECD), Public Health and the Sparkle Committee. The vision was to work towards an integrated community-based system that includes oral health and eliminates barriers to reliable information, preventive modalities, and treatment. This pilot project would test some new models of oral health education, prevention and referral. It would use a participatory approach (i.e. engage the community and clients of the EYC's when shaping the

program). Elements included piloting a dental coordinator role within the EYC to provide integrated care and to reach out to local dental professionals to prepare the groundwork for referral and promote the adoption of the “first visit by first birthday” protocol, to help establish a “dental home”. Funds were granted by the Sparkle Fund. Unfortunately, due to changes in government priorities, in fall 2018, the CDHNS was informed that the project would not be moving forward. The unused funds were returned to the Sparkle Fund. The CDHNS will continue to explore opportunities to collaborate with partners, like the DEECD, to help improve the oral health of Nova Scotians.

## ACCESS TO CARE: ADVANCEMENT

### GOVERNMENT

#### Oral Health Advisory Group

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

## RECOGNIZING EXCELLENCE

### CDHNS AWARDS

The CDHNS recognizes excellence through supporting awards to the newest members of our profession. Due to the fiscal year end change, the second-year dental hygiene student presentations did not occur during this time period. They were scheduled for Jan 2019 and the CDHNS continues to commit to providing awards for excellence.

### CDHNS HIGHEST STANDING AWARD

Each year the CDHNS provides an award for the student with the highest academic standing graduating from the Dalhousie University, School of Dental Hygiene Program. The 2018 CDHNS Award was presented to **Lauren Ferguson**. Lauren registered and licensed with the CDHNS following graduation.



13

## RESOURCE ALLOCATION

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

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for the Credentials, Investigation and Hearing Committees. Discipline costs this year totalled 14,028.33. They are taken directly from the Discipline Reserve Fund.
2. Excellence in Dental Hygiene Care: includes all the expenses involved in fulfilling the College's regulatory responsibilities under the legislation.
3. Access and Advancement: includes initiatives to provide information and support to members regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leadership, member and student awards and prizes, increasing access to

care initiatives, and increased opportunities for inter professional and interagency collaboration.

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

In this fiscal year, the budget also included replacement/upgrade of the in-office information technology, the Rent/Office fund, and Special Projects funds, which included Continuing Competency Program revisions and legislative review. Funds for these activities were taken from the internally restricted funds designated for those purposes. Funds used from the internally restricted accounts Rent/Office fund (\$10,782.52), Computer/IT (\$3,459.64), and Special Projects (\$13,991.33). While the restricted funds were balanced on October 31, 2018, the bank transfer did not occur until November 1, 2018, making it appear that \$25,274 is owing to these funds. (See Note 3 of the Independent Auditor's Report for full details.) A modest excess of revenue over expenditures of \$7,924 is noted during this fiscal year.

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## INDEPENDENT AUDITOR'S REPORT

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### 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 October 31, 2018 and the statements of operations, change in net assets and cash flows for the nine months 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 October 31, 2018, and the results of its operations and cash flows for the nine months then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Halifax, Nova Scotia  
January 18, 2019

  
Chartered Professional Accountants  
Licensed Public Accountants

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

**ASSETS**

	Total Oct. 31 <u>2018</u>	Total Jan. 31 <u>2018</u>
<b>Current</b>		
Cash	\$ 769,605	\$ 561,232
Due from restricted fund	25,274	–
Prepaid expenses	<u>554</u>	<u>7,255</u>
	795,433	568,487
<b>Investments, internally restricted (note 3)</b>	<u>390,483</u>	<u>382,745</u>
	<u><u>\$ 1,185,916</u></u>	<u><u>\$ 951,232</u></u>

**LIABILITIES**

<b>Current</b>		
Payables and accruals, trade (note 4)	\$ 23,747	\$ 22,280
CDHA payable	149,214	786
Due to restricted fund	–	1,165
Deferred revenue (note 5)	<u>333,342</u>	<u>255,312</u>
	<u>506,303</u>	<u>279,543</u>
<b>Commitments (note 6)</b>		

**NET ASSETS**

<b>Internally restricted (note 3)</b>	390,483	382,745
<b>Unrestricted</b>	<u>289,130</u>	<u>288,944</u>
	<u>679,613</u>	<u>671,689</u>
	<u><u>\$ 1,185,916</u></u>	<u><u>\$ 951,232</u></u>

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

	Internally Restricted	Unrestricted	Total Oct. 31 <u>2018</u>	Total JAN. 31 <u>2018</u>
Balance, beginning of period	\$ 382,745	\$ 288,944	\$ 671,689	\$ 682,429
Excess (deficiency) of revenues over expenditures	(42,262)	50,186	7,924	(10,738)
Transfer to unrestricted net assets	<u>50,000</u>	<u>(50,000)</u>	<u>–</u>	<u>–</u>
Balance, end of period	<u><u>\$ 390,483</u></u>	<u><u>\$ 289,130</u></u>	<u><u>\$ 679,613</u></u>	<u><u>\$ 671,691</u></u>

## COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

*STATEMENT OF OPERATIONS FOR THE NINE MONTHS ENDED OCTOBER 31, 2018*  
*(with comparative figures for the year ended Jan. 31, 2018)*

	<u>Oct 31 2018</u>	<u>Jan 31 2018</u>
<b>Revenue</b>		
Licensing fees	\$ 282,102	\$ 344,923
Investment income	7,456	6,470
AGM and CCE events	24,894	14,780
Other income	<u>9,021</u>	<u>5,011</u>
	<u>323,473</u>	<u>371,184</u>
<b>Expenditures</b>		
Advertising and promotion	8,257	14,338
AGM and CCE events	20,683	8,425
Committee and council meetings	16,533	23,585
Communications	2,482	2,734
Consultants	23,764	9,872
Dues and fees	800	800
Insurance	6,698	6,775
Interest and bank charges	2,557	1,656
Investigations	13,776	7,953
Office	37,444	37,902
Professional Development	648	1,645
Professional fees	13,449	16,291
Quality assurance and special projects	13,991	-
Regulatory fees	6,664	5,927
Rent	23,718	30,550
Travel	4,766	5,667
Recruitment	-	40,153
Wages and benefits	<u>119,319</u>	<u>167,649</u>
	<u>315,549</u>	<u>381,922</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>\$ 7,924</u>	<u>\$ (10,738)</u>

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

*STATEMENT OF CASH FLOWS FOR THE NINE MONTHS ENDED OCTOBER 31, 2018*

*(with comparative figures for the year ended Jan. 31, 2018)*

	<u>Oct 31 2018</u>	<u>Jan 31 2018</u>
<b>Operating Activities</b>		
Excess (deficiency) of revenues over expenditures	\$ 7,924	\$ (10,738)
Net change in non-cash working capital		
Due from restricted fund	(25,274)	-
Prepaid expenses	6,701	94,764
Payables and accruals, trade	1,467	7,024
CDHA payable	148,428	786
Due to restricted fund	(1,165)	1,165
Deferred revenue	<u>78,030</u>	<u>(82,930)</u>
	<u>216,111</u>	<u>10,071</u>
Increase in cash during year	216,111	10,071
Cash and cash equivalents, beginning of year	<u>943,979</u>	<u>933,908</u>
Cash and cash equivalents, end of year	<u>\$ 1,160,090</u>	<u>\$ 943,979</u>
<b>Represented by:</b>		
Cash	\$ 769,605	\$ 561,232
Cash, internally restricted	128,104	96,658
Investments, internally restricted	<u>262,379</u>	<u>286,087</u>
	<u>\$ 1,160,088</u>	<u>\$ 943,977</u>

## 1. Purpose of organization

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

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

## 2. Significant accounting policies

The College has applied the following significant accounting policies:

### (a) Basis of presentation

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

### (b) Cash and cash equivalents

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

### (c) Fund accounting

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

### (d) Financial instruments

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

### (e) Capital assets

Capital assets are expensed as office expenses in the year of acquisition. During the period, the College expensed computer equipment totaling \$13,080 (year ending January 31, 2018 - \$9,645).

### (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>Oct 31 2018</u>	<u>Jan 31 2018</u>
CIBC Wood Gundy High Interest Savings Account	\$ 172,915	\$ 171,296
Hollis Investment Savings Account	104,739	103,626
CIBC GIC for Visa Collateral	10,000	10,000
CIBC Operating Account	<u>128,103</u>	<u>96,658</u>
	425,757	381,580
Due from unrestricted fund	<u>(25,274)</u>	<u>1,165</u>
	<u>\$ 390,483</u>	<u>\$ 382,745</u>

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

	<u>Oct 31 2018</u>	<u>Jan 31 2018</u>
Disciplinary matters	\$ 254,684	\$ 268,712
Rent/office	39,217	50,000
Computer IT	40,726	44,185
Registrar succession	9,848	9,848
Visa collateral	10,000	10,000
Quality assurance and special projects	<u>36,008</u>	<u>-</u>
	<u>\$ 390,483</u>	<u>\$ 382,745</u>

4. Payables and accruals, trade

Included in payables and accruals as at October 31, 2018 are government remittances of \$4,134 (January 31, 2018 - \$4,308).

**5. Deferred revenue**

	<u>Oct 31 2018</u>	<u>Jan 31 2018</u>
License fees	\$ 333,342	\$ 252,312
Children's Aid Foundation grant	<u>–</u>	<u>3,000</u>
	<u>\$ 333,342</u>	<u>\$ 255,312</u>

**6. Commitments**

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

2019	\$ 38,590
2020	\$ 34,278
2021	\$ 28,328
2022	\$ 28,121
2023	\$ 9,167

**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 a short term guaranteed investment certificate which bears interest at 0.70% and matures on November 8, 2018.

**8. Comparative figures**

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



*Serving and Protecting the Public*

*High Standards of Care*

*Caring for the Profession*