

CDHNS Policy and Requirements Regarding Authorization to Perform Restorative Procedures of a Permanent Nature

Legislative Reference

Pursuant to section 25(d) of the Dental Hygienists Regulations, performance of dental hygiene restorative procedures is within the scope of practice of dental hygiene, only if under the written order of a dentist.

Supervision of permanent restorative procedures is not required under the Regulations; however, as noted above, the procedures must be provided under the written order of a dentist. A dentist may determine the degree of supervision a permanent restorative procedure requires, if any.

When performing permanent restorative procedures, the dentist must prepare (cut) the tooth prior to the dental hygienist placing, carving and finishing the restorative material. Dental hygienists are not authorized to cut teeth as part of the performance of restorative procedures of a permanent nature.

What constitutes a written order under the current regulations?

A written order must be sufficient to demonstrate that the dentist completed the tooth preparation and that the dental hygienist will complete the restoration (filling) following the dentist's prep (placing, carving, and finishing the restorative material).

The dentist must revise the written order if there is change from the originally planned restoration that was documented. This documentation must demonstrate the change in the procedure. For example, if an MOD was planned, but an MODBL was performed, the dentist may write, MODBL prep completed by XX DDS, restoration to be placed and completed by the RDH.

As the CDHNS prepares to transition to the revised Regulations submitted to the Department of Health and Wellness in January 2020, the Council is implementing a more formalized process for recognizing CDHNS practising registrants who are competent to perform permanent restorative procedures. To ensure compliance with the anticipated regulatory amendments, **effective October 31, 2022, registrants must be authorized by the Registrar in order to engage in dental hygiene permanent restorative procedures.**

As we transition to this more formalized process, and prior to the deadline noted above, RDHs who are individually competent to perform permanent restorative procedures, may continue to do so, as long they are complying with Section 25(d) of the Dental Hygienists Regulations. ***For clarity, a RDH may not perform permanent restorative procedures after the deadline until or unless authorized by the Registrar.***

Entry onto the Roster of Authorized Registrants

The CDHNS Policy for authorization to perform restorative procedures of a permanent nature is based on a combination of:

- Appropriate education related to the performance of this advanced practice restricted activity;
- The length of time that has elapsed since an applicant successfully completed their education related to performance of restorative procedures; and
- The length of time that has passed since the applicant last performed restorative procedures on a regular basis.

Appropriate education is the acquisition of the competencies (knowledge, skills, and judgment) required to perform restorative procedures of a permanent nature at an entry-level standard of competence. Appropriate education provides sufficient theoretical foundation and clinical experience for the practitioner to practice in a competent, legal, ethical and professional manner.

Eligibility

A practising registrant who has successfully completed an educational course or program that meets the criteria set out in the CDHNS *Policy Regarding Approval of Restorative Dental Hygiene Courses* may apply for authorization to perform restorative procedures of a permanent nature.

The CDHNS *Policy Regarding Approval of Restorative Dental Hygiene Courses* is *Schedule A* to this document.

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| Undergraduate Canadian Dental Hygiene Programs: The following restorative courses, delivered as a component of these dental hygiene programs, are considered to have met the requirements: | | |
| Dalhousie University, School of DH (up to May 2010) | Collège de L’Outaouais | John Abbott College |
| Cégep de Chicoutimi | Collège Édouard-Montpetit | University of Manitoba, School of DH (up to May 1999) |
| Cégep François-Xavier Garneau | Collège Maisonneuve | |
| Continuing Education Courses: Restorative courses delivered as continuing education courses by the following dental hygiene programs are considered approved: | | |
| Algonquin College, Restorative Dental Hygiene Program (post-diploma) | George Brown College, Restorative Dental Hygiene Program (post-diploma) | University of Manitoba, Restorative Dental Hygiene Program (post-diploma) |
| If your program is not listed above, please contact the CDHNS for further direction and consideration. | | |

Application for Authorization to Perform Permanent Restorative Procedures

The information required as part of an application for authorization may vary depending on the length of time that has lapsed since the applicant completed the restorative educational program, and whether the program has been previously reviewed to determine equivalence.

Applicants should refer to sections A, B and C of this Policy and the application form to determine the required documentation.

After Oct 31, 2022, CDHNS registrants must not perform restorative procedures of a permanent nature until they have been notified in writing that their application has been approved and they have been authorized to perform restorative procedures of a permanent nature.

General Timeline for Review of Applications

If an application is complete, the restorative program is approved, and the registrant meets the currency of practice criteria set out in this Policy, notification will generally be mailed within 7 to 10 working days of receipt of the application.

Courses or programs that are not currently on the approved list will have to be reviewed. Detailed course information (i.e., course outline, schedule, course syllabus, course manual) must accompany the application. After all required documents are received, applicants should expect a minimum of 4 to 6 weeks for review. The CDHNS will do the best they can to handle applications in an expedient fashion. If the information provided with the application is incomplete or additional information is required, the process may take longer. **Applicants must determine which of the following Policy Sections (A, B or C) applies to their situation and proceed accordingly.**

Section A. If the applicant completed a restorative course 0 - 36 months prior to the date of application for authorization to perform restorative procedures of a permanent nature, the application must proceed as follows:

Documentation to be submitted to the CDHNS:

- A completed application for authorization to perform restorative procedures of a permanent nature
- Evidence (as specified on the application form) of successful completion of appropriate education
 - *Please note:* If you completed your education in your undergraduate program and the DH program transcript is already on file with the CDHNS, you will not be required to submit it again.
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a practising licence is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their current CPR certification/card if it is not already on file.

Processing of Applications

- Each application for authorization to perform restorations of a permanent nature will be reviewed on an individual basis.
- The Registrar or Credentials Committee may request additional information in order to verify an applicant's educational course related to performance of restorative procedures of a permanent nature (e.g., detailed course outline, syllabus, workbook, manual, summary of experience, practical and theoretical evaluations), and any related clinical upgrades completed by the individual applicant since the original course completion.
- If the Registrar or Credentials Committee is satisfied that the applicant has received appropriate education in the performance of restorative procedures, the applicant **will** be authorized.
- If the Registrar or Credentials Committee is not satisfied that the applicant has received appropriate education in the performance of restorative procedures, the applicant **will not** be authorized, and the applicant will be required to successfully complete an approved restorative dental hygiene education prior to re-applying for authorization.
- An application for authorization may be refused or deferred if the applicant is the subject of investigation or discipline related to professional misconduct, incompetence, conduct unbecoming, or incapacity in any jurisdiction.

Section B. If the applicant completed a restorative course more than 36 months, but not more than 72 months prior to the date of application for authorization to perform restorative procedures of a permanent nature, the application must proceed as follows:

Documentation to be submitted to the CDHNS:

- A completed application for authorization to perform restorative procedures of a permanent nature
- Evidence (as specified on the application form) of successful completion of appropriate education
 - *Please note:* If you completed your education in your undergraduate program and the DH program transcript is already on file with the CDHNS, you will not be required to submit it again.

- Evidence of currency of practice in the performance of restorative procedures of a permanent nature verifying that the applicant regularly performed restorative procedures as part of their practice of dental hygiene (e.g., letter from the applicant’s employer(s) or if self-employed, a letter from a dentist who works in collaboration with the RDH to complete permanent restorations).
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a practising licence is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their current CPR certification/card if it is not already on file.

Processing of Applications

- Each application for authorization to perform restorations of a permanent nature will be reviewed on an individual basis.
- The Registrar or Credentials Committee may request additional information in order to verify an applicant’s educational course related to performance of restorative procedures of a permanent nature (e.g., detailed course outline, syllabus, workbook, manual, summary of experience, practical and theoretical evaluations), and any related clinical upgrades completed by the individual applicant since the original course completion.
- If the Registrar or Credentials Committee is satisfied that the applicant has received appropriate education in the performance of restorative procedures and has maintained currency (i.e., performed restorative procedures on a regular basis within the last 36 months), the applicant **will** be authorized.
- If the Registrar or Credentials Committee is satisfied that the applicant has received appropriate education in the performance of restorative procedures but more than 36 months have elapsed since the applicant last performed restorative procedures on a regular basis, the applicant will not be authorized to perform permanent restorative procedures, and the applicant will be required to successfully complete approved refresher dental hygiene restorative **or** full restorative education prior to re-applying for authorization.
- If the Registrar or Credentials Committee is not satisfied that the applicant has received appropriate education in the performance of restorative procedures, the applicant **will not** be authorized, and the applicant will be required to successfully complete an approved restorative dental hygiene education prior to re-applying for authorization. Refresher education **will not** qualify.
- An application for authorization may be refused or deferred if the applicant is the subject of investigation or discipline related to professional misconduct, incompetence, conduct unbecoming, or incapacity in any jurisdiction.

Section C. If the applicant completed a restorative course more than 72 months prior to the date of application for authorization to perform restorative procedures of a permanent nature, the application must proceed as follows:

Documentation to be submitted to the CDHNS:

- A completed application for authorization to perform restorative procedures of a permanent nature

- Evidence (as specified on the application form) of successful completion of appropriate education
 - *Please note:* If you completed your education in your undergraduate program and the DH program transcript or evidence of graduation from the DH program is already on file with the CDHNS, you will not be required to submit it again.
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a practising licence is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their current CPR certification/card if it is not already on file.
- Evidence of currency of practice in the performance of restorative procedures of a permanent nature,) verifying that the applicant regularly performed restorative procedures as part of their practice of dental hygiene (e.g., letter from the applicant’s employer(s) or if self-employed, a letter from a dentist who works in collaboration with the RDH to complete permanent restorations).

Processing of Applications

- Each application for authorization to perform restorations of a permanent nature will be reviewed on an individual basis.
- The Registrar or Credentials Committee may request additional information in order to verify an applicant’s educational course related to performance of restorative procedures of a permanent nature (e.g., detailed course outline, syllabus, workbook, manual, summary of experience, practical and theoretical evaluations), and any related clinical upgrades completed by the individual applicant since the original course completion.
- If the Registrar or Credentials Committee is satisfied that the applicant has received appropriate education in the performance of restorative procedures and has maintained currency (i.e., performed restorative procedures on a regular basis within the last 36 months), the applicant **will** be authorized.
- If the Registrar or Credentials Committee is satisfied that the applicant has received appropriate education in the performance of restorative procedures but more than 36 months have elapsed since the applicant last performed restorative procedures on a regular basis, the applicant **will not** be authorized to perform permanent restorative procedures, and the applicant will be required to successfully complete a full restorative education prior to re-applying for authorization. Refresher education **will not** qualify.
- If the Registrar or Credentials Committee is not satisfied that the applicant has received appropriate education in the performance of restorative procedures, the applicant **will not** be authorized, and the applicant will be required to successfully complete an approved restorative dental hygiene education prior to re-applying for authorization. Refresher education **will not** qualify.
- An application for authorization may be refused or deferred if the applicant is the subject of investigation or discipline related to professional misconduct, incompetence, conduct unbecoming, or incapacity in any jurisdiction.

Credentials Committee

Where the Registrar is not satisfied that the applicant meets the criteria set by Council with respect to the applicable Policy Section, the Registrar may refuse the application or may refer the matter to the Credentials Committee.

If the Registrar refuses the application, the applicant may request that the Credentials Committee review the Registrar's decisions.

Where the applicant requests the opportunity to appear before the Credentials Committee, this request must be granted.

The Credentials Committee shall consider the eligibility of the applicant and may authorize or refuse the application. The decision of the Credentials Committee is final.

Schedule A: Policy Regarding Approval of Restorative Dental Hygiene Courses

| Requirements | |
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| 1. Theoretical course content must include: | Science of dental materials |
| | Histology and embryology |
| | Dental anatomy |
| | Functional occlusion |
| | Black's classification (e.g., Class I, II, and III) |
| | Health and safety |
| | Management of records |
| 2. Pre-clinical and clinical course content must include: | Moisture control and isolation techniques |
| | Placement of pulp protection (e.g., liners, bases) |
| | Placement and removal of matrices and wedges |
| | Bonding Materials |
| | Amalgam Restorations (Class I, II, and V) |
| | Composite Restorations (Class I, II, III, IV, and V) |
| | Placement of temporary restorations/sedative dressings |
| | Placement of gingival retraction cord |
| | Placement, finishing and polishing of restorations |
| | Periodontal response to restorations |
| | Infection control procedures |
| | Hazardous waste management procedures |
| 3. There must be evidence that course participants receive sufficient experiences in both the pre-clinical and clinical settings to attain competence. | |
| 4. The course is delivered as a component of a dental hygiene, dental therapy, or dental undergraduate program, or as a continuing education course delivered by: | 4.1. An accredited faculty of dentistry, dental hygiene, or dental therapy undergraduate program, <i>or</i> |
| | 4.2. Continuing education programs which the Registrar or Credentials Committee deem substantially equivalent to a Council approved faculty of dentistry/dental hygiene/dental therapy sponsored course and is: |
| | 4.2.1. <i>Organized and taught by oral health practitioners who are registered/licensed¹ in good standing and authorized to provide restorative procedures in the jurisdiction where they hold registration/licensure, and</i> 4.2.2. <i>Held in a properly equipped dental environment which will permit the course participants to use the techniques being taught to achieve an acceptable entry-level of competence for the performance of restorative procedures.</i> |
| 5. There must be evidence of an appropriate process for evaluation in both the theoretical and clinical components of the course. | |
| 6. Course providers must issue evidence of successful completion of the restorative course (e.g., transcript from dental hygiene program, certificate of completion from continuing education). | |

¹ Persons teaching clinical courses in Nova Scotia must be a registered with the appropriate provincial regulatory authority (e.g., CDHNS or PDBNS)