

College of  
**Dental Hygienists**  
of Nova Scotia

**2012**

***Annual Report***

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



# Table of Contents



|   |    |
|---|----|
| Chair's Message                         | 2  |
| Introduction                            | 3  |
| Governance                              | 4  |
| Organizational Structure                | 5  |
| Resource Allocation                     | 7  |
| Excellence In and Accessibility To Care | 8  |
| Advancement of the Profession           | 12 |
| Recognizing Excellence                  | 14 |
| Communication                           | 15 |
| Auditor's Report                        | 16 |

## Chair's Message

In the face of some adversity, Vivian Greene said

***“Life is not about waiting for the storm to pass,  
it's about learning to dance in the rain.”***

Not long ago we were amidst a struggle to become self regulated, a journey of self discovery. Having achieved self regulation we have continued to grow and 2011- 2012 year marked a number of achievements for the profession.

I would like to extend a heart felt thank you to our expanding list of volunteer members, without whom many of our member and community support activities would not be possible. We have experienced an increase in the volunteer roster for the Community Education Centre and we have new Council and Committee members coming on board. The CDHNS cannot function without active participation.



Ninety seven (97%) of our practicing members are self initiating and no licences were denied for failure to meet this requirement during the 2011/2012 licence renewal period.

Another milestone occurred this year for the profession with the opening of the first stand-alone dental hygiene clinic. We congratulate those spirited pioneers who are working to establish alternate practice settings in order to increase access to oral health care.

The Council met three times this year. In an effort to understand the needs of both our members and moral owners, as well as fulfill an education mandate, we entertained presentations from the NS Department of Finance “Community Counts” website regarding Nova Scotia population demographics, and Pharmaceuticals Nova Scotia Change Management & Communications Analyst regarding the Drug Information System project.

We maintained a strong linkage with the Dalhousie University School of Dental Hygiene with ongoing communication and guest Council attendance.

It was my distinct pleasure to welcome two public members to our Council this year. Although they have not officially been appointed by the government, Council felt it was important to include input from the public and we welcome their perspective and input. As with every Council member, we honour their commitment to responsible governance.

We continue to strive for ownership linkage with community projects such as an evening with “Families of Those Who Cannot Speak for Themselves” at a long-term care facility in Truro, NS. As a result we have dental hygiene services placed in yet another Nova Scotia long term care facility. Also, the CDHNS heard your request to have affordable and relevant continuing education and arranged “Empowering Yourself in the Workplace” as the spring event. Well attended and a great deal of positive feedback.

Self regulation achieved not only the means by which we act on our own initiative but it demonstrated that we are prepared to assume full responsibility for our actions.

I believe we have weathered the storm and we are dancing in the rain. Congratulations to you all on a year of positive progress. Our journey continues.....

A handwritten signature in blue ink that reads "Rosemary Bourque".

Rosemary Bourque  
CDHNS Chair

# Introduction

## BACKGROUND

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

## THE OBJECTS OF THE COLLEGE

Section 5 (1) of the Dental Hygienists Act:

In order that the public interest may be served and protected, the objects of the College are to:

- (a) regulate the profession of dental hygiene through
  - (i) the registration, licensing and disciplinary processes established pursuant to this Act and the regulations,
  - (ii) establishing, maintaining and developing standards of practice for members,
  - (iii) establishing, maintaining and developing standards of professional ethics for members, and
  - (iv) establishing, maintaining and developing standards for the education, knowledge, qualifications, professional responsibility and competence of its members and applicants for membership;
- (b) subject to clause (a), advance and promote the profession of dental hygiene;
- (c) administer this Act and perform such other duties and exercise such other powers as are imposed or conferred on the College by this Act or the regulations; and
- (d) do such other lawful acts and things as are incidental to the attainment of the objects referred to in clauses (a) to (c).<sup>3</sup>

## 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,

- a) includes assessment for dental hygiene services, the planning of dental hygiene interventions to prevent oral disease and the evaluation of the progress and results of dental hygiene interventions and services, oral health practices and behaviours;
- b) includes such practices as prescribed in this Act or the regulations;
- c) includes collaboration with other health professionals for the provision of oral health services, health education and health promotion in order to integrate preventive oral health care into general preventative care.
- d) a dental hygienist may provide services as a researcher, clinician, consultant, administrator, manager, educator or health promoter.

Only a registered and licensed member of the College of Dental Hygienists of Nova Scotia may use the following titles:

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

## Governance



### CDHNS Council

Sara Harding, Joyce Lind (Executive Member), Karen Wolf, Wendy Stewart (Vice-Chair), Ann MacArthur (Executive Member)  
Rosemary Bourque (Chair), Cathy MacLean (Public Member)  
Dawna Ernst-Henry, Joanne Noye, Jackie White (Missing: Greg Glynn, Public Member)

### COUNCIL'S ROLE

The Council governs, directs, and administers the affairs of the College according to the Act, Regulation and bylaws. The chair of council and executive committee members are elected annually by council members. The Council operates under the Carver Model of Policy Governance®. The CDHNS's mission statement, ends, governance and management polices provide direction to both Council and staff. The Council creates policies that:

- a) Establish long and short term "ends"
- b) Guide the Council conduct and monitors its performance
- c) Delegate authority to the registrar and monitors the registrar
- d) Establish a system for monitoring operations and achievement of "ends"

Council held three business meetings, one conference call meeting, two governance workshops, public, education and membership ownership linkage sessions, and the Annual General meeting between May1, 2011 and March 31, 2012 to fulfill the responsibility of managing and conducting the business of the College. Several Council education sessions were conducted during Council meetings. Council appoints the Registrar and chairs and members of the Credentials, Investigation and Hearing Committees.

### 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 Membership Services Committees and is responsible for administration of all programs of the CDHNS.

### COMPLAINTS

The College is responsible to Nova Scotians to ensure that dental hygienists meet the CDHNS established standards for professional conduct and competent practice. The CDHNS manages complaints and discipline processes in accordance with the Dental Hygienists Act, Regulation, other applicable legislation and policies. The registrar receives formal complaints and under written policy determines whether the complaint is dismissed due to lack of evidence or is referred to the Investigation Committee or directly to the Hearing Committees.

No formal complaints were received in the 2011-2012 year.

## Organizational Structure

### Mega End

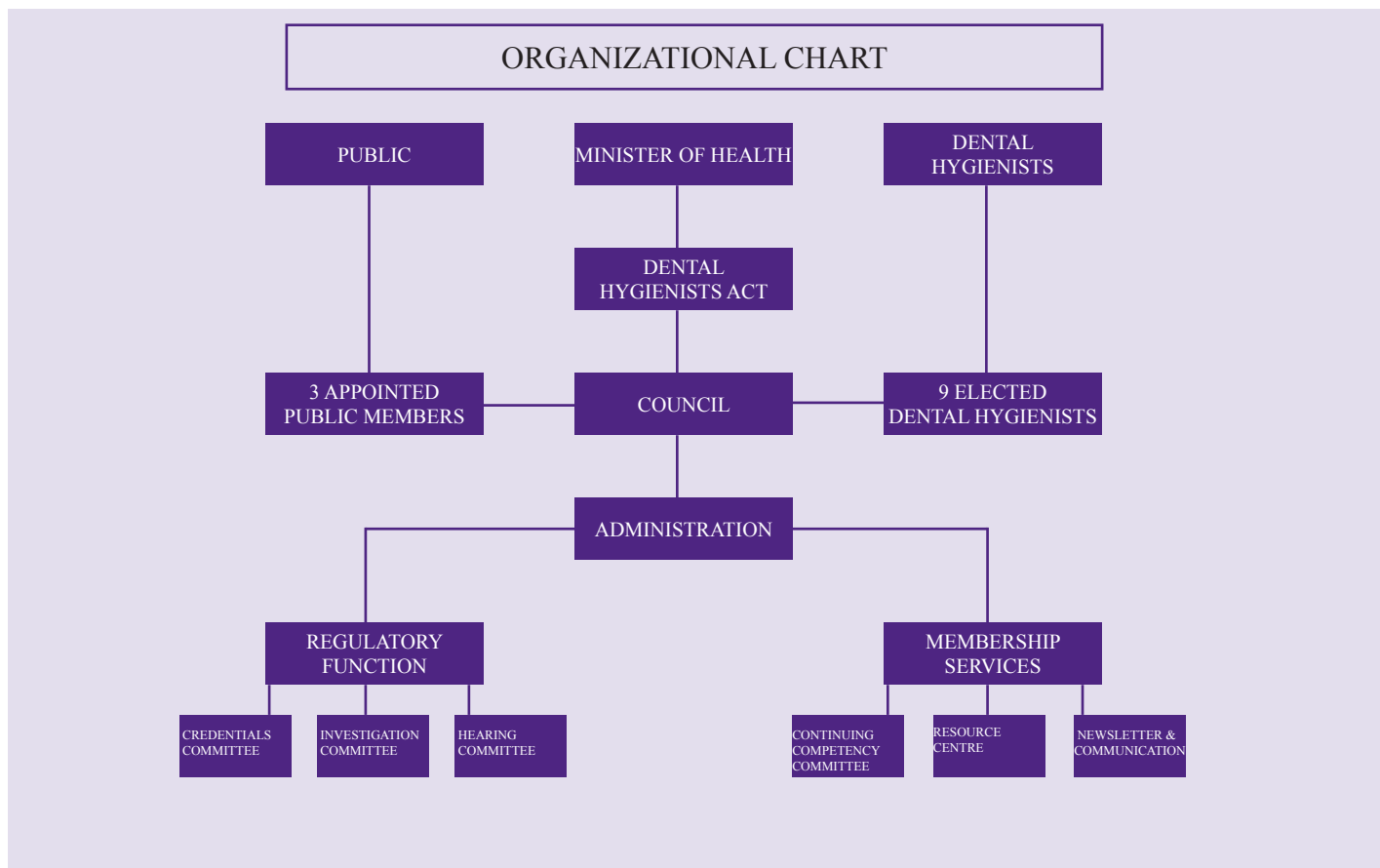
*....The College of Dental Hygienists of Nova Scotia exists so that in the best interest of the public, members are regulated, provide excellent care and advance the profession... through the cost effective stewardship of resources.*

The College of Dental Hygienists of Nova Scotia is established by statutory authority through the Dental Hygienists Act of Nova Scotia.

CDHNS is incorporated as a body corporate, is composed of its members and, subject to this Act, has the capacity and powers of a natural person.

Council, committees and other positions are established in accordance with the Act and Regulation and the CDHNS bylaws and policies.

The organizational structure is set out below.





# Committees

## CREDENTIALS COMMITTEE

The Credentials Committee consists of no fewer than three College members and one public representative. The Credential Committee is the appeals committee for applicants for registration and licensing issues. The Committee also reviews registration/licensing issues referred to them by the registrar.

### Members:

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

## INVESTIGATION COMMITTEE

The Investigation Committee investigates complaints regarding a disciplinary matter referred to it by the registrar concerning any member of the College.

### Members:

Heather Bell, Chair  
Rosemary Bourque  
Mary MacLeod  
Collene Sand  
Leslie Ebert, Public Member  
Laurene MacDonald, Public Member

## HEARING COMMITTEE

The Hearing Committee conducts a discipline hearing for all matters referred to it by the Investigations Committee or by 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 lay representative, to act as the Hearing Panel for purposes of the discipline process.

### Members:

David Purdy, Chair  
Jerry Craig  
Shauna Hachey  
Marcia Kohler  
Sue MacIntosh  
Katherine MacKeigan  
Cara Tax  
Denise Zwicker  
Michael Maddalena, Public Member  
Elizabeth Mullaly, Public Member

## CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Committee under the direction of the Registrar conducts the Continuing Competency Audit and reviews other matters concerning continuing competency referred to it by administrative staff.

### Members:

Jackie White, Chair  
Cheryl d'Entremont, Vice Chair  
Jennifer Cox  
Allison Craig  
Teanne MacCallum  
Jenn MacKay, Support

## MEMBERSHIP 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, calendar and annual continuing education event.

### Members:

Joanne Noye, Chair  
Dawna Ernst-Henry-Calendar  
Rosemary Bourque-Unison

## 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/CAO  
Jenn MacKay, Administrative Assistant  
Volunteers

The CDHNS was successful in their application under the Canada Summer Jobs Program and employed a dental hygiene student over the summer in 2011. The student's main focus was research and preparation of background material for the CDHNS.



## ***Resource Allocation***

Based on the strategic plan and newly developed ends for the fiscal year of 2011 to 2012, Council allocated College resources in the following areas:

1. Governance of the organization
2. Excellence in and accessibility to dental hygiene care
3. Advancement of the dental hygiene profession

“Governance” includes Council’s operational expenses for meetings, 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.

“Excellence in and accessibility to dental hygiene care” comprises the CDHNS’s regulatory and administrative responsibilities under the legislation.

“Advancement of the dental hygiene profession” includes initiatives to provide information and support to members regarding practice, employment issues and opportunities and development in leadership to sustain the profession. Work in this area includes initiatives which increase recognition of the profession, education of the public and increased opportunities for inter-professional and interagency collaboration.

Activities which are related to each area are ongoing and projects which are not completed at fiscal year end continue into the next budget year.

### **CHANGE OF FISCAL YEAR END**

The CDHNS changed its fiscal year end during this operating year to better coincide with the timing of the Annual General meeting, the production of the audit statements, and the licence renewal period. The new fiscal year is February 1 to January 31. The audit statements reported on at the 2012 AGM pertain to a nine month period from May 1, 2011 to January 31, 2012.

# *Excellence In and Accessibility To Dental Hygiene Care*

## 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. 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 a licensed member of the CDHNS sits on the NDHCB exam development committee.

### ***Jurisprudence Examination***

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

All applicants for registration are required to successfully complete the *Knowledge of Dental Hygiene Practice in NS: Jurisprudence* course. This course is meant to increase the knowledge of applicants regarding the provincial legislation, Code of Ethics and the practice of dental hygiene in Nova Scotia. This course is offered online at the CDHA website.

### ***Clinical Examinations***

Applicants who graduate from non accredited programs must pass any examination or examinations approved by the Council in addition to meeting all other requirements. A clinical exam approved by the CDHNS is required.

### ***Self Initiation Examination***

All practicing members are required to successfully complete the Self Initiation Examination for Dental Hygienists in NS within two years of initial licensing with the CDHNS. Self initiation means dental hygienists determine when to proceed with dental hygiene care. This course is offered online at the CDHA website. Meeting all requirements under the Act validates that self-initiated dental hygiene practice will satisfy the public interest principles of access, equality, accountability and quality of care, without any increased risk of harm to the public. All practicing members of the CDHNS who were licensed in NS on May 15, 2009 met this requirement by November 1, 2011.

**Increase in Self Initiation since Legislation**

|                               | May 2009 - April 2010 | May 2010 - April 2011 | May 2011 - April 2012 |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| Self Initiating Increase      | 62                    | 313                   | 256                   |
| Total Self Initiating Members | 62                    | 375                   | 631                   |

**Other Requirements for Registration include:**

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

The Commission on Dental Accreditation of Canada (CDAC) accredits dental hygiene programs in Canada and has a reciprocal agreement with the Accreditation Commission in the US. Currently the registrars from the CDHNS and the College of Dental Hygienists of Ontario are the Federation of Dental Hygiene Regulatory Authorities' representatives on the Commission on Dental Accreditation of Canada.

The Fair Registration Practices Act requires that all regulatory authorities have an appeal mechanism for registration decisions. The CDHNS registration decisions may be referred to the Credentials Committee by either the registrar or the applicant for appeal.

**New Registrant Information 2011-2012**

|                                 | May 2009-<br>April 2010 | May 2010 -<br>April 2011 | May 2011 -<br>April 2012 |
|---------------------------------|-------------------------|--------------------------|--------------------------|
| <b>Dalhousie Graduates</b>      | 22                      | 27                       | 22                       |
| <b>Other Canadian Graduates</b> | 12                      | 16                       | 13                       |
| <b>Other New Registrants</b>    | 19                      | 21                       | 6                        |
| <b>Total</b>                    | 53                      | 64                       | 41                       |

## **STANDARDS AND CODE OF ETHICS**

Code of ethics and practice standards provide guidance for health professionals. The CDHNS has adopted the Canadian Dental Hygienists Association Code of Ethics and Practice Standards. 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
- CDHA Code of Ethics \*
- CDHNS Best Practices: Self Initiation
- CDHNS Best Practices: Record Keeping
- National Dental Hygiene Competency Statements

\*The CDHA Code of Ethics is currently under review and the CDHNS has provided input in the process. The Council will review the completed version to determine if it will meet the CDHNS's needs in the future.

## **CONTINUING COMPETENCY PROGRAM**

The dental hygiene regulation provides for a mandatory continuing competency program. Upon the establishment of the CDHNS in November of 2009 all members were assigned a new reporting cycle of two, three, or four years to accommodate administration of the program. The first cycle was completed on December 31, 2010. Following the initial staggered cycles all Continuing Competency cycles will require 45 credits in a three year cycle.

The Continuing Competency Committee met once during 2011-2012 and continuously by email to give guidance to the registrar and staff on specific member questions. The Committee reviewed the results of the survey requested by the membership at the 2011 AGM regarding the number of credits received for CPR recertification. The survey results indicated that the majority chose the option to increase the number of credits for CPR to nine in a three year cycle. Further members are required to have a CDHNS certificate of attendance completed for the CPR course for their continuing competency records.

### **2012 Continuing Competency Audit**

Seventeen members' continuing competency records were audited for 2012. Five members did not pass the audit due to lack of appropriate documentation including one member who was deficient in category three credits. These members were contacted and four provided the correct documentation and /or completed the required credits within the appropriate time. One member failed to file the necessary documents within the appropriate time and was sent a second letter from the registrar. All necessary documents were filed with the CDHNS and all audits were completed.

## **OTHER INITIATIVES**

In November 2011 the Governor in Council approved a legitimate objective prepared by the CDHNS concerning the practice of dental hygiene in Nova Scotia under Chapter 7 of the Agreement on Internal Trade. The legitimate objective is in regard to the licensing of members from non-accredited programs who have not completed an approved clinical exam and nor hold a NDHCB certificate. For details you may find more information at the AIT website [http://www.ait-aci.ca/index\\_en/labour.htm](http://www.ait-aci.ca/index_en/labour.htm).

In March of 2011 the CDHNS wrote to the Minister of Health requesting a meeting to discuss several issues of concern including appointment of the Chief Dental Officer of Health/dental consultant, dental hygienists as primary care providers and the recognition of dental hygienists as service providers under government sponsored programs. We met with senior staff from the department and continue work on these issues with various departments within the government.

## MEMBER STATISTICS

The Dental Hygienists Act and regulation establishes a general register of members. Within that members may hold a practicing licence, a non practicing licence, or a provisional licence. Practicing licence holders may practice dental hygiene in the province subject to the act and regulations, those holding a non practicing membership may not practice dental hygiene but remain on the non practicing register. 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 their licence by the CDHNS.

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

|                               | May 15, 2009 | May 2009 - April 2010 | May 2010- April 2011 | May 2011- April 2012 |
|-------------------------------|--------------|-----------------------|----------------------|----------------------|
| <b>Practicing Members</b>     | 563          | 593                   | 620                  | 623                  |
| <b>Non-Practicing Members</b> | N/A          | 24                    | 30                   | 45                   |
| <b>Total</b>                  | 563          | 617                   | 650                  | 668                  |

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.

### OTHER MEMBERSHIPS

Honorary Member      1  
Life Members          2

Alternate Setting Practitioners      4\*

\*Practicing members who have listed with the CDHNS as providing dental hygiene care directly to the client in alternate settings.

Alternate care practitioners include Joanne Noye, Jayne Beaumont, Olu Brown, and Wanda Fedora (from left to right below)



## *Advancement of the Profession*

The College is committed to facilitating opportunities for quality, relevant continuing education for the membership. To meet this commitment the CDHNS undertook a number of activities in 2011-2012.

### **CDHA NATIONAL CONFERENCE**

In June 9 -11, 2011 the CDHNS welcomed the CDHA National Conference: "Advancing Dental Hygiene Practice" to Halifax. The conference was attended by 240 dental hygienists from across Canada. CDHNS staff and volunteers were on hand to support with registration and other administrative tasks during the conference. The key note address at the opening ceremonies was delivered by Terry Mitchell who reminded the participants about advancements in dental hygiene by recalling what the practice of dental hygiene was like in the "old days". Sessions were held to support dental hygiene practice in a variety of alternate and collaborative settings. The CDHNS provided a NS beach glass gift to registrants at the luncheon where Cathy Jones, a local comedian of Codco and This Hour Has 22 Minutes fame, entertained the crowd. Commercial exhibitors provided attendees with product information and practice resources. The CDHNS was pleased to collaborate and support the CDHA in this return of national conferences to the provinces.



Terry Mitchell at CDHA Conference

### **CRP COURSES**

The CDHNS requires that members submit a copy of their CPR card with their licence renewal form annually. The course must have been completed within one year of the date of application for licensing or licence renewal. On June 12, 2011 the CDHNS held a CPR recertification course following the AGM where thirty-seven members attended. CDHNS staff directs members to scheduled CPR courses and cooperates with local course providers.

### **LOCAL ANAESTHETIC**

Local anaesthetic is not a requirement for licensing or licence renewal in Nova Scotia. Only members who have successfully completed an approved course and are authorized by the CDHNS to administer local anaesthetic may do so. To date sixty-two licensed members of the CDHNS have been approved to administer local anaesthesia in NS.

Over the summer and fall of 2011 the CDHNS developed a requirements and course verification document for approving local anaesthesia courses based on the CDHNS's mandate under the Dental Hygienists Act. That mandate is to protect the public by establishing, maintaining and developing standards for the education, knowledge, qualifications, professional responsibility and competence of its members and applicants for membership. Subject to our public protection mandate consideration was given to the needs of our members, existing standards in Canada, data on the utilization, labour mobility and the needs of employers. The CDHNS and Continuing Dental Education at Dalhousie University have cooperated in making changes to the initial Local Anaesthetic program offered in 2010 which will enhance the offering and meet the requirements of the CDHNS.

The School of Dental Hygiene at Dalhousie University has incorporated local anaesthetic into the diploma and Degree Dental Hygiene Programs for the graduating students since 2011. The CDHNS has recognized the courses taken within the program.

### **RECOGNITION OF CDHA ONLINE COURSES**

The Continuing Competency Committee (CCC) reviewed the online courses available through CDHA and assigned credits and categories for the mandatory Continuing Competency program. In addition the CCC reviewed the scheduled courses offered through the Continuing Dental Education 2011/2012 program at Dalhousie University and assigned credits and categories for the CDHNS program. This information was listed on the CDHNS website.

### **NAME TAG PROMOTION**

In response to requests by members the CDHNS offered a name tag campaign. Approximately seventy-three name tags were ordered featuring the CDHNS logo and members name. This project was partially subsidized by the CDHNS and the name tags were distributed with the 2012 licences.

## STUDY CLUBS

The College added two study clubs to the registered study clubs list this year for a total of eight study clubs and the Halifax Dental Hygiene Society. Six of the registered study clubs are regional with open membership for their area and three registered clubs are within private office groups. During the year we contacted the clubs to update information. The CDHNS co-operates with these groups as requested to facilitate their presentation of learning activities to members.

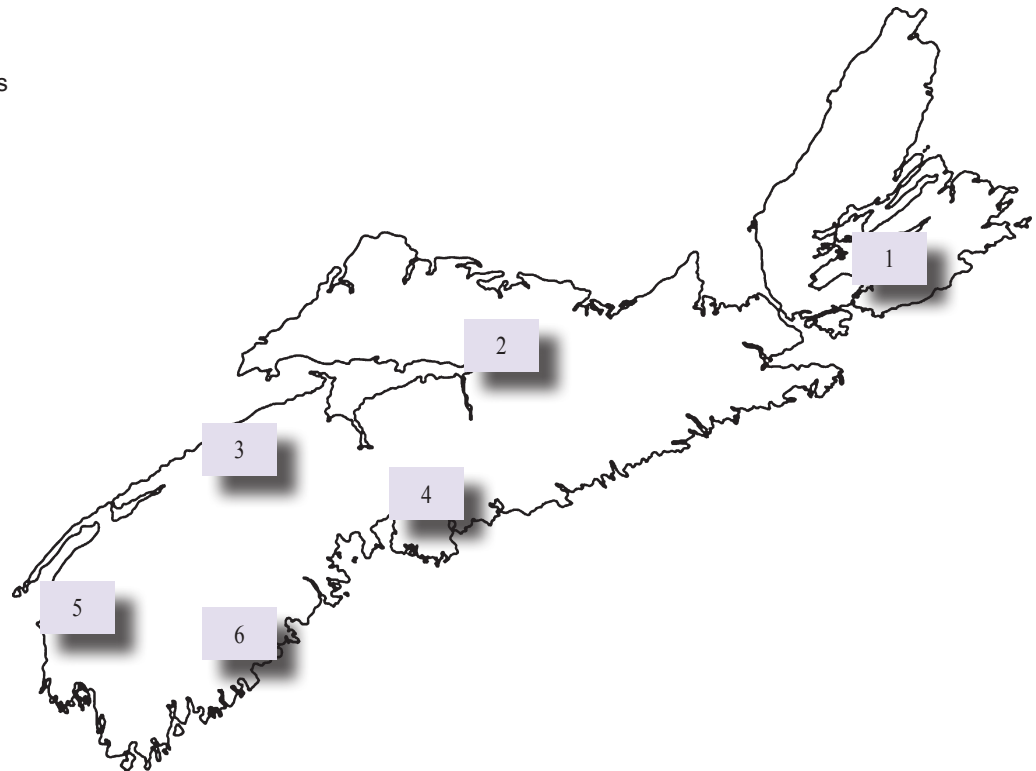
## HALIFAX DENTAL HYGIENE SOCIETY

The College continues to communicate and co-operate with the Halifax Dental Hygiene Society to develop a coordinated effort to offering continuing competency courses and other activities in the metro area. Volunteers for community presentations and CDHNS registration at courses have been organized through the society.

## Placement of Study Clubs around NS

- 1- Capers 1
- 2- Northern Study Club
- 3 - Annapolis Valley Dental Hygiene Study Club
- 4- Halifax Dental Hygiene Society
- 5- South West Nova
- 6 - South Shore

There are 3 work place study clubs  
 -Bedford House Dental Office  
 -Bedford Basin Study Club  
 -Community Dental Study Club





# ***Recognizing Excellence***

## **AWARDS**

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

### **Table Clinic Awards**

In February the Dalhousie University School of Dental Hygiene students Table Clinic winners were presented with prizes on behalf of the College by Registrar Patricia Grant.

1st place – Noele Lamarche & Jillian Dowhaniuk  
Halitosis: A Predictor of Ovulation  
Adviser: C. Robb



2nd place - Emily Ramsay & Chelsea Rankin  
Swimmer's Teeth: Staining and Erosion: Who is at Risk?  
Adviser: C. Robb

3rd place – Holly Johnson & Falyn Reynolds  
Saliva Testing: Early Prediction of Periodontal Disease  
Adviser: N. Neish



### **CDHNS HIGHEST STANDING AWARD**

College of Dental Hygienists Award (\$500.00) presented to the student with the highest academic standing graduating from the Dalhousie University, Dental Hygiene Program was presented for 2011 to Heather Pumphrey.



## Communication

### NEWSLETTER

The Unison provides members with information updates about dental hygiene practice, council governance, CDHNS updates through the "From the Desk of the Registrar", health promotion, legislative, study clubs, other meetings and educational information. Three editions of the Unison newsletter were published and distributed to members in the past year. During the 2012 licence renewal members were asked to indicate their preference for receiving the newsletter online only or in the mail. Approximately 37% opted to receive their newsletter online. Over the last year we have reassigned areas of responsibility for the newsletter to add the CDHNS administrative assistant as editorial staff. These changes should lead to a more efficient production and distribution of the Unison and a less burdensome task for our volunteer editor. Our volunteer editor in chief remains Rosemary Bourque and submissions may be sent directly to her through the CDHNS web site.

### CALENDAR

The CDHNS produced and distributed to the membership a date book calendar with the December 2011 newsletter. This publication is partially sponsored through the sale of advertisements for each page or cover. The Membership Services Committee has decided to discontinue the production of the calendar as it is no longer a cost recovery project and many members have opted for the use of electronic date keeping. We thank all our sponsors and a special thank you to Dawna Ernst-Henry for her hard work over the past ten years.

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

The CDHNS website is an excellent way to stay updated with the CDHNS and the profession. The site features sections on the role of the CDHNS, the role of dental hygienists, education and qualifications for registration. The public section seeks to inform the public about the profession and contains a list of practicing dental hygienists names as well as a list of independent dental hygiene practices. Timely announcements or recently posted updates can be found on the home page.

### EMAIL BLASTS

The CDHNS uses an email blast or bulletin to update members on short notice events or information. To receive these important announcements members should update their email addresses with the CDHNS and add the CDHNS as a safe sender so notices will not end up in junk mail boxes.

### COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

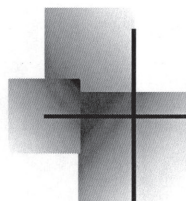
As part of the CDHNS's mandate of promoting oral health, the dental hygiene profession, and increasing public awareness, we maintain a resource centre that is available to all dental hygienists in Nova Scotia. The Community Education Resource Centre (CERC) is administered through the CDHNS office in Halifax and coordinated by Jenn MacKay. The CERC added several names to its roster of volunteers during 2011-2012. Members interested in joining the Community Education Resource Team should contact the CDHNS.

In 2011-2012 the CERC had 13 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to Cape Breton and the groups involved included Brownies, classrooms, daycares, community health fairs, and adults with addictions. In all a total of 736 members of the public were served by the CERC centre through dental hygiene volunteers. We noticed an increase in requests for dates during April, Oral Health month.

This year saw an expansion of pamphlets available for dental hygienists to use for a variety of health topics and more dental related items for kids to enjoy.



# Financials



*Wilde Timmons Michaud Inc.*

Chartered Accountants

32 Glendale Avenue, Unit 2  
Lower Sackville, NS  
B4C 3M1

Phone: 902-252-4101  
Fax: 902-865-2396  
office@wtmnc.ca

---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of College of Dental Hygienists of Nova Scotia

We have audited the accompanying financial statements of College of Dental Hygienists of Nova Scotia, which comprise the statement of financial position as at January 31, 2012 and the statements of revenues and expenditures, changes in net assets and cash flows for the nine month period 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 generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of 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 from 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 entity'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 entity'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, the financial statements present fairly, in all material respects, the financial position of College of Dental Hygienists of Nova Scotia as at January 31, 2012, and the results of its operations and its cash flows for the period then ended in accordance with Canadian generally accepted accounting principles.

*Wilde Timmons Michaud Inc.*

Lower Sackville, Nova Scotia  
April 26, 2012

CHARTERED ACCOUNTANTS

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**  
**Statement of Financial Position**  
**As At January 31, 2012**

|                                | <i>January 31</i><br><b>2012</b> | <i>April 30</i><br><b>2011</b> |
|--------------------------------|----------------------------------|--------------------------------|
| <b>ASSETS</b>                  |                                  |                                |
| <b>CURRENT</b>                 |                                  |                                |
| Cash                           | \$ 320,146                       | \$ 278,465                     |
| Accounts receivable            | 175                              | -                              |
| Prepaid expenses               | <u>79,664</u>                    | <u>53,647</u>                  |
|                                | <b>399,985</b>                   | <b>332,112</b>                 |
| RESERVE FUND ( <i>Note 3</i> ) | <u>258,679</u>                   | <u>152,074</u>                 |
|                                | <b>\$ 658,664</b>                | <b>\$ 484,186</b>              |
| <b>LIABILITIES</b>             |                                  |                                |
| <b>CURRENT</b>                 |                                  |                                |
| Accounts payable               | \$ 2,944                         | \$ 2,507                       |
| Deferred revenue               | <u>274,242</u>                   | <u>185,777</u>                 |
|                                | <b>277,186</b>                   | <b>188,284</b>                 |
| <b>NET ASSETS</b>              |                                  |                                |
| GENERAL FUND                   | <u>381,478</u>                   | <u>295,902</u>                 |
|                                | <b>\$ 658,664</b>                | <b>\$ 484,186</b>              |

LEASE COMMITMENTS (*Note 4*)

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**  
**Statement of Changes in Net Assets**  
**For The Nine Month Period Ended January 31, 2012**

|   | <i>January 31</i><br><b>2012</b> | <i>April 30</i><br><b>2011</b> |
|---|----------------------------------|--------------------------------|
| <b>NET ASSETS - BEGINNING OF PERIOD</b> | <b>\$ 295,902</b>                | <b>\$ 145,739</b>              |
| Excess of revenues over expenditures    | <u>85,576</u>                    | <u>150,163</u>                 |
| <b>NET ASSETS - END OF PERIOD</b>       | <b>\$ 381,478</b>                | <b>\$ 295,902</b>              |

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**  
**Statement of Revenues and Expenditures**  
**For The Nine Month Period Ended January 31, 2012**

|   | <i>January 31</i><br><b>2012</b> | <i>April 30</i><br><b>2011</b><br><i>(12 months)</i> |
|---|----------------------------------|--|
| <b>REVENUES</b>   |                                  |  |
| Licensing fees  | \$ 298,556                       | \$ 384,645   |
| Other income  | 6,830                            | 11,207   |
| Investment income   | 1,605                            | 538  |
|   | <u>306,991</u>                   | <u>396,390</u>                                       |
| <b>EXPENDITURES</b>   |                                  |  |
| Advertising and promotion                                   | 9,698                            | 12,250   |
| Communications  | 1,681                            | 2,089  |
| Insurance   | 6,087                            | 9,221  |
| Interest and bank charges                                   | 246                              | 441  |
| Meetings  | 15,077                           | 32,639   |
| Occupancy   | 10,925                           | 14,524   |
| Office  | 6,329                            | 6,049  |
| Professional fees   | 8,726                            | 16,706   |
| Regulatory fees   | 76,059                           | 100,090  |
| Travel expenses   | 1,268                            | 2,253  |
| Wages and benefits  | 85,319                           | 94,965   |
|   | <u>221,415</u>                   | <u>291,227</u>                                       |
| <b>EXCESS OF REVENUES OVER EXPENDITURES FROM OPERATIONS</b> | <b>85,576</b>                    | <b>105,163</b>                                       |
| <b>OTHER INCOME</b>   |                                  |  |
| PDBNS reserve fund  | -                                | 45,000   |
| <b>EXCESS OF REVENUES OVER EXPENDITURES</b>                 | <b>\$ 85,576</b>                 | <b>\$ 150,163</b>                                    |

## COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

## Statement of Cash Flows

For The Nine Month Period Ended January 31, 2012

|                                      | January 31<br>2012 | April 30<br>2011<br>(12 months) |
|--------------------------------------|--------------------|---------------------------------|
| <b>OPERATING ACTIVITIES</b>          |                    |                                 |
| Excess of revenues over expenditures | \$ 85,576          | \$ 150,163                      |
| Changes in non-cash working capital: |                    |                                 |
| Accounts receivable                  | (175)              | 1,538                           |
| Prepaid expenses                     | (26,017)           | (3,915)                         |
| Accounts payable                     | 437                | (4,431)                         |
| Deferred revenue                     | 88,465             | 8,808                           |
|                                      | 62,710             | 2,000                           |
|                                      | 148,286            | 152,163                         |
| <b>INVESTING ACTIVITY</b>            |                    |                                 |
| Contributions to reserve fund        | (106,605)          | (152,074)                       |
| <b>INCREASE IN CASH FLOW</b>         | 41,681             | 89                              |
| Cash - beginning of period           | 278,465            | 278,376                         |
| <b>CASH - END OF PERIOD</b>          | \$ 320,146         | \$ 278,465                      |

## COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

## Notes to Financial Statements

For The Nine Month Period Ended January 31, 2012

**1. NATURE OF ACTIVITIES**

The College of Dental Hygienists of Nova Scotia was incorporated on May 15, 2009 under the Dental Hygienists Act of the Province of Nova Scotia. 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.

The College is not subject to tax under the Income Tax Act.

## **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### Reserve fund

The reserve fund is comprised of investments which are classified as available for sale and are measured at fair value at the statement of financial position date with any gain or loss recognized in net assets cumulative net unrealized gain or loss on the investment. Such accumulated gain or loss is transferred through excess revenue over expenses to unrestricted net assets on disposition of the asset.

### Capital assets

Capital assets are expensed as office expenses in the period in which they are purchased. During the period, \$1,689 of office equipment was purchased (2011 - \$458).

### Revenue recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Licensing fees are recognized as revenue over the period of time to which they relate. Annual licensing fees are due on October 31 each year.

### Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

### Contributed services

Volunteers assist the College in carrying out its activities. Due to the difficulty of determining the number of hours and the fair value thereof, contributed services are not recognized in these financial statements.

### Future changes in significant accounting policies

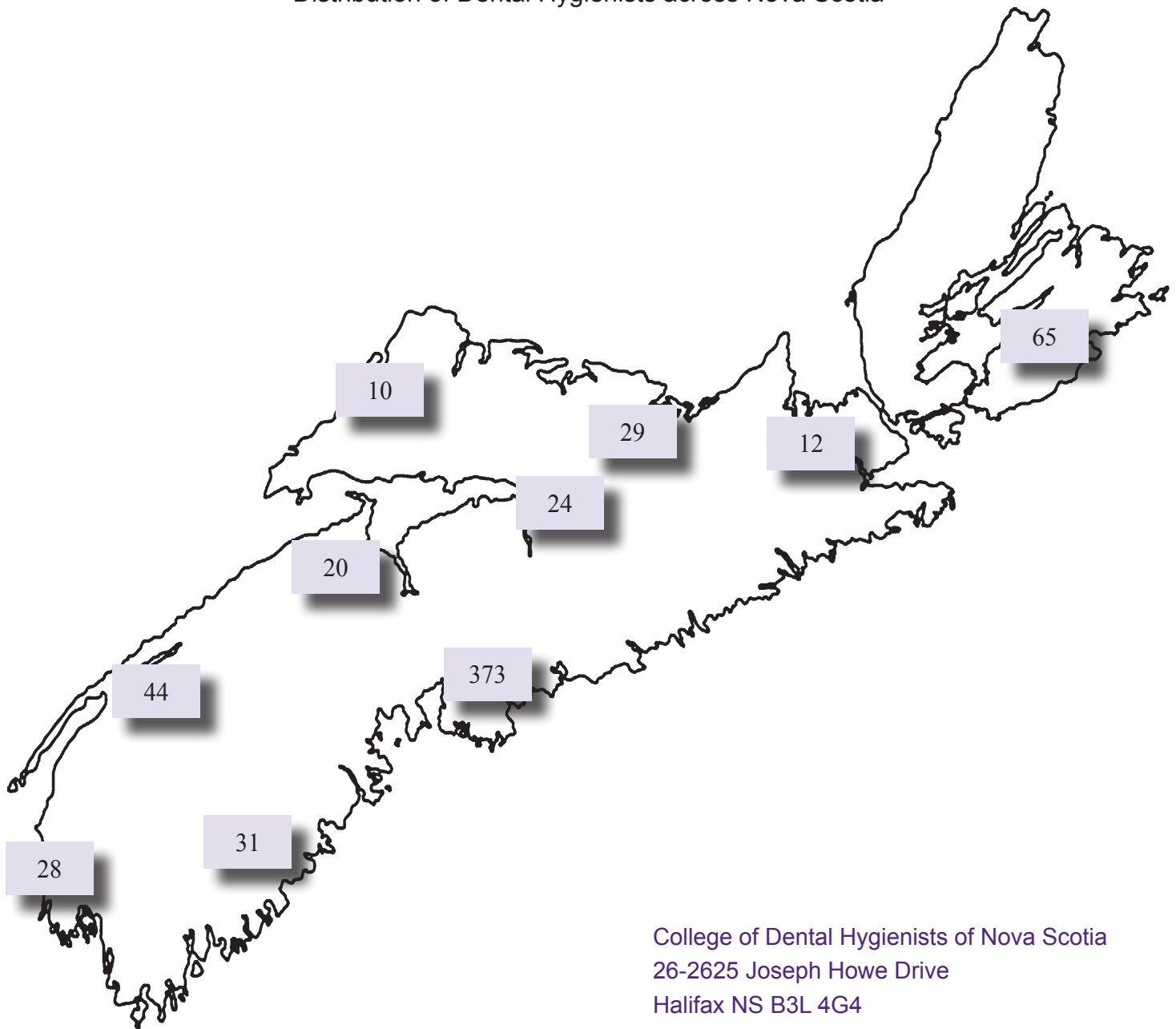
The following accounting standards have been issued by the Canadian Institute of Chartered Accountants (CICA) but are not yet effective for the College.

The Accounting Standards Board will be implementing Part III of the CICA Handbook Accounting Standards for Not-for-Profit Organizations effective February 1, 2012. The College is currently evaluating the effect of adopting these standards, which it expects to do in fiscal year 2013.





## Distribution of Dental Hygienists across Nova Scotia



College of Dental Hygienists of Nova Scotia  
26-2625 Joseph Howe Drive  
Halifax NS B3L 4G4

Tel: 902-444-7241

Fax: 902-444-7242

Email: [info@cdhns.ca](mailto:info@cdhns.ca)