

2012 - 2013

Annual Report

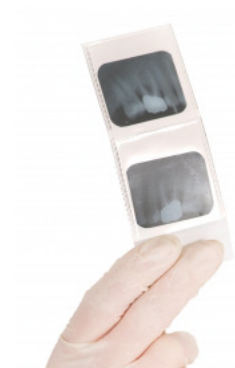
*Promoting excellent and accessible
dental hygiene care for all Nova Scotians*

Mega End

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

This report covers the College of Dental Hygienists of Nova Scotia's
responsibilities and actions between
February 2012 and January 2013
Printed May 2013

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Chair's Message

Dear Friends and Colleagues,

I am pleased to extend greetings and am proud to present the College of Dental Hygienists of Nova Scotia's Annual report for 2012-2013 which represents the achievements of the College over the past year.

I would like to start by congratulating Dalhousie University on two important milestones this year: Dentistry's 100th anniversary, and most recently, Dental Hygiene's 50th anniversary. I feel that as a College, it is important to maintain strong ties with Dalhousie's School of Dental Hygiene as they continue to provide excellent education to our future colleagues! As the Chair of your Council, I attended part of the celebrations. It was a wonderful opportunity to reconnect with former classmates, colleagues, and mentors, as well as to meet new engaging members of our profession. It was inspirational to see so many graduates from early classes and so many past presidents of both the NSDHA and CDHA in attendance.

In addition to the celebrations at Dalhousie, 2013 marks 50 years of organized dental hygiene in Nova Scotia. The NSDHA was founded in 1963 and held its final AGM in Sydney in 2009. This is now the 4th Annual General Meeting of the CDHNS. Volunteering with the NSDHA and the CDHNS has given me the opportunity to meet and share with so many inspirational people, many of whom are graduates of Dalhousie.

Last but not least, the CDHA will be celebrating 50 years in October 2013 at their Annual Conference in Toronto. Hopefully we will have lots of representation from Nova Scotia.

In closing, I would like to extend a heart-felt thank you to all those of you who volunteered for the CDHNS in the past year. You have made a difference!

Wendy Stewart

Wendy Stewart
CDHNS Chair 2012-2013



CDHA Presidents in Attendance at the 50th Anniversary

Introduction

BACKGROUND

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

ROLE OF THE COLLEGE

The Dental Hygienists Act (the Act) gives the College the authority to serve and protect the public's interest by:

- determining the registration, licensing and disciplinary processes
- establishing, maintaining and developing standards of practice for members
- establishing, maintaining and developing standards of professional ethics for members,
- establishing, maintaining and developing standards for the education, knowledge, qualifications, professional responsibility and competence of its members and applicants for membership;

Subject to its regulatory function the College may advance and promote the profession of dental hygiene;

As a Regulatory Authority the College requires dental hygienists to meet or exceed standards for licence renewal on an ongoing basis these include:

- annual renewal of CPR certification
- meet the requirements for the College's continuing competency program
- meet the College's Standards of Practice
- abide by the College's Code of Ethics

By meeting these professional expectations dental hygienists in Nova Scotia are well prepared to provide safe and effective oral health care to their clients.

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

The practice of dental hygiene means the application of professional dental hygiene knowledge for the purpose of providing therapeutic, preventative and maintenance services and programs for the promotion of optimal oral health and, without limiting the generality of the foregoing, in their practice dental hygienists do one or more of the following:

- assess, determine status and plan for dental hygiene interventions to prevent oral disease
- evaluate the progress and results of dental hygiene interventions
- provide restricted activities authorized by the regulation
- collaborate with other health professionals to integrate preventive oral health care
- provide services as a researcher, clinician, consultant, administrator, manager, educator or health promoter.

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



Wendy Stewart
Chair of Council



Joyce Lind
Vice-Chair of Council



Sara Harding
Executive Member



Ann MacArthur
Executive Member



Simone D'Entremont



Francine Leach



Joanne Noye



Angie Parker



Donna Samson



Greg Glynn
Public Member



Cathy MacLean
Public Member

COUNCIL

The Council is comprised of 9 members elected by the membership and 3 public representatives appointed by Governor in Council. The Chair of Council and Executive Committee members are elected annually by Council members. Council appoints the Registrar and members of the Credentials, Investigation and Hearing Committees.

COUNCIL'S ROLE

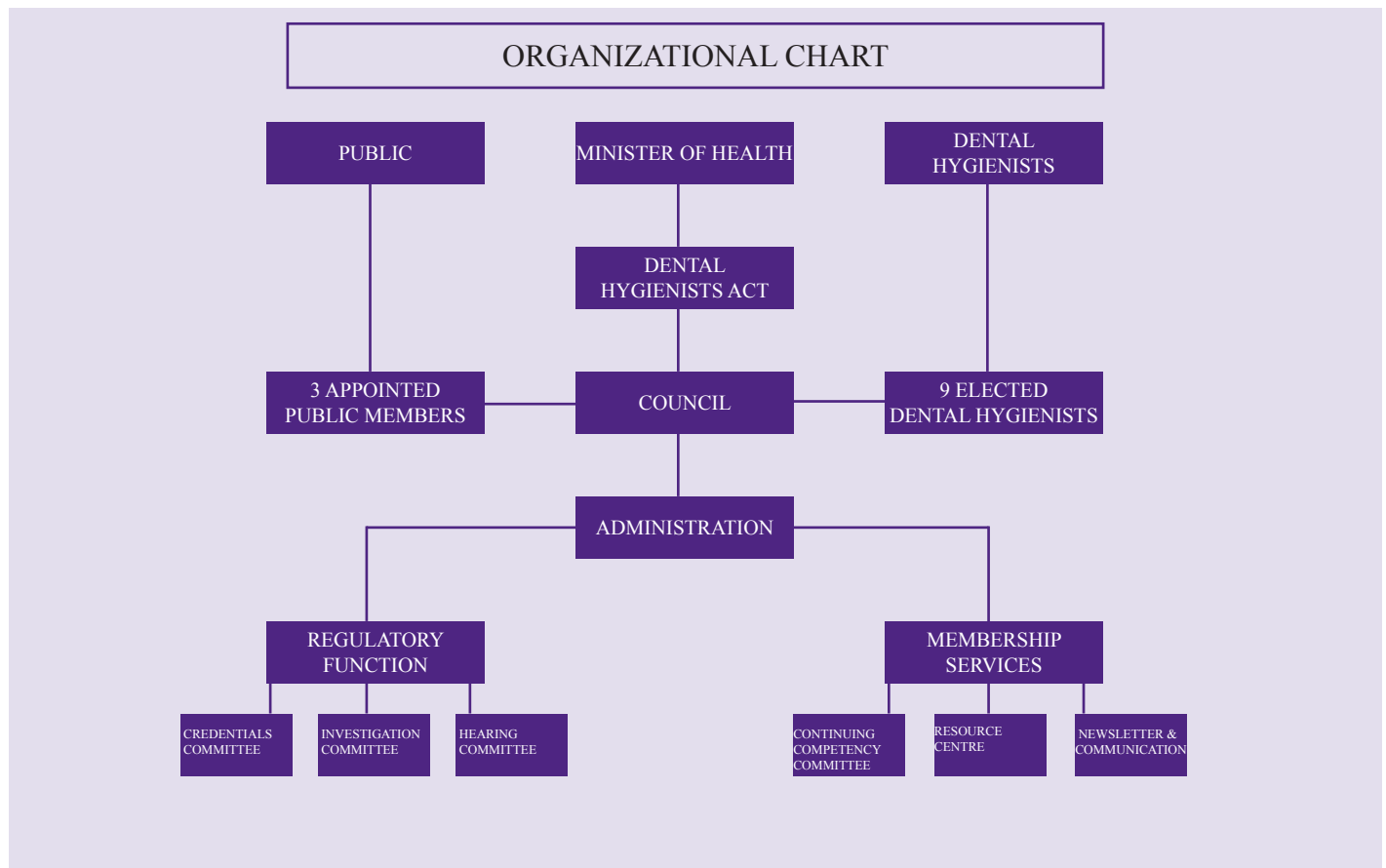
The Council governs, directs, and administers the affairs of the College according to the Act, Regulation, and Bylaws. The CDHNS has adopted the Carver Model of Governance®. The CDHNS's mission statement, ENDS, governance and management policies provide direction to both Council and staff. The Council creates policies that:

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

Council held three business meetings, two governance workshops, and the Annual General meeting between February 1, 2012 and January 31, 2013. Council members participated in ownership linkage sessions at the AGM and in other areas of the province. Several Council education sessions were conducted during Council meetings. The Chair of Council represents the College at meetings as required throughout the year.

Organizational Structure

The College of Dental Hygienists of Nova Scotia is established by statutory authority through the Dental Hygienists Act of Nova Scotia (the ACT). The College, as an incorporated body, is composed of its members and, subject to the 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 College Bylaws and policies. The organizational structure is set out below.



REGISTRAR

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

COLLEGE ADMINISTRATIVE STAFF

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

Patricia Grant, Registrar
 Jenn MacKay, Administrative Assistant
 Ashley Poole, Summer Student Employment 2012
 Volunteers

Committees

CREDENTIALS COMMITTEE

The Credentials Committee consists of no fewer than five individuals. Three of whom are College members and at least one public representative. The Fair Registration Practices Act requires that all regulatory authorities have an appeal mechanism for registration and licensing decisions. The Credentials Committee reviews registration and licensing issues referred to them by the registrar. Applicants for registration or licensing may request to appear before the Credentials Committee. The Credentials Committee decisions on registration are final: members may appear before Council on matters of licensing.

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

INVESTIGATION COMMITTEE

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

Members: Heather Bell, Chair
Rosemary Bourque
Kim Haslam
Mary MacLeod
Jennifer Poulos
Leslie Ebert, 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
Jennifer Cox
Allison Craig
Cheryl D'Entremont
Teanne MacCallum

HEARING COMMITTEE

The Hearing Committee conducts a discipline hearing for all matters referred to it by the Investigation Committee or directly by from the Registrar. When a complaint is referred to hearing the Chair of the Hearing Committee shall appoint a panel of five persons from the Committee, at least one of whom is a public representative, to act as the Hearing Panel for purposes of the discipline process.

Members: David Purdy, Chair
Jerry Craig
Shauna Hachey
Sue MacIntosh
Katherine MacKeigan
Cara Tax
Denise Zwicker
Michael Maddalena, Public Member
Elizabeth Mullally, Public Member

MEMBERS SERVICES COMMITTEE

This committee acts as an advisory committee to the Registrar on those issues which advance the profession and serve College members; including the newsletter, and continuing education events.

Members: Joanne Noye, Chair
Dawna Ernst Henry
Rosemary Bourque – Unison
Dianna Major – HDHS Chair

The Credential Committee in meeting...



Excellence In and Accessibility To Dental Hygiene Care - Regulating the Profession

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 licensed members of the CDHNS sit on the NDHCB exam development committees.



Patricia Grant
Registrar

JURISPRUDENCE EXAMINATION

Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence

All applicants for licensing are required to successfully complete the Knowledge of Dental Hygiene Practice in NS: Jurisprudence course. This course is meant to increase their knowledge of the Act, the Regulations, the Code of Ethics, the Standards of Practice, and any matters relevant to the practice of dental hygiene in the NS. Applicants applying for licensing must complete this course and if any of the following are relevant: returning to the province after a three year absence, returning to the province and completed the Self Initiation for NS course more than three years ago, or have not practiced dental hygiene for more than three years.

CLINICAL EXAMINATIONS

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

STANDARDS OF PRACTICE AND CODE OF ETHICS

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

CDHNS Standards Documents:

- CDHA Dental Hygiene: Definition, Scope and Practice Standards
- National Dental Hygiene Competency Statements
- CDHA Code of Ethics
- CDHNS Best Practices: Self Initiation
- CDHNS Best Practices: Record Keeping
- Policy on Whitening /Bleaching

CONTINUING COMPETENCY PROGRAM

The dental hygiene regulation provides for quality assurance including a mandatory continuing competency program. Each member must meet the program requirements of 45 credits in a three year cycle. A registrant's reporting cycle begins on the January 1, immediately following their registration with the College.

The Continuing Competency Committee met twice during 2012-2013 and had one conference call in March 2012. The Committee communicates continuously by email to give guidance on specific member's questions. This year the Committee welcomed two new members Jennifer Cox and Teanne MacCallum. The November meeting included orientation for new members, revision of the Continuing Competency Guidelines, committee education with a presentation on continuing education requirements in other jurisdictions in Canada for dental hygienists, and addressed questions from members. The Committee determined that the percentage of members who would be audited for the next two year period would increase to 20% to compare results.

2012 CONTINUING COMPETENCY AUDIT

In January 2013 the committee met to complete the audit process for those members whose cycles ended on December 31, 2012. A total of 38 continuing competency audits were completed. The members who did not pass the audit were contacted and all three met the requirements under the guidelines for incomplete audits within the required time frame. All necessary documents were filed with the CDHNS and all audits are now completed. One item from the audit meeting was a reminder that the CDHNS Certificate of Attendance must be signed when attending your CPR recertification and kept with a members continuing competency record as audit documentation.

	Total Performed	Total Complete	Total Incomplete	Reason for Incomplete
2012	38	35	3	Lack of Category 3
2011	17	12	5	Insufficient Documentation
2010	18	17	0	One withdrawal

COMPLAINTS

The College is responsible to Nova Scotians to ensure that dental hygienists meet the College established standards for professional conduct. The CDHNS manages complaints, investigations and hearing processes in accordance with the Dental Hygienists Act, Regulation, other applicable legislation and policies. It is the College policy to respond to formal complaints (written and signed) from all sources – members of the public, employers, other health professionals, other colleges and members of the College. A complaint originated by CDHNS shall be in writing and signed by the Registrar. The Registrar receives and directs written complaints to the Investigations Committee except in unusual circumstances where the Registrar may refer a complaint directly to the Hearing Committee.

COMPLAINTS DIRECTOR REPORT

Written Complaints from February 1, 2012 to January 31, 2013 directed to the Investigation Committee/Panel

Number	Nature of Complaint	Origin of Complaint	Disposition
1	Advertising	Dentist	Informal Resolution
	Scope of Practice		Dismissed

MEMBER STATISTICS

The Act and Regulation establishes a general register of members. Within that, members may hold a practicing licence, a non practicing membership, 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 list. 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.

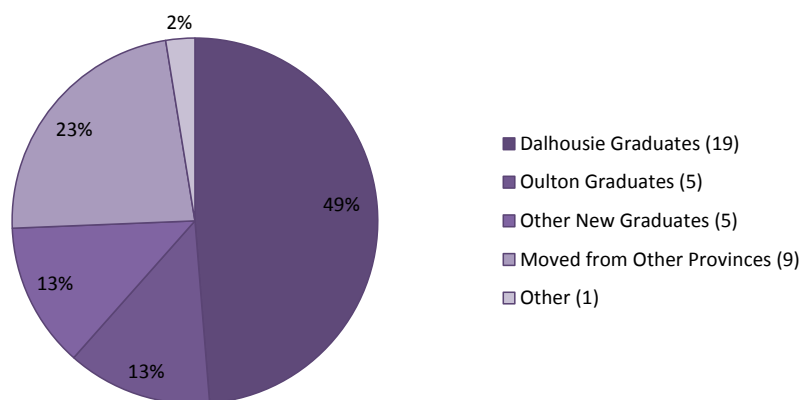
OTHER MEMBERSHIPS

Honorary Member 1

Life Members 2

MEMBERSHIP AS OF JANUARY 31, 2013

	May 15, 2009	January 31, 2010	January 31, 2011	January 31, 2012	January 31, 2013
Practicing Members	563	580	611	614	629
Non Practicing Members	N/A	22	23	35	38
Total Members	563	608	634	649	667
Increase in Membership		45 members (107%)	26 members (104%)	15 members (102%)	18 members (102%)

NEW REGISTRATION
between February 1, 2012 and January 31, 2013

INDEPENDENT DENTAL HYGIENE PRACTITIONERS 6 (included in practicing members above)

Practicing members who have listed with the CDHNS as providing dental hygiene care directly to the client in alternate settings, including long term care with seniors and others, in home service, and in dental hygiene practices.

REGISTRICATED ACTIVITIES AUTHORIZATION

Registered licence holders who have provided the Registrar with the evidence required to verify that they have achieved competence to perform certain restricted activities set out in the Dental Hygiene Regulation are authorized to perform those activities by the CDHNS. Members must not perform these activities until they have received authorization from the College. The following table shows the distribution of those who have received authorization by the CDHNS.

	May 15, 2009	January 31, 2010	January 31, 2011	January 31, 2012	January 31, 2013
Authorized to Self Initiate	0	37	291	599	650
Recognized to Administer Local Anaesthetic	0	0	12	62	104

Advancement of the Profession

FACILITATING CONTINUING COMPETENCY

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 2012.

CONTINUING COMPETENCY EVENT - EMPOWERING YOURSELF IN THE WORKPLACE

In 2012 the CDHNS held a continuing competency event related to the theme of "Empowering Yourself In the Workplace" at the beautiful Waterfront Campus of the Nova Scotia Community College. The course was held on April 14, to mark the end of National Dental Hygienist's Week and the theme of the presentations were designed to support dental hygienists in the workplace. The event was well received with over 100 members in attendance. Topics included Knowledge is Power and Enhancing the Knowledge presented by employment lawyers from Pink Larkin Law firm, Worker Compensation in NS, More Prevention – Disability and other workplace insurance and the Registrar presented on the CDHA Salary and Employment survey results. The day was topped off by a panel discussion from our independent practitioners on alternate practice settings.

OWNERSHIP LINKAGE SESSION 2012 AGM

In 2012 the business meeting of the AGM was followed by an Ownership Linkage session with members. This interactive session provided members with an opportunity to give feedback to Council and for members and Council to share ideas. It included an overview of Policy Governance, highlights on how the feedback received in 2011 was incorporated in the ENDS and an interactive session on future strategies.

OWNERSHIP LINKAGE – REGIONAL AREAS 2012 – 2013

The ownership linkage is an ongoing priority of Council. For the past three years a member ownership linkage session was held at the AGM in Halifax. The Council and Registrar wanted to link with the members as owners in 2012/2013 at gatherings throughout the province. The Registrar's presentations at these gatherings are on practice issues, and Council linkage with members is on the topic of alternate practice settings. During this reporting period from February 1, 2012 to January 31, 2013 the registrar and a member(s) of Council visited two of the six regions. The visits will continue with a goal to have completed these by the 2013 AGM.



Sydney Meeting



South Shore Meeting



LOCAL ANAESTHETIC

The CDHNS consults with Continuing Dental Education at Dalhousie University to ensure the course offered continues to meet the regulatory requirements of the CDHNS. The School of Dental Hygiene at Dalhousie University incorporated local anaesthetic into the Diploma and Degree Programs since 2011. The CDHNS has recognized the courses taken within the program and in 2012 the regulatory bodies in the provinces of British Columbia and Alberta recognized the local anaesthetic credentials of graduates from that program. In the fall of 2012 Alberta recognized the credentials of an applicant who had completed their local anaesthetic course through the Continuing Dental Education program offered in 2012.

CPR COURSES

Staff directs members to scheduled courses and cooperates with local course providers as well as reminding members of the CDHNS requirement to 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. Members are required to have a completed CDHNS Certificate of Attendance signed for their CPR renewal to keep in their Continuing Competency Record in case of audit.

HALIFAX DENTAL HYGIENE SOCIETY (HDHS)

The College continues to communicate and co-operate with the Halifax Dental Hygiene Society to coordinate efforts in continuing competency and other activities in the metro area. Volunteers for community presentations and CDHNS registration at courses have been organized through the Society. The chair of the HDHS sits on the CDHNS Membership Services Committee.

OTHER CONTINUING COMPETENCY OPPORTUNITIES

RECOGNITION OF CDHA ONLINE COURSES

The Continuing Competency Committee (CCC) continues to update the online courses available through CDHA and assigned credits and categories for the mandatory Continuing Competency program in Nova Scotia. In addition the CCC reviewed the scheduled courses offered through the Continuing Dental Education 2012 program at Dalhousie University and the assigned credits and categories for the CDHNS program. This information is listed on the CDHNS website.

REGISTERED STUDY CLUBS

The College added two study clubs to the registered study clubs list this year for a total of eleven study clubs. Seven of the registered study clubs are regional with open membership for members in their area and four registered clubs are within private office groups. During the year we contracted the clubs to update information. The CDHNS co-operates with these groups as requested to facilitate their presentation of learning activities to members.

ACCESS, PUBLIC EDUCATION AND AWARENESS OF THE PROFESSION

INFORMATION TECHNOLOGY – MEMBERSHIP MANAGEMENT SYSTEM

In the fall of 2012, the College, with a consultant from Dalhousie University's Computer Informatics program, developed a Request for Proposals for Membership Management Software. In January, 2013 the College signed an agreement with Ola Tech Corp to obtain their "in one touch" software system. The implementation started in January, 2013 and the plan will be fully operational for the 2013 -2014 licence renewal. This system will improve the College's record system making sure it is secure and stable, improve our communication with members and potential members, and improve efficiency in reports to government bodies and other agencies.

Live, Love,
Laugh,
Brush, Floss,
Smile!



When considering your child's back to school checklist, make sure to place oral health at the top.

The right combination of proper home care, a healthy diet and professional oral health services are sure to make a child's future as bright as their smile.

College of
Dental Hygienists
of Nova Scotia

Promoting high quality and accessible dental hygiene care to Nova Scotians.

For more information visit
www.cdhns.ca

September 2012 Ad

GOVERNMENT COMMUNICATIONS

In March 2012 the CDHNS met with senior staff from the Department of Health and Wellness to discuss issues brought forward by a letter sent to the Ministers of Health and Wellness and the Minister of Community Services. These issues included the appointment of a Chief Oral Health Officer/consultant, dental hygienists as primary care providers and the recognition of dental hygienists as service providers under government sponsored programs. Communications with the Department of Health and Wellness on these issues continues.

GOVERNMENT PAPERS

The CDHNS responded to two Government discussion papers in 2012.

GIVING CHILDREN THE BEST START – THE EARLY YEARS PROGRAM

The first was the Early Years Discussion Paper. This “start early, focus on young children and their families in the communities where they live” would be a collaborative approach between Education and Health and Wellness departments. The CDHNS noted that no mention was made of oral health in the paper and that dental hygienists as education and preventive specialist are well positioned to contribute to the Nova Scotia vision for the Early Years.

HEALTH SERVICES AND INSURANCE ACT

The CDHNS was invited to attend a presentation on the proposed legislation for the Health Services and Insurance Act. The new legislation sets out in the preamble the commitment to the principles of the Canada Health Act. This Act contains the provision for reimbursing providers under the provincial programs. The CDHNS response to the legislation included that oral health is an integral part of overall health, that collaborative community practice settings should include dental hygienists and that dental hygienists should be added as providers under the regulations which will be developed under the new legislation. This Act passed in December 2012 and the regulations are now being drafted.

INTRA PROFESSIONAL COLLABORATION

CDHA

Collaboration and cooperation on projects continue with the National Association. The Registrar attended executive directors meetings with the CDHA executive director and the Chair of Council attended the Presidents meeting in Saskatoon. The Registrar agreed to join the CDHA Steering Committee to develop a Competency Framework for the Bachelor of Dental Hygiene Programs.

FACULTY OF DENTISTRY 100 ANNIVERSARY CELEBRATION – CDHNS 2012 AGM

In May 2012, the College AGM was planned to coincide with the Centennial Celebration of the Faculty of Dentistry. We were able to coordinate our plans through the Dentistry Alumni Officer Jon Bruhm and had our AGM on campus. The AGM was preceded by a Meet and Greet Lunch where members could catch up with their classmates and friends who were in town to attend Centennial Celebrations. The AGM was once again very well attended with 177 members registered.

NSDA - ORTHODONTIC MODULE FOR DENTAL ASSISTANTS

The CDHNS communicated with the Nova Scotia Dental Association on several issues throughout the 2012 -2013 year. In January 2013, representatives of the CDHNS attended a meeting concerning the NSDA Dental Assistant Scope of Practice Working Group and the planning of an orthodontic module. After some discussion the group agreed to recommend to the NSDA Governing Council that the orthodontic module from Alberta be purchased for use in Nova Scotia.

SCHOOL OF DENTAL HYGIENE 50th ANNIVERSARY CELEBRATION COMMITTEE

The Registrar represented the CDHNS on the School of Dental Hygiene’s 50th Anniversary Celebration Committee which met regularly throughout 2012 to plan the 50 celebrations on April 26 and 27, 2013. The CDHNS agreed to forego a full Continuing Education day in conjunction with the AGM in 2013 so as not to compete with the celebration. The Registrar met with the other Atlantic Provinces dental hygiene organizations to encourage a joint sponsorship of the event as an association level partner. The sponsorship was used to assist with the cost of student registration. The CDHNS placed promotional material for the event in their newsletter throughout 2012/13.

AGM 2012 LUNCH AND BUSINESS MEETING



NOVA SCOTIA REGULATED HEALTH PROFESSIONS NETWORK

The College is a member of the Nova Scotia Regulated Health Professions Network which became recognized in Nova Scotia under legislation in December 2012. This new legislation, entitled the Regulated Health Professions Network Act, will enable the 21 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals.

COMMUNICATIONS, PUBLIC EDUCATION AND PROMOTIONAL PUBLICATIONS

EMPLOYMENT HANDBOOK - EMPOWERING YOURSELF IN THE WORKPLACE

As an outcome of the successful Continuing Competency program in April 2012 on "Empowering Yourself in the Workplace", the Membership Services Committee, working with a consultant, has developed an employment manual for members. The development of the manual included a general call for members to participate in a Focus Group and to provide input into the manual at various stages of development. Thank you to all the members who attended the focus group and the larger group who read and reread the various sections.

The manual is an excellent resource for those looking to understand provincial labour standards, needing to resolve an employment issue that requires a difficult conversation or preparing for a job interview. The manual is currently being edited to go to print and will be available for the 2013 graduates who have their initial registration with the CDHNS. It will be provided to the general membership in our online library over the summer of 2013.

PUBLIC EDUCATION AND PROFESSIONAL PROMOTIONS

The College published an Oral Health Article in the back to school issue of Our Children Magazine in September 2012. The magazine is distributed through the school system and has potential access to 350,000 households in HRM. The magazine was directed at parent and children in grades primary to four. The article contains information for starting early and maintaining oral health. In the January 2013 edition of the same publication we placed a New Year's Resolution advertisement which offered a sticker chart for which we had a few requests. Samples of these advertisements can be seen in this report.

COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

As part of the CDHNS's mandate of oral health promotion and increasing public awareness of the profession, we maintain a resource centre that is available to all dental hygienists in Nova Scotia. The Community Education Resource Centre (CERC) is administered through the CDHNS office in Halifax and coordinated by Jenn MacKay. Jocelyn Burke is our volunteer practice advisor to the Resource Centre. The CERC added several new members to its roster of volunteers who provide community education. Members interested in joining the Community Education Resource Team, should contact Jenn MacKay at the CDHNS.

In 2012 the CERC had 30 requests for supplies and resources to support educational activities across Nova Scotia. The groups involved included Brownies, classrooms, daycares, community fairs, and a women's prison. In all a total of 1459 members of the public were served by the CERC centre through dental hygiene volunteers. There is an expected increase in requests during April, Oral Health month.

NEWSLETTER AND WEB SITE www.cdhns.ca

The Unison continues to provide members with information about dental hygiene practice, CDHNS updates, 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. Approximately 44% opted to receive their newsletter online. Submissions may be sent directly to our volunteer Editor-in-Chief Rosemary Bourque through the CDHNS website.

The CDHNS website continues to be 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 the dental hygienists, education and qualifications of the dental hygienists. The public section seeks to inform the public about the profession and contains a list of practicing dental hygienists names as well as those of independent dental hygiene practices. Check there for timely announcements or recently posted updates.

Recognizing Excellence

AWARDS

The CDHNS recognizes 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 Council member Angie Parker.



First Place

Keri MacNeil & Morgan Hanrahan

"New, Non-Controversial, Convenient Sources of Stem Cells Could Lead to Tomorrow's Cures"

Advisor: P. Maillet

Second Place

Sarah Hayden & Jordan Cameron

"Lichen Planus: Valuable Information for Dental Professionals"

Advisor: T. MacCallum



Third Place

Laura Thorne & Tia Gerwatoski

"Green Treatments for Periodontal Disease"

Advisor: C. Tax

Fourth Place

Nicole MacCormack & Lisa MacDonald

"Oil Pulling: Does a Tablespoon a Day Keep the Streptococcus Mutans Away?"

Advisor: K. Haslam

CDHNS HIGHEST STANDING AWARD

College of Dental Hygienists Award presented to the student with the highest academic standing graduating from the Dalhousie University, Dental Hygiene Program was presented in 2012 to Amanda Malek.



Resource Allocation

Funding for College programs and services primarily comes from member fees for registration, licensing and licence renewals. The College as a not for profit organization sometimes qualifies for grants for special project. In 2012 the CDHNS received a grant from the government to assist with pathways documents and website development for Internationally Educated applicants. For the fiscal year from February 1, 2012 to January 31, 2013 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, members functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for those committees which are named in the legislation.

"Excellence in 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 of leadership to sustain the profession. Work in this area include increased recognition of the profession, member and student awards and prizes, oral health education for the public, increasing access to care 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 are completed in the next year. Excess funds at year end can be carried over to complete specific planned projects.



New Year's Resolutions

for your child's oral health

- Supervise and assist kids with daily brushing and flossing
- Request sticker chart from the CDHNS to keep track *
- Put a timer in the bathroom to ensure a two minute brush
- Make an appointment for a dental hygiene visit

CDHNS protects the public through regulation of 664 registered dental hygienists in Nova Scotia. It sets standards of practice, disciplines its members and requires that members maintain competence through a Continuing Competency Program.

**To order tooth brushing sticker chart call or email the College of Dental Hygienists of Nova Scotia: 444-7241 or info@cdhns.ca*

www.cdhns.ca



January 2013 Ad

Year end Comparisons

The CDHNS changed its fiscal year end in 2012. The fiscal year reported on in this document refers to the period of February 1, 2012 to January 31, 2013. The audit statements reported on at the 2012 AGM pertain to a nine month period from May 1, 2011 to January 31, 2012. Comparisons of one year figures over the second must be made with caution.

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, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of 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, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 4 to the financial statements which describes that College of Dental Hygienists of Nova Scotia adopted Canadian accounting standards for not-for-profit organizations on February 1, 2012 with a transition date of May 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at January 31, 2012 and May 1, 2011 and the statements of revenues and expenditures and changes in net assets for the year ended January 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

Wilde Timmons Michaud Inc.

Lower Sackville, Nova Scotia
May 10, 2013

CHARTERED ACCOUNTANTS

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
Statement of Financial Position
As At January 31, 2013

	<i>January 31</i> 2013	<i>January 31</i> 2012	<i>May 1</i> 2011
ASSETS			
CURRENT			
Cash	\$ 293,209	\$ 320,146	\$ 278,465
Accounts receivable	-	175	-
Prepaid expenses	<u>88,288</u>	<u>79,664</u>	<u>53,647</u>
	381,497	399,985	332,112
RESERVE FUNDS (<i>Note 5</i>)	<u>362,032</u>	<u>258,679</u>	<u>152,074</u>
	<u>\$ 743,529</u>	<u>\$ 658,664</u>	<u>\$ 484,186</u>
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable	\$ 3,461	\$ 2,944	\$ 2,507
Deferred revenue	<u>299,408</u>	<u>274,242</u>	<u>185,777</u>
	302,869	277,186	188,284
NET ASSETS			
General fund	<u>440,660</u>	<u>381,478</u>	<u>295,902</u>
	<u>\$ 743,529</u>	<u>\$ 658,664</u>	<u>\$ 484,186</u>
LEASE COMMITMENTS (<i>Note 7</i>)			

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
Statement of Changes in Net Assets
Year Ended January 31, 2013

	<i>January 31</i> 2013	<i>January 31</i> 2012
NET ASSETS - BEGINNING OF YEAR	\$ 381,478	\$ 295,902
Excess of revenues over expenses	<u>59,182</u>	<u>85,576</u>
NET ASSETS - END OF YEAR	<u>\$ 440,660</u>	<u>\$ 381,478</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Revenues and Expenditures

For The Year Ended January 31, 2013

	2013	2012 (9 months)
REVENUES		
Licensing fees	\$ 394,207	\$ 298,556
Other income	12,335	6,830
Provincial grant	10,000	-
Investment income	3,245	1,605
	<u>419,787</u>	<u>306,991</u>
EXPENSES		
Advertising and promotion	12,336	9,698
Communications	1,813	1,543
Dues and subscriptions	500	-
Insurance	6,750	6,087
Interest and bank charges	217	246
Meetings	41,844	15,077
Occupancy	14,603	10,925
Office	33,239	6,467
Professional fees	13,640	8,726
Regulatory fees	111,155	76,059
Travel expenses	3,104	1,268
Wages and benefits	121,404	85,319
	<u>360,605</u>	<u>221,415</u>
EXCESS OF REVENUES OVER EXPENSES	\$ 59,182	\$ 85,576

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Cash Flows

For The Year Ended January 31, 2013

	2013	2012 (9 months)
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 59,182	\$ 85,576
Changes in non-cash working capital:		
Accounts receivable	175	(175)
Accounts payable	517	437
Deferred revenue	25,166	88,465
Prepaid expenses	(8,624)	(26,017)
	<u>17,234</u>	<u>62,710</u>
	<u>76,416</u>	<u>148,286</u>
INVESTING ACTIVITY		
Contributions to reserve fund	(103,353)	(106,605)
INCREASE (DECREASE) IN CASH FLOW	(26,937)	41,681
Cash - beginning of year	<u>320,146</u>	<u>278,465</u>
CASH - END OF YEAR	\$ 293,209	\$ 320,146

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Notes to Financial Statements

For The Year Ended January 31, 2013

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. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (GAAP).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Changes in accounting policies - Accounting standards for not-for-profit organizations

With regard to the College's transition from former Canadian generally accepted accounting principals (GAAP) to Canadian accounting standards for not-for-profit organizations (ASNFP), the College has not taken any elections available under Canadian Institute of Chartered Accountants (CICA) Handbook Section 1501 of Canadian accounting standards for not-for-profit organizations.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

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, \$27,206 of membership management system and website development costs were expensed (2012 - \$1,689).

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 accounting standards for not-for-profit organizations 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.

Government assistance

Government assistance for a current expense is recorded as grant revenue in the current period.

4. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the College adopted accounting standards for not-for-profit organizations. These financial statements are the first prepared in accordance with these standards. The adoption of ASPE had no impact on net assets as at May 1, 2011 or revenues and expenditures or cash flows for the year ended January 31, 2012 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

5. RESERVE FUNDS

The College has reserve funds to finance future contingencies as follows:

	<u>2013</u>		<u>2012</u>
Contingency			
Disciplinary matters	\$ 261,924	\$	258,679
Costs associated with new premise	50,054		-
Purchase and maintenance of membership management system	50,054		-
	<u>\$ 362,032</u>	\$	<u>258,679</u>

At year end, the reserve funds consist of the following investment accounts:

Investment			
CIBC Woody Gundy	\$ 163,018	\$	160,990
ScotiaMcLeod	98,906		97,689
CIBC Flexible GIC	100,108		-
	<u>\$ 362,032</u>	\$	<u>258,679</u>

6. 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 company is exposed to any significant risks as of January 31, 2013.

7. LEASE COMMITMENTS

The College has a long term leases with respect to its premises and photocopier. Future minimum lease payments as at January 31, 2012, are as follows:

	Premises		Photocopier		Total
2014	\$ 11,813	\$	872	\$	12,685
2015	11,813		872		12,685
2016	11,813		872		12,685
2017	12,285		872		13,157
2018	12,285		-		12,285
	<u>\$ 60,009</u>	\$	<u>3,488</u>	\$	<u>63,497</u>



1962

Happy 50th Dalhousie School of Dental Hygiene!

*The Atlantic Provinces Dental Hygiene Profession:
Collaborating with you Now and in the Future!*



2013



The New Brunswick Dental
Hygienists Association
L'association des Hygienistes Dentaires
du Nouveau-Brunswick



**NSDHA (1963) + CDHNS (2009) =
50 years of challenging the status quo!**