



College of Dental Hygienists of Nova Scotia

2016-2017 Annual Report



CDHNS 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.

Table of Contents

<i>Chair's Message</i>	<i>1</i>
<i>Introduction</i>	<i>2</i>
<i>Organizational Structure</i>	<i>3</i>
<i>Governance</i>	<i>4</i>
<i>Standing Committees</i>	<i>5</i>
<i>Excellence In Dental Hygiene Care</i>	<i>6</i>
<i>Member Statistics</i>	<i>7</i>
<i>Advancement of the Profession</i>	<i>9</i>
<i>Communications & Public Education</i>	<i>11</i>
<i>Access to Care: Advancment</i>	<i>12</i>
<i>Recognizing Excellence</i>	<i>13</i>
<i>Resource Allocation</i>	<i>14</i>
<i>Auditor's Report</i>	<i>15</i>

CHAIR'S MESSAGE

Dear friends and colleagues,

I am pleased to present the College of Dental Hygienists of Nova Scotia's Annual Report for 2016-2017



Over the past year, CDHNS has been working towards our ENDS, including the exploration of opportunities for alternative practice settings, addressing access to care issues for the public, and the advancement of the profession, to name a few. In doing so, we formed the "Next Steps Working Group" to address how we move forward on the 13 recommendations of our White Paper, *Dental Hygienists Prevent More to Treat Less*. We have been very fortunate to have the expertise of Helen Pitman, who has worked diligently with members and partners to create a go-forward plan for the recommendations.

Her leadership, vision, and diverse set of skills will be greatly missed when she retires, but we do wish her the very happiest of retirements as it is well-deserved. In the meantime, the Executive Council of the college has been busy following GP Policy 1.11 on "Registrar Succession" to recruit a suitable replacement.

I would like to take this opportunity to welcome a new staff member, Renee Field. Renee is our Member Services Coordinator and joined the College in February.

As I approach the end of my term as both member and chair of the CDHNS Council, I would like to express my sincere gratitude to this organization, its mem-

bers, staff, and volunteers who have been an absolute pleasure to work with and to learn from. I would encourage every dental hygienist in Nova Scotia to consider at some point in his/her career serving as a council member. The experience will enrich your understanding of your profession, expand your skill set, and reward you in ways you never dreamed possible.

A handwritten signature in black ink that reads "Joyce Lind". The script is cursive and elegant.

Joyce Lind

CDHNS Chair, 2016-2017

INTRODUCTION

BACKGROUND

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

ROLE OF THE COLLEGE

The Dental Hygienists Act and Regulation give us the authority to:

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

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

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

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

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

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

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

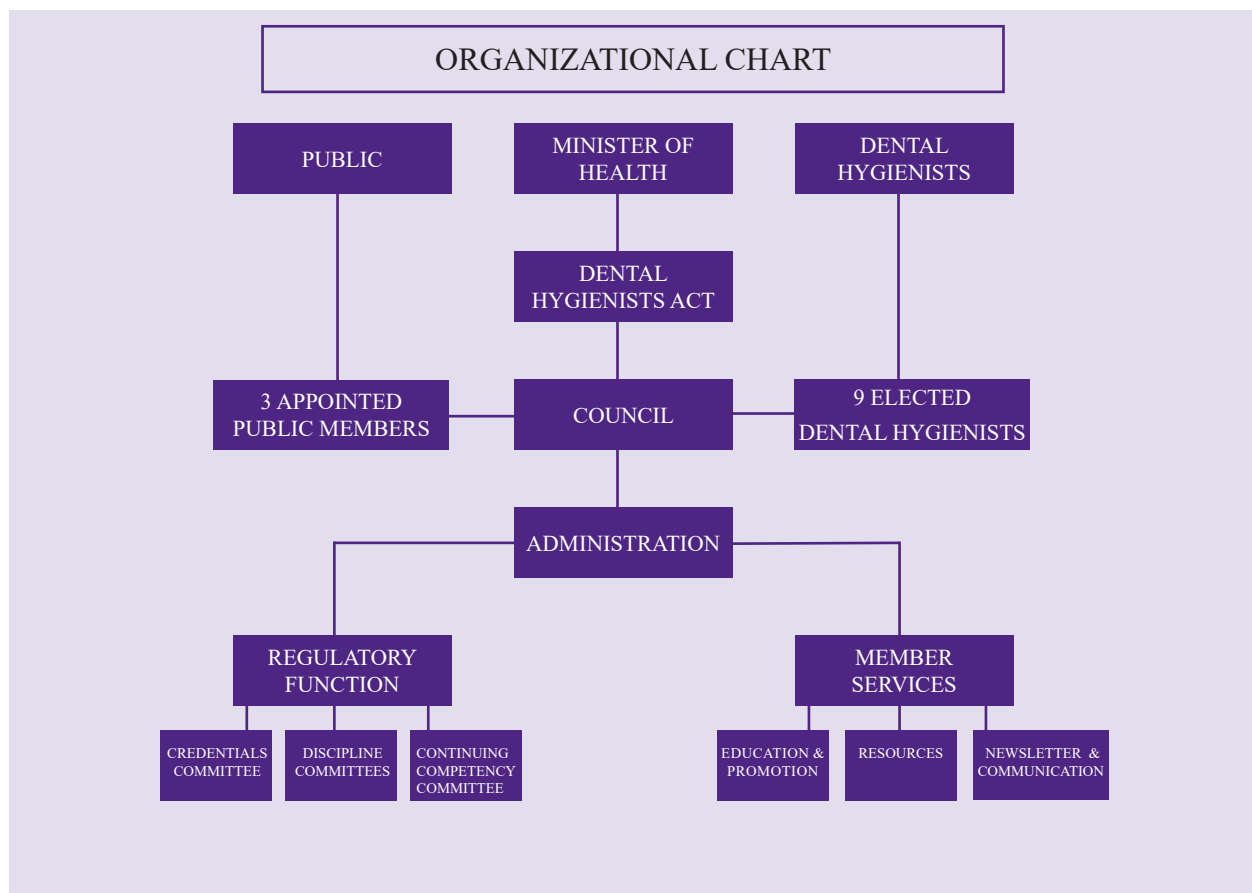
RESTRICTED TITLE

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

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

ORGANIZATIONAL STRUCTURE

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



GOVERNANCE



Council (Front L - R): Vanessa Romain-Amirault, Donna Samson, Allison Craig, Michele Brennan, Carrie Morrison, Angie Nowe & Shannon O'Neill. (Back L-R): Joyce Lind & Nicole MacCormack. Missing from photo are Greg Glynn & Jennifer Clark.

Council's Role

The Council manages and directs the activities of the College according to the Act, Regulation and policies. The CDHNS operates under the Carver Model of Governance©. The CDHNS's mission statement, ends, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- **Establish long and short term 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 face-to-face meetings, two conference calls, the Annual General meeting, one workshop and two Ownership Linkage sessions between February 1, 2016 and January 31, 2017 to fulfill their responsibility of managing and conducting the business of the College.

STANDING COMMITTEES

COUNCIL

The Council is comprised of not fewer than nine regulated members of the College, elected by the members, and three members of the public appointed by Governor in Council. Council appoints the Registrar, and members of the Credentials, Investigation and Hearing Committees.

REGISTRAR & COMPLAINTS DIRECTOR

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

CREDENTIALS COMMITTEE

The Credentials Committee consists of no fewer than five individuals, three of whom are College members and two public representatives. As required by the Fair Registration Practices Act the Credentials Committee acts as an appeal body for registration and licensing decisions. The Credentials Committee reviews registration and

licensing issues referred to them by the Registrar. Applicants for registration or licensing may request to appear before the Credentials Committee. The Credentials Committee decisions on Registration are final, members may appear before Council on matters of licensing.

INVESTIGATION COMMITTEE

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

Members:

Heather Bell, Chair
Kim Haslam, Vice-Chair
Karen Flinn
Kore-Lee Cormier, Public Member

HEARING COMMITTEE

The Hearing Committee consists of a group of volunteer registrants of the CDHNS and two members of the public appointed by Council who have agreed to be available to hear a complaint referred from the

Investigation Committee or the Registrar. When a complaint is referred to hearing the Chair of the Hearing Committee 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
Denise Zwicker, Vice-Chair
Wendy Stewart
Jerry Craig
Shauna Hachey
Katherine MacKeigan
Michael Maddalena, Public Member
Elizabeth Mullally, Public Member

CONTINUING COMPETENCY COMMITTEE (CCC)

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

Members:

Jennifer Cox, Chair
Teanne MaCallum, Vice Chair
Sonya Bishop (incoming Chair)
Sandra Rhodenizer (incoming Vice Chair)

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, promotion and continuing education events.

Members:

Angie Nowe, Chair
Jennifer Hart
Dawna Ernst Henry
Cheryl d'entremont

COLLEGE MANAGEMENT AND STAFF

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

Patricia Grant, Registrar/CAO, Complaints Director
Renee Field, Member Services Co-ordinator
Heather Bell, Project Co-ordinator Independent Practice
Helen Pitman-Locatelli, Co-ordinator Next Steps Working Group

EXCELLENCE IN DENTAL HYGIENE CARE - REGULATING THE PROFESSION

Entry to Practice Requirements?

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

Jurisprudence Examination:

Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence

All applicants for licensing 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. This course is offered online at the Canadian Dental Hygienists Association (CDHNS) website.

Applicants applying for licensing after a three-year absence from the province or from practice are required to complete this course. Current members can complete the Jurisprudence Examination as a continuing competence learning opportunity.

Clinical Examinations/ Practice Hours:

Applicants who graduate from non-accredited programs must pass any examination or examinations approved by the Council in addition to meeting all other requirements. Generally, the NDHCB certificate and an approved clinical exam is required. The Regulation requires those who have been away from practice for three years or more to complete an approved clinical exam or other examination(s) as determined by Council and delegated to the registrar. The CDHNS Council has approved and served notice that by 2019 all registrants will need to acquire 600 practice hours in a three year period to be eligible for licence renewal.

Other Requirements for Registration include Graduate of Accredited Dental Hygiene Programs:

Applicants applying for initial registration must be graduates of a dental hygiene program accredited

by the Commission on Dental Accreditation of Canada 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. The Federation of Dental Hygiene Regulatory Authorities (FDHRA) has representatives on the Commission on Dental Accreditation of Canada. Currently the CDHNS Registrar sits on the Commission, the Dental Hygiene Education Committee and Chairs the CDAC Finance Committee.

Standards of Practice and Code of Ethics:

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



CDHNS Standards Documents:

- CDHA Dental Hygiene: Definition, Scope and Practice Standards
- National Dental Hygiene Competency Statements
- CDHA Code of Ethics
- CDHNS Best Practices: Self Initiation
- CDHNS Best Practices: Record Keeping
- Practice Protocol on Whitening /Bleaching
- Practice Protocol on use of Lasers in dental hygiene care
- CDHNS - Care Directive for the use of Local Anaesthetics

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

MEMBER STATISTICS

The dental hygiene regulation provides for the establishment of quality assurance programs. A mandatory continuing competency program has been in place since 2009. Council has delegated the responsibility for the administration of the program to the Registrar. Each registrant (practicing and non-practicing) must meet the program requirements as set out in the regulation and the program guidelines. Registrants must obtain 45 Continuing Competency Credits within a three-year reporting period. A registrant's reporting period begins on the January 1, immediately following their registration with the College.

An external auditor conducts a random selection of registrants for the CCP audits annually and the audits are completed by the Continuing Competency Committee. If a member fails to meet the CCP requirements the member is required to submit a written plan on how they will meet the requirements and in what time frame. If a member does not submit documents as requested the registrar may suspend their licence until such time as all documents are submitted and their CC requirements have been met.

Continuing Competency Committee (2016 - 2017)

Members:

- Jennifer Hart, Chair
- Teanne MacCallum, Vice Chair
- Sonya Bishop, (incoming Chair)
- Sandra Rhodenizer, (incoming Vice Chair)

The Committee met twice during the 2016-2017 year. The Committee communicates continuously by email to give guidance to the Registrar and staff on specific member's questions. At the November meeting the Continuing Competency Requirements Guidelines are reviewed and revised. The second meeting each year is to conduct the audit and the audit results are reported in the College newsletter.

In Feb 2015 Council approved a motion to add to the continuing competency requirements 600 practice hours in a three year reporting period. The CDHNS is seeking a regulatory change. NOTICE has been served to the membership that effective beginning in the three-year period starting from November 1, 2017 a requirement of 600 practice hours for licence renewal must be met. Starting with the 2020 annual renewal, all applications will be reviewed for compliance with the CCP requirement of 600 practice hours in the past three years. When a member fails to meet the CCP practice hour requirement, application for a practicing licence will be denied until the individual has met the requirements for re-entry to practice.

The CDHNS began a phase in of the requirement for members to record their continuing competency credits online beginning with the groups whose cycle ended in December 2015. Those members whose Continuing Competency cycle ended in December 2015 and 2016 are required for their new cycles to enter their continuing competency activities directly into our data base by using the sign in section of the website. The phase in for this requirement will be complete with the final group whose cycle ends in December 2017.

Continuing Competency Audit Result	Total Performed	Total Complete	Total Incomplete
2012	38	35	3
2013	39	27	11
2014	39	35	4
2015	39	29	10
2016	40	34	6

MEMBER STATISTICS

The Act and Regulation establishes a general register of members. Within that general register there are six possible classes of registrants: practicing licence holders, non-practicing membership, provisional licence holders, student members, life members and honorary members.

Practicing licence holders may practice dental hygiene in the province subject to the act and regulation and may use the protected titles.

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

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

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

Student membership

Under regulation student membership is open to full-time students enrolled in an accredited dental hygiene program in the province.

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.

Independent Dental Hygiene Practitioners (included in practicing members above)

Regulations enacted under the Dental Hygienists Act of Nova Scotia (2007) and effective on May 15, 2009 allow registered

and licensed dental hygienists to provide services directly to the public in any practice setting. Practice settings can include long-term care facilities, collaborative practices, multi-discipline clinics and mobile services or a standalone office. Practicing members who are delivering dental hygiene care independently in an alternate practice setting even on an irregular or part-time basis must inform the CDHNS. There are approximately 11 practicing members who have self-identified as independent dental hygienists who provide mobile services or practice in stand alone clinics.

Practice Reviews

The Registrar's working group was initiated in June 2015 to develop policies, a practice review checklist and any other related documents necessary to conduct practice reviews of independent dental hygiene practitioners in NS. The objectives of a practice review are simple:

- 1) to assure the public of high quality dental hygiene care through independent practitioners,
- 2) to support the members, help them identify any hurdles in the early stages of their independent practice and walk them through legislation,
- 3) to show the public that the College has a Registry of independent practitioners for the purposes of referring independent practitioners to the inquiring public and, if ever there was a complaint, to respond efficiently and effectively.

While potentially practice reviews can occur in any practice setting, to date, the College has completed one pilot or "mock" practice review of an independent practitioner in a stand-alone clinic. One function of the pilot practice review was to test documents and determine if the checklist, in particular, was sufficient for its purpose. The second function was to establish how effective the practice review team was at executing the process. After the pilot practice review the checklist appeared to be sufficient in its first function and in terms of the second function, the process itself identified several areas that could be addressed to improve the flow of future visits. Going forward, approving bylaws and policies around practice reviews for independent practitioners the Council will help the College achieve its ENDS. A practice review of a mobile clinic should be considered to contrast the stand-alone practice and modification of the current documents and process are required to facilitate future practice reviews.

Registrations between November 1, 2016 and January 31, 2017		Restricted Activities Authorization
Dalhousie Graduate	22	
Oulton Graduate	6	
Other New Graduates	3	
Moved to Nova Scotia	0	

Practicing licence holders who have provided the Registrar with the evidence required to verify that they have

Members with Restricted Authorization	Authorized to Self-Initiate	Recognized to Administer Local Anesthetic
2014	663	142
2015	690	169
2016	704	209
2017	714	253

achieved competence to perform a restricted activity or practice in a self initiating manner as set out in the Dental Hygiene Regulation are authorized to perform those activities. Members must not perform these activities until they have received recognition or authorization from the College. *See table above.*

COMPLAINTS DIRECTOR REPORT

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

No formal complaints were received by the CDHNS between February 1, 2016 and January 31, 2017.

Non-Punitive Letter of Caution

During this reporting period, the Registrar issued one non-punitive letter of caution to a member who was found to have practiced while holding a non-practicing licence and for failing to complete the full application form to move from non-practicing to practicing prior to returning to work. The member was required to provide an explanation of the circumstances which lead to their actions, to sign a statement admitting to the wrong doing and to acknowledge that it was the member's responsibility: not the College's to ensure that they had a practicing license at all time when engaging in the practice of dental hygiene in NS. Furthermore, that the member had put themselves, the public, the College and the employer at risk. The letter and the signed statement will remain in their file for reference in case there are any future instances of practising without a licence or other such matter. Any future such matters with the registrant would be referred for disciplinary action.

Registrants as of January 31	2014	2015	2016	2017
Practicing Members	629	662	667	673
Non Practicing Members	47	43	40	49
Provisional Members	0	0	1	0
Honorary Members	1	1	1	0
Life Members	2	3	3	3
Total Members	679	709	722	725

ADVANCEMENT OF THE PROFESSION

FACILITATING CONTINUING COMPETENCY

The College is committed to facilitating opportunities for quality, evidence based, and relevant continuing education for the membership. To meet this commitment, the CDHNS undertook a number of activities between February 1, 2016 and January 31, 2017.

The 2015 – 2016 Annual General meeting took place at the McNally Main Theatre, Saint Mary's University in Halifax, on June 4, 2016, with nearly two hundred members in attendance. The Council Chair Joyce Lind called the meeting to order and introduced the Council members present and special guest Dr. Robert Strang, the Chief Medical Officer of Health in NS. The agenda included the election by acclamation of two new council representatives, Allison Craig and Vanessa Romain-Amirault, and two returning Council members; Shannon O'Neill and Donna Samson.

Michele Brennan, the first officially appointed public appointment to the Council presented on "the role of the public member" on Councils and Boards. The CDHA Nova Scotia Director Joanne Noye presented on CDHA activities.

The Annual Report 2015-2016 including the Council approved Audited Financial Statements was received by the membership and was posted on the CDHNS website for members and the public to view.

Focus on the Workplace - 2016 Continuing Education Event

The 2016 AGM was followed by the annual Continuing Education Event featuring informative and interesting speakers discussing professional workplace topics, a social time over lunch and door prizes!



Dr. Robert Strang, NS Chief Medical Officer of Health

Key Note Address – with Barb Fry, RN, BN, M. Ad. Ed. (Pictured right)

The morning began with a lively and humorous key note address entitled "Dental Hygienists Thriving and Leading in Our Changing Workplace"- a presentation for reflection" which set the stage for the remainder of the day. Her delivery was sometimes light-hearted, (who will forget that fabulous tiara) or serious but ultimately she always returned to the key message of professionalism: "At work you are accountable and responsible for professionalism. Your standards require it!"



Following the casual buffet lunch and socializing the afternoon program began with Dental Hygiene Employment in Nova Scotia – Fact and Fiction presented by Patricia Grant, Registrar CDHNS. Patricia continued the theme of "Focus on the Workplace" with a look at the current employment situation in Nova Scotia and the results from the most recent CDHA Job Market and Employment Survey. "Without transformation there would be no butterflies" was presented by Heather Bell, CDHNS Project co-ordinator. This presentation was on the emerging work places for dental hygienists in alternate practice settings. The presentation included information and resources available from the CDHNS for registrant who are considering an alternate practice setting and touched briefly on the topic of "practice reviews".

The final presentation of the day titled "Learning from the Pioneers – what were they thinking?" Two early adopters in independent dental hygiene practice :Dianna Major and Wanda Fedora presented their stories on developing two very different types of dental hygiene practices in different areas of Nova Scotia. For both of these independent

practitioners the passion for the work they do with underserved communities showed through in their presentations. The panel members stayed to entertain questions from the audience

LOCAL ANAESTHETIC: CONTINUING EDUCATION PROGRAM

Prior to approving an individual's application for authorization to administer local anaesthetic (LA) the CDHNS reviews the local anaesthetic program completed by the applicant to ensure the local anaesthetic course meets the regulatory requirements of the CDHNS. Standards are in place for protection of the public and the profession so that competencies are portable across regulatory lines. A LA program has been offered through Dalhousie Continuing Dental Education in May for the last several years and is recognized by the CDHNS and has also been recognized in other provinces since 2012. The CDHNS works with Dalhousie Dental Continuing Education to ensure the course continues to meet the requirements of the CDHNS.

CPR COURSES

CPR courses at the minimum of Level C with AED or the preferred Health Care Provider must be completed within one year of the date of application for licensing or licence renewal. Staff directs members to scheduled courses and cooperates with local course providers. Staff also reminds members of the requirement to submit a copy of their CPR

card prior to licence renewal annually. As well as submitting their CPR card for licence renewal, members are required to have a completed CDHNS Certificate of attendance signed for their CPR renewal to keep in their Continuing Competency Record in case of audit.

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 Metro. Volunteers for community presentations and CDHNS registration at courses have been organized through the Society and the CDHNS publishes the HDHS meetings and events where possible.

OTHER CONTINUING COMPETENCY OPPORTUNITIES RECOGNITION OF COURSES

CDHA Online Courses:

The Continuing Competency Committee (CCC) continues to update the online courses available through CDHA and the assigned credits and categories for the mandatory Continuing Competency program in Nova Scotia.

Continuing Dental Education at Dalhousie University

The CCC reviews the scheduled courses offered through the Continuing Dental Education program at Dalhousie University and the assigns credits and categories for the CDHNS program.

Jurisprudence and National Dental Hygiene Certification Board

As noted earlier in this report current members can access the Knowledge of Dental Hy-

giene Practice in Nova Scotia: Jurisprudence course online at the CDHA website as a continuing competence opportunity. Similarly, the NDHCB has two Practice Exams and a Quality Assurance Exam on their website which current members of the CDHNS can complete as a continuing competency opportunity.

REGISTERED STUDY CLUBS

There are 13 study clubs registered with the CDHNS. Five of the registered study clubs are regional as well as the HDHS with open membership for members in their area and eight registered clubs are within private office groups. Study clubs submit an annual report to their College to maintain their registered status. The CDHNS communicates with these groups as requested to facilitate and monitor their presentation of learning activities to members under the Continuing Competency Guidelines.

Intra Professional Collaboration

CDHA

Collaboration and communication on projects and other opportunities continue with the national association throughout the year. The Registrar attends executive director's meetings and the Chair of Council attended the CDHA / Provincial meeting held at the CDHA AGM and Leadership Conference in Edmonton, Alberta. During this reporting period the CDHNS agreed to publish in each newsletter news from CDHA.

NOVA SCOTIA REGULATED HEALTH PROFESSIONS NETWORK

The College is a member of the Nova Scotia Regulated Health Professions Network (NSRHPN) which is recog-

nized under the Regulated Health Professions Network Act, (2012). This act enables the 21 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. The NSRHPN continues to meet quarterly. Each meeting contains a report from the Department of Health and Wellness representative and round table reports from each health profession represented on issues of mutual concern in regulatory matters and to share information on best practices in health regulation.

SMOKE FREE NOVA SCOTIA

The CDHNS is an Agency Level member of Smoke Free Nova Scotia. Paulette Hawksworth has been the CDHNS representative for many years. Below is a brief look at how the CDHNS is collaborating with SFNS in its mandate to improving the health of Nova Scotians by reducing tobacco consumption.

- renewal of the Provincial Tobacco Control Strategy released in 2011. Updates to include immersing tobacco products, such as e-cigarettes and Cannabis, and address how these new trends have a negative impact on our past successes in tobacco control.

- SFNS attended the Tobacco Endgame for Canada Summit. At the meeting, there was unanimous consensus that Canada requires a strong comprehensive tobacco control strategy in order to achieve the stated goal to reduce smoking prevalence to less by 5% by 2035.

- SFNS advocated for the Federal Minister of Health to support the adoption of the 5 by 35, Bill S-5. This federal

bill includes plain packaging and regulation of e-cigarettes. On behalf of the CDHNS Paulette sent out an endorsement letter to all Nova Scotia MPs applauding their announcement to undertake a cost-benefit analysis of plain and standardized packaging, as well as a letter to Health Canada supporting plain packaging.

- SFNS recommended that Health Canada recover the cost of the tobacco control strategy through a licensing fee imposed on tobacco companies. This cost recovery approach has been in place in the United States since 2009, and would provide Health Canada with an opportunity to further impact smoking reduction and cessation.

COMMUNICATIONS, PUBLIC EDUCATION & ACTIVITIES

COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS & ACTIVITIES

POSITIVE AGEING DIRECTORY:

The CDHNS placed a professional listing in the Nova Scotia Department of Seniors Publication *Positive Ageing Directory 2016*. The *Positive Ageing Directory* is a comprehensive information directory published each year by the Department of Seniors to give Nova Scotia's seniors quick and easy access to the many programs and services for seniors in our province. The *Positive Ageing Directory* also serves as an essential information source for those who work with seniors, many of whom work in partnership with the Department to ensure listings in the directory are accurate and up-to-date. In addition to the listing the CDHNS placed an advertisement regarding the services dental hygienists can now provide in any setting. The *Positive Ageing Directory* is widely distributed throughout the province and is available online at <https://novascotia.ca/seniors/pub/positive-ageing-directory-2016.pdf>

WEBSITE: www.cdhns.ca

The site features sections on the role of the CDHNS, the role of the dental hygienists, education and qualifications of dental hygienists, legislation pertaining to the profession of dental hygiene practice in Nova Scotia, CDHNS Standards and Guidelines, registration and licensing, mandatory continuing education and CPR, and the complaints process. There is a list of all practicing dental hygienists names as well as those listed as independent dental hygiene practitioners so that the public, employers and insurance companies and others may know that a dental hygienist is registered and licensed to work in Nova Scotia.

The member's side of the website continues to be an excellent way for members to stay updated with the CDHNS and the profession. The members have a sign-in section where members are required to update their profile and record their continuing education credits. Members should check the web-

EMPLOYMENT HANDBOOK

The *Empowering Yourself in the Work Place* handbook 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.

site for timely announcements or recently posted updates. The website can be used to post advertisements for employment as a service to our members.

EMAIL: The CDHNS uses primarily email to communicate with its members and members must ensure that they update any changes to their profile online especially any to their email address. To receive these important announcements and notices please make sure you have marked the CDHNS as a safe sender on your email so our notices will not end up in your junk mail box.

COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

As part of the CDHNS's mandate of oral health promotion and increasing public awareness of the profession, we maintain a resource centre that is available to all dental hygienists in Nova Scotia. The Community Education Resource Centre (CERC) is administered through the CDHNS office and coordinated by staff. CERC is always looking to add new members to its volunteer list who are interested in providing community education. If you are interested in listing your name as a volunteer contact the CDHNS at info@cdhns.ca

In 2016/17 the CERC had 31 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to Cape Breton and wide variety of community groups were visited from preschools to seniors. In all, a total of 1153 members of the public were served by the CERC centre through dental hygiene volunteers. Generally, there is an increase in requests for resources during Oral Health Month.

WELLNESS GRANT



The College of Dental Hygienists of Nova Scotia was awarded a Wellness Grant by the Chebucto West Community Health Board to continue the work for the Volunteer Dental Hygiene Clinic for Syrian Refugee Children on February 1, 2017.

Pictured (l-r): Julian Morrison MC for the evening from the Chebucto West Community Health Board and Shannon O'Neill, Co-ordinator for the Dental Hygiene Clinic for Syrian Refugee Children and Patricia Grant, Registrar, College of Dental Hygienists of NS.

NEWSLETTER

The *Unison* continues to provide members with information about dental hygiene practice, CDHNS updates through a variety of articles pertaining to "From the Desk of the Registrar", practice issues, health promotion, legislative, study clubs, other meetings and educational information. Practice questions received from members often provide a topic for practice issue articles in the newsletter. Three editions of the *Unison* newsletter were published and distributed to members in the past year. Approximately 49% of the membership opted to receive their newsletter online.

ACCESS TO CARE: ADVANCEMENT

Oral Health Advisory Group

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

ACCESS TO CARE/ADVANCEMENT OF THE PROFESSION

GOVERNMENT

Next Steps Working Group

White Paper – Dental Hygienists

Prevent More to Treat Less: Promoting health and preventing disease by integrating dental hygienists, at their full scope of practice, into Nova Scotia's primary health care system.

Since the release of the White Paper, the CDHNS struck a small ad hoc working group called the "Next Steps" Working Group who have developed a strategic plan to move forward on the White Paper recommendations. A "Next Steps" project coordinator was hired in June 2016 to work with the Working Group and provide leadership to the initiative.

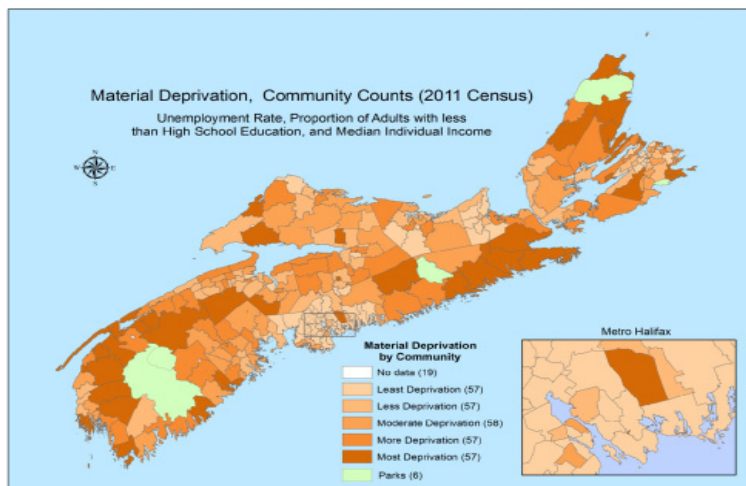
Below is a snapshot of what the Working Group has done over the past year:

- Collected Nova Scotia oral health data and completed an Oral Health Needs Assessment
- Developed a "Next Steps" strategic plan
- Developed a "Next Steps" action plan
- Wrote letters/communications to potential partners, including the IWK, Department of Health and Wellness, Health Associations of Nova Scotia
- Met with other organizations and stakeholders to determine overlapping areas of priority and opportunities for collaboration, including First Nations and Inuit Health Branch, Department of Education and Early Childhood Development, Nova Scotia Health Authority, Community Health Boards.
- Submitted a Project Proposal to the Department of Education and Early Childhood Development
- Presented a funding application to the Sparkle Fund

The goal of the initiative is to create an opportunity to demonstrate an alternative way of delivering care that focusses on prevention and illustrates how Dental Hygienists can contribute when working to their full scope of practice. To achieve this, CDHNS must work in partnership with other organizations and these relationships are built over time. Below is a sample of one of the maps that was created for the needs assessment. This map focuses on comparing socio-economic status across the province using the material deprivation index.

NATIONAL DENTAL HYGIENISTS WEEK™ 2016 CELEBRATING THE PROFESSION

To celebrate Oral Health Month and to promote the profession the CDHNS placed fifteen thousand (15,000) bookmarks in libraries throughout the province. The goal of this is to increase hygiene awareness throughout the province.



RECOGNIZING EXCELLENCE

CDHNS AWARDS :

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

Dalhousie Second Year Dental Hygiene Student Presentations
Second year dental hygiene students, in groups of 3-4 students, present 15 minute presentations that have been researched and focus on providing optimal oral hygiene care to people with a variety of conditions that impact on their oral health.

On January 30, 2017 the Dalhousie University, School of Dental Hygiene Student Presentations were presented with prizes supported by the CDHNS.



First Place ARTiculating the use of Atraumatic Restorative Treatment is (l-r): Alicia Bond, Ayesha Kottapalli, Jadeen Umscheid and Emily Porter.

Dental Hygiene Student Professional Presentation Awards

Pictured right in 2nd place:
Best Practice for Sealant Preparation
Dean Boran, Katie Power, Ruth McConkey, Sarah Grant & Molly Bell



3rd Place:
Xerostomia
Anniek Verhulst, Rachel van Vonderen, Amelia Wilson & Emily Devost

4th Place:
Oral Implications of Marijuana Use
Britney Merry, Mara Ramos, Brittney Pothier & Taylor Gillespie



CDHNS Highest Standing Award:

The College of Dental Hygienists Award is presented to the student with the highest academic standing graduating from the Dalhousie University, Dental Hygiene Program. The recipient in 2016 was **Kayla Cyr** (pictured left).

AMBASSADOR OF THE YEAR PAULETTE HAWKSWORTH

Shannon O'Neill presented the Ambassador of the Year-Award to Paulette Hawksworth. Paulette was an advocate and great influence in changing Bill 60 - Amendments to the Smoke Free Places and Tobacco Access Act.



Paulette Hawksworth, SFNS Representative

RESOURCE ALLOCATION

Although financial support for specific projects may be provided by grants, funding for College programs and services primarily comes from registrant/member fees for registration, licensing and licence renewals. For the fiscal year from February 1, 2016 to January 31, 2017 the College allocated resources in the following key areas.

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for the Credentials, Investigation and Hearing Committees.
Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and the excess funds at year end are used to complete these planned projects.
2. Excellence in dental hygiene care: includes all the expenses involved in fulfilling the College's regulatory responsibilities under the legislation.
3. Access and Advancement includes: initiatives to provide information and support to members regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leadership, member and student awards and prizes, increasing access to care initiatives and increased opportunities for inter-professional and inter-agency collaboration.

Licence Renewal Deadlines

For the past two years, the deadline for submission of a complete application for renewal of a licence has been the first Monday of October. Although October 31 is the licence expiry date, the CDHNS was advised by legal council to allow sufficient time to review and process the increased number of applications and to follow up on any inquiries which resulted from licence renewal applications.

Accordingly, all information must be received by the CDHNS by the specified date on the renewal notice. The application deadline for renewal for the 2018 licence is **October 02, 2017** to ensure all members receive their licence by November 1, 2017 and do not experience any disruption in their ability to practice. Individuals who did not meet the deadline in October 2016 for any reason, were sent a letter from the Registrar in January 2017 notifying them of this requirement and advising that the Registrar may refer the matter to the Investigation Committee in future.

INDEPENDENT AUDITOR'S REPORT

**Levy
Casey
Carter
MacLean**

Chartered Professional
Accountants

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

TO THE MEMBERS OF COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA:

We have audited the accompanying financial statements, which comprise the statement of financial position of College of Dental Hygienists of Nova Scotia as at January 31, 2017 and the statements of operations, change in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of College of Dental Hygienists of Nova Scotia as at January 31, 2017, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Halifax, Nova Scotia
June 2, 2017


Chartered Professional Accountants
Licensed Public Accountants

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2017

ASSETS			
	<u>2017</u>		<u>2016</u>
Current			
Cash	\$ 260,677	\$	122,320
Prepaid expenses	102,019		102,036
Short term investments	<u>250,000</u>		<u>311,000</u>
	612,696		535,356
Investments, internally restricted (note 3)	<u>423,231</u>		<u>421,024</u>
	<u>\$ 1,035,927</u>	\$	<u>956,380</u>

LIABILITIES			
Current			
Payables and accruals, trade (note 4)	\$ 15,256	\$	13,690
Deferred revenue (note 5)	<u>338,242</u>		<u>336,932</u>
	353,498		350,622
Commitments (note 6)			

NET ASSETS			
Internally restricted (note 3)	423,231		421,024
Unrestricted	<u>259,198</u>		<u>184,734</u>
	682,429		605,758
	<u>\$ 1,035,927</u>	\$	<u>956,380</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF CHANGES IN NET ASSETS
JANUARY 31, 2017

	<u>Internally Restricted</u>	<u>Unrestricted</u>	<u>Total 2017</u>	<u>Total 2016</u>
Balance, beginning of year	\$ 421,024	\$ 184,734	\$ 605,758	\$ 535,444
Excess of revenues over expenditures	7,320	69,351	76,671	70,314
Transfer to unrestricted net assets	<u>(5,113)</u>	<u>5,113</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 423,231</u>	<u>\$ 259,198</u>	<u>\$ 682,429</u>	<u>\$ 605,758</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED JANUARY 31, 2017

	<u>2017</u>	<u>2016</u>
Revenue		
Licensing fees	\$ 464,831	\$ 453,565
Investment income	7,491	3,315
Other income	<u>15,622</u>	<u>12,405</u>
	<u>487,944</u>	<u>469,285</u>
Expenditures		
Advertising and promotion	10,979	11,294
Communications	2,405	1,834
Dues and fees	550	500
Insurance	6,924	6,914
Interest and bank charges	1,427	604
Meetings	28,976	36,679
Office	18,337	18,823
Professional development	-	1,248
Professional fees	18,319	19,617
Regulatory fees	133,941	138,117
Rent	32,122	27,875
Travel	1,939	6,161
Wages and benefits	<u>155,354</u>	<u>129,305</u>
	<u>411,273</u>	<u>398,971</u>
Excess of revenues over expenditures	\$ <u><u>76,671</u></u>	\$ <u><u>70,314</u></u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JANUARY 31, 2017

	<u>2017</u>	<u>2016</u>
Operating Activities		
Excess of revenues over expenditures	\$ 76,671	\$ 70,314
Net change in non-cash working capital balances related to operations (note 7)	<u>2,893</u>	<u>8,129</u>
	<u>79,564</u>	<u>78,443</u>
Increase in cash during year	79,564	78,443
Cash and cash equivalents, beginning of year	<u>854,344</u>	<u>775,901</u>
Cash and cash equivalents, end of year	\$ <u><u>933,908</u></u>	\$ <u><u>854,344</u></u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS

JANUARY 31, 2017

1. Purpose of organization

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

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

2. Significant accounting policies

The College has applied the following significant accounting policies:

(a) Basis of presentation

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

(b) Cash and cash equivalents

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

(c) Fund accounting

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

(d) Financial instruments

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

(e) Capital assets

Capital assets are expensed as office expenses in the year of acquisition. During the year, the College expensed computer equipment totaling \$Nil (2016 - \$2,593).

(f) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2017

2. Significant accounting policies (continued)

(g) Revenue recognition

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

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

(h) Contributed services

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty in determining their value.

3. Internally restricted funds

The balances of the internally restricted funds are comprised of the following:

	<u>2017</u>	<u>2016</u>
CIBC Wood Gundy High Interest Savings Account	\$ 170,135	\$ 168,754
Hollis Investment Savings Account	103,096	102,270
CIBC Flexible Guaranteed Investment Certificate	<u>150,000</u>	<u>150,000</u>
	<u>\$ 423,231</u>	<u>\$ 421,024</u>

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

	<u>2017</u>	<u>2016</u>
Disciplinary matters	\$ 273,231	\$ 271,024
Rent/office	50,000	50,000
Computer software	50,000	50,000
Registrar succession	<u>50,000</u>	<u>50,000</u>
	<u>\$ 423,231</u>	<u>\$ 421,024</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2017

4. Payables and accruals, trade

Included in payables and accruals as at January 31, 2017 are government remittances of \$3,563 (2016 - \$3,805).

5. Deferred revenue

	<u>2017</u>	<u>2016</u>
License fees	\$ 239,369	\$ 238,059
CDHA member fees	<u>98,873</u>	<u>98,873</u>
	<u>\$ 338,242</u>	<u>\$ 336,932</u>

6. Commitments

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

2018	\$ 26,598
2019	\$ 828
2020	\$ 828
2021	\$ 828
2022	\$ 828

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

	<u>2017</u>	<u>2016</u>
Increase (decrease) in cash from changes in:		
Prepaid expenses	\$ 17	\$ (3,367)
Payables and accruals, trade	<u>1,566</u>	<u>2,235</u>
Deferred revenue	<u>1,310</u>	<u>9,261</u>
	<u>\$ 2,893</u>	<u>\$ 8,129</u>

8. Financial instruments

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. Management does not feel that the College is exposed to any significant risks.

Investments

The College has invested in short term guaranteed investment certificates which bear interest at 0.55% - 1.25% and mature on December 12, 2017.

**C
A
R
I
N
G

F
O
R

T
H
E

P
R
O
F
E
S
S
I
O
N**

**H
I
G
H

S
T
A
N
D
A
R
D
S

O
F

C
A
R
E**

**S
E
R
V
I
N
G

&

P
R
O
T
E
C
T
I
N
G

T
H
E

P
U
B
L
I
C**