

# ***2013 - 2014***

## ***Annual Report***

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



## CELEBRATING OUR MEMBERS, CELEBRATING OUR PROFESSION

Since its inception in 1963, the Nova Scotia Dental Hygienists' Association (NSDHA) members and Councils have worked with vision and determination to ensure the provision of quality dental hygiene care for Nova Scotians.

After a long journey on May 5, 2009 the Dental Hygienists Act of Nova Scotia was proclaimed and dental hygienists in Nova Scotia became a self regulating profession. Thank you to all of the people who have offered inspiration, expertise, and effort to help the College of Registered Dental Hygienists become the regulatory body for the dental hygiene profession in Nova Scotia.

*The dental hygiene profession in Nova Scotia celebrated  
fifty years as NSDHA (1963) and then five years as CDHNS (2009)!  
Fifty years of challenging the status quo! We have come a long way and have a lot to be proud of!*

This report covers the College of Dental Hygienists of Nova Scotia's  
responsibilities and actions between  
February 2013 and January 2014  
Printed May 2014



NSDHA in 2008



Lobbying for Self Regulation



First CDHNS Council

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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 2013-2014 which represents the achievements of the College over the past year.



In October I attended the CDHA's Annual Conference in Toronto where I participated in the scientific program, the President's Meeting, and the celebrations held for the 50th Anniversary of our National Organization! It was a wonderful occasion to reconnect with former colleagues and mentors from across Canada and was a great opportunity to meet new members of our profession. A highlight for me was Eva Grayzel's keynote presentation on oral cancer. We are very fortunate to have her presenting here this weekend. I hope that many of you seize the opportunity to hear her speak and will take her message back to your practices.

The CDHNS Council was very busy working on your behalf this year. Three weekend-long meetings were held where Council diligently reviewed the College's policies as well as our Registrar's monitoring reports. Several education sessions were held during these meetings in order to help us with writing our ENDS policies, best described as the College's goals. In September Dr. Ross Anderson came to address the issue of early childhood caries and how our profession can help.

Last year marked 50 years of organized dental hygiene in Nova Scotia. This year the College of Dental Hygienists of Nova Scotia is celebrating 5 years... our first big milestone since achieving self-regulation in 2009! Reflecting back on my years with both the NSDHA and the CDHNS, I have had the great honor of meeting and working with many of the visionaries who were determined to grow our profession and to enable dental hygienists to provide safe and effective educational and preventative dental hygiene services to Nova Scotians. I would like to extend a heart-felt thank you to all the people who offered inspiration, determination, expertise, and hard work to make the College of Dental Hygienists of Nova Scotia a reality.

Last, but not least, I would like to thank my colleagues on the CDHNS Council. You have been an amazing group of people to work with and I truly appreciate your dedication. You have made a difference!

A handwritten signature in cursive script that reads "Wendy Stewart".

Wendy Stewart  
CDHNS Chair 2013-2014

# Introduction

## BACKGROUND

Dental hygienists have been providing educational, preventive and clinical services to Nova Scotians since 1955. The profession has been self governing since May 15, 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 all settings including interdisciplinary health centres, dentist practices, in population 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:

- setting requirements for registration, and licensing processes
- resolving complaints regarding its members
- setting standards of practice for members
- setting standards of professional ethics for members,
- setting standards for the education, knowledge, qualifications, professional responsibility and competence of its members and applicants for membership;

So that Nova Scotians are assured of safe and effective oral health care provided by dental hygienists, 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 Nova Scotia's dental hygienists are well prepared to provide safe and effective oral health care to their clients.

Subject to its public protection and regulatory function the Dental Hygienists Act (the Act) also gives the College the authority to advance and promote the profession of dental hygiene. This object of the CDHNS is carried out under the member services section of the CDHNS.

## 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.

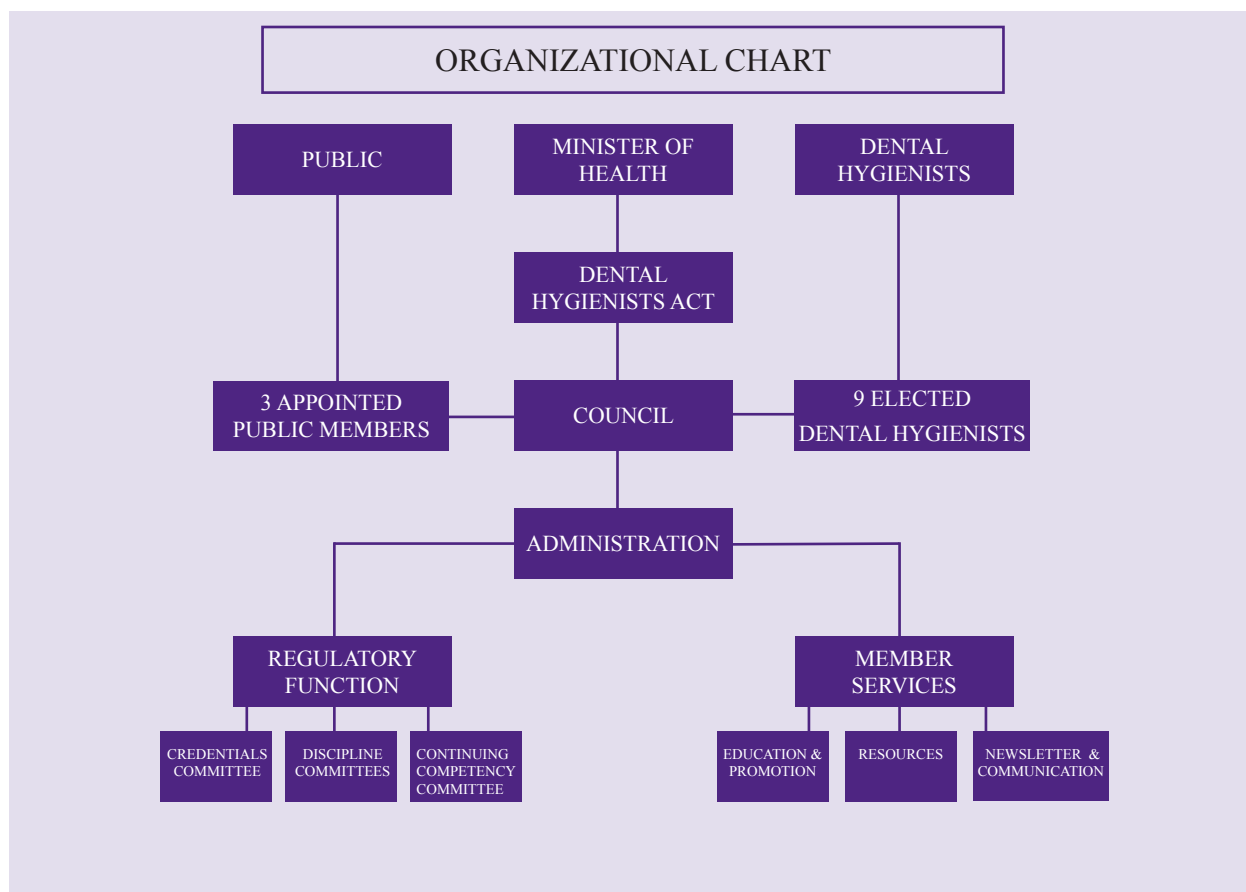
Registered and licensed members of the College of Dental Hygienists of Nova Scotia may use the following protected designations, titles, abbreviations or initials:

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



## Organizational Structure

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.



### COUNCIL

The Council is comprised of not fewer than 9 elected registered and licensed members 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 as well as the Chairs and members of the Credentials, Investigation, and Hearing Committees.

### REGISTRAR AND COMPLAINTS DIRECTOR

#### REGISTRAR

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

#### 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 and discipline processes in accordance with the Dental Hygiene Act, Regulation, other applicable legislation and policies. The Registrar serves as the Complaints Director; receives and directs complaints according to policy. Complaints must be received in writing and signed by the complainant(s). A complaint originated by CDHNS shall be in writing and signed by the Registrar.



## 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 concerning any member of the College regarding a disciplinary matter directed to it from the Registrar. 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 the mandatory continuing competency program 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 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  
Marcia Kohler  
Sue MacIntosh  
Katherine MacKeigan  
Cara Tax  
Denise Zwicker, Vice-Chair  
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

### 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-Myra, Administrative Assistant  
Laura Simmons, Member Service Coordinator (Feb 2014)  
Volunteers



## Governance



CDHNS Council

Front Row: Donna Samson, Cathy MacLean (Public Member), Joyce Lind (Vice-Chair), Angie Parker

Back Row: Greg Glynn (Public Member), Ann MacArthur (Executive Member), Francine Leach, Wendy Stewart (Chair), Simone D'Entremont, Jerry Craig

Missing from photo: Sara Harding (left)



Sara Harding  
Executive Member

### COUNCIL'S ROLE

The Council governs and directs the affairs of the College according to the Act, Regulation and bylaws. 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 goals or 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, one governance workshop, and the Annual General Meeting between February 1, 2013 and January 31, 2014. Council members participated in ownership linkage sessions at the AGM and in other areas of the province. Council is committed to education sessions on an ongoing basis. Sessions were conducted during Council meetings including sessions with a governance coach, and a presentation from Dr. Ross Anderson, Chief of Dentistry at the IWK Health Centre. In addition two members of Council attended the International Policy Governance Conference in Toronto to further their skills in good governance.

### *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.*



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



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 NS. This course is offered online at the Canadian Dental Hygienists Association website. Applicants applying for licensing after a three year absence from the province or from practice are also required to complete this course. Current members can complete the new Jurisprudence Examination as a continuing competence learning opportunity.

### **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 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.

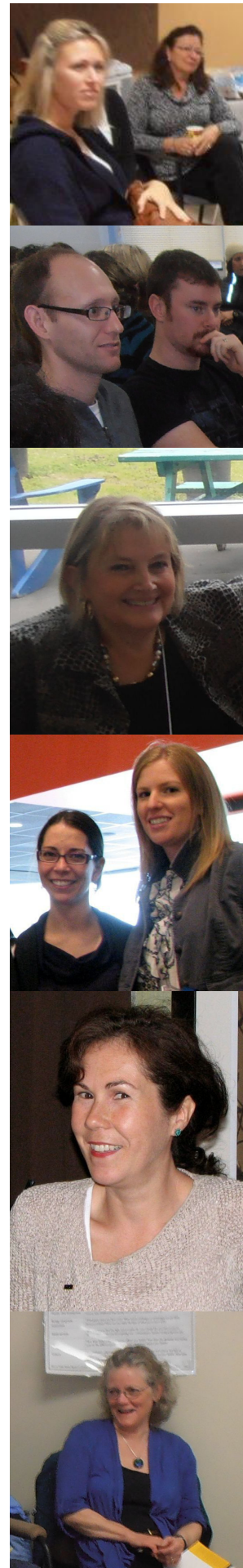
## **OTHER REQUIREMENTS FOR REGISTRATION**

### **ACCREDITED PROGRAMS**

The Commission on Dental Accreditation of Canada accredits dental hygiene programs in Canada and has a reciprocal agreement with the Commission on Dental Accreditation of the American Dental Association in the US. The Federation of Dental Hygiene Regulatory Authorities has representatives on the Commission on Dental Accreditation of Canada. Currently the CDHNS Registrar sits on the Commission and on the Dental Hygiene Education Committee.

Applicants 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.

There were 21 private dental hygiene programs that closed over the past three years, one in BC, the remainder in Ontario. There are 29 programs in dental hygiene within Canada, outside of the province of Quebec, including 8 private schools. All are now accredited.



## 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
- Practice Protocol on Whitening /Bleaching
- Practice Protocol on use of Lasers in dental hygiene care

## CONTINUING COMPETENCY PROGRAM

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

The Continuing Competency Committee conducts a random selection annual Continuing Competency Program audit. When a member fails to meet the Continuing Competency Program requirements the member must 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 Continuing Competency requirements have been met.

The Continuing Competency Committee met twice during 2013-2014. The committee communicates continuously by email to give guidance to the registrar and staff on specific member's questions. The November meeting included revision of the Continuing Competency Guidelines, committee education using the National Dental Hygiene Competencies, and addressed questions from members.

### 2013 Continuing Competency Audit

The committee met to complete the audit process for those members whose cycles ended on December 31, 2013. A total of 39 continuing competency audits were completed. Of those 27 members met all requirements and 11 members did not meet the requirements. One member's documents were reviewed and that member will be audited again at a later date due to a delayed request for an extension to their cycle. All members were contacted and all but one completed the requirements within the given time frame. Most failed audits were due to placing credits in the incorrect category according to course content. Other issues were members not submitting the required CDHNS Certificate of Attendance for their CPR course and the incorrect use of video tapes for CE credits.

	Total Performed	Total Complete	Total Incomplete	Reason for Incomplete
2013	39	27	11	Improper categorizing
2012	38	35	3	Lack of Category 3
2011	17	12	5	Insufficient Documentation
2010	18	17	0	One withdrawal

## MEMBER STATISTICS

### 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 practicing 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.

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 five 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, 2014

	May 2009	January 2010	January 2011	January 2012	January 2013	January 2014
Practicing Members	563	580	611	614	629	629
Non Practicing Members	N/A	22	23	35	38	47
Total Members	563	608	634	649	667	676
Increase in Membership		(107%)	(104%)	(102%)	(102%)	(101%)

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

### INDEPENDENT DENTAL HYGIENE PRACTITIONERS 8 (included in practicing members above)

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

### NEW REGISTRATION

Registrations between February 1, 2013 and January 31, 2014

Dalhousie Graduate	Oulton Graduate	Other New Graduates	Moved to Nova Scotia
14	6	2	15





## RESTRICTED ACTIVITIES AUTHORIZATION

Registered license holders who have provided the Registrar with the evidence required to verify that they have achieved competence to perform certain restricted activities or practice in a self initiating manner as set out in the Dental Hygiene Regulation are authorized to perform those activities or practice in a self initiating manner. 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	January 31, 2014
Authorized to Self Initiate	0	37	291	599	650	663
Recognized to Administer Local Anaesthetic	0	0	12	62	104	142

## 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 complaints (written) from all sources – members of the public, employers, other health professionals, other colleges and members of the College. The registrar may refer 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 in the period covered by this report.

## OFFICE ADMINISTRATION

### OFFICE SPACE

Several changes occurred in the CDHNS administration during this past year as the needs of the CDHNS have grown in five years since we began in the Registrar's home office. This year the CDHNS moved offices, we stayed in the same building as location seemed to be convenient for our members; however, more space was required to better serve the public and our members. The new office provides privacy for confidential work and a room large enough for Council and Committees to meet.

### INFORMATION TECHNOLOGY

Another significant change was in the purchase and implementation of a membership management software package which allows the CDHNS to improve all aspects of our member database, committee areas, and a library for our members. Members may now access a secure members-only section of the website through our new system. The new software will allow the CDHNS to easily report as required to such government agencies as Canadian Institute for Health Information (CIHI), the Office of the NS Fair Registration Practices Officer and exporting of data to the Drug Information System.

### INVESTMENT IN TRAINING AND EDUCATION

The new database required many hours of online education and two days in-person training for CDHNS staff. In addition staff attended other workshops and education sessions on such things as Cultural Competency and the International Policy Governance Conference in Toronto. The CDHNS continues to invest in governance and staff education to better serve the public and our members.

# *Advancement and Access 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, 2013 and January 31, 2014.

### OWNERSHIP LINKAGE/EDUCATION SESSIONS – REGIONAL AREAS 2013 – 2014

An initiative was undertaken in the fall of 2012 to link with our member owners at gatherings throughout the province. Six locations were planned and these visits carried over into the 2013-2014 year. During this reporting period from February 1, 2013 to January 31, 2014 the four remaining Council ownership linkage sessions on alternate practice settings and the registrar's presentation on practice issues were completed. These visits were very well received and well attended by the members. The CDHNS collected informative data to assist then in shaping the Council's ENDS and in determining the future work of the College.

### CONTINUING EDUCATION – DRUG INFORMATION SYSTEM – AGM JUNE 2013

In 2013 the business meeting of the AGM was followed by a presentation on the Nova Scotia Drug Information System presented by Judy Sampson, Change Management Lead, Department of Health and Wellness and Dr. Ron Wilson, Physician Advisor, NS Drug Information System Project. The presentation dealt with the topics of how the drug information system will impact the health professionals in Nova Scotia, how the program will evolve over the coming years and how dental hygienists will be involved.

### AGM 2013 OWNERSHIP LINKAGE

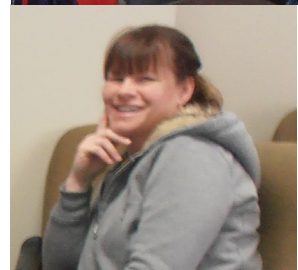
Ownership linkage is an ongoing priority of Council. The purpose of ownership linkage with either our moral owners (the public) or our legal owners (the membership) is to gather data to shape the Council's ENDS to help determine the future of the organization. As part of the Council's ongoing ownership linkage members attending the 2013 AGM were ask to complete a survey on their experience with Early Childhood Caries (ECC) and first visits in their work settings. The data collected is reviewed and analyzed by Council in light of the existing ENDS policy.

### LOCAL ANAESTHETIC

The CDHNS consults with Continuing Dental Education at Dalhousie University to ensure the local anaesthetic course offered continues to meet the regulatory requirements of the CDHNS. It is important for our members and the profession that competencies are portable across regulatory lines and standards remain at a high level to protect the public. The School of Dental Hygiene at Dalhousie University incorporated local anaesthetic into the diploma and degree programs for the graduating students since 2011. The local anaesthesia course taken by graduates within the dental hygiene diploma and degree programs as well as the course offered through Dalhousie Continuing Dental Education are recognized by the CDHNS and have also been recognized in other provinces since 2012.

### HALIFAX DENTAL HYGIENE SOCIETY (HDHS)

The College continues to communicate and cooperate with the Halifax Dental Hygiene Society to co-ordinate 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 Member Services Committee. The Registrar attended the fall meeting of the HDHS to address several questions which arose from the online renewal process.



## OTHER CONTINUING COMPETENCY OPPORTUNITIES

### 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 as well as reminding members of the CDHNS requirement to submit a copy of their CPR card with their licence renewal form annually. In 2013 two organizations offering CPR approached the CDHNS to be specific CPR providers. 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.

### 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 Continuing Competency Committee reviewed the scheduled courses offered through the Continuing Dental Education 2013 program at Dalhousie University and the assigned credits and categories for the CDHNS program. This information is listed on the CDHNS website.

### JURISPRUDENCE AND NATIONAL DENTAL HYGIENE CERTIFICATION BOARD

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

## REGISTERED STUDY CLUBS

The College added three new private study clubs to the registered study clubs list this year for a total of 14 study clubs. 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. During the year we contracted the study clubs to update their information. The CDHNS cooperates with these groups as requested to facilitate their presentation of learning activities to members.

## INTRA PROFESSIONAL COLLABORATION

### CDHA

Collaboration and communication on projects and other opportunities continue with the national association. The Registrar attended executive directors meetings and the Chair of Council and the Registrar attended the Presidents meeting in Toronto in October. Several members assisted the CDHNS in reviewing drafts of promotional messages being developed by CDHA.

Self Initiation Exam – In the spring of 2013 the CDHA expressed concerns regarding the self initiation exam it administers for the CDHNS. The exam was removed from the website for a short time. The CDHNS collaborated with the other regulatory authorities who use the exam and CDHA to make revisions and to write a number of additional questions for the question bank. The course was re-launched and the CDHNS revised its continuing competency credits recognized for the course completion.

## NSDA

The CDHNS communicates with the Nova Scotia Dental Association on an ongoing basis. During the 2013 -2014 year this communication included Infection Prevention and Control Guidelines. The CDHNS responded to a request for comment on the draft NSDA Infection Control and Prevention Guidelines which were released in the fall of 2013. The CDHNS provided a link on our website to the Guidelines and released a statement encouraging members to review the document and collaborate with colleagues in their workplace to implement the policies. The CDHNS is reviewing the final document to consider how the guidelines align with our role in protection of the public. <http://www.nsdental.org/Portals/0/PDFs/Office%20Management%20Public/2013%20IPC.pdf>

## PROVINCIAL DENTAL BOARD NOVA SCOTIA

Dr. Bill MacInnis retired as Registrar of the Provincial Dental Board of Nova Scotia (PDBNS) at the end of May, 2013. The Registrar and Chair of Council Wendy Stewart attended the retirement reception and thanked Dr. MacInnis for his assistance over the years and especially his graciousness and assistance during the transition period as the CDHNS was formed and the PDBNS handed over the reins to the dental hygiene profession for registration and licensing of dental hygienists.

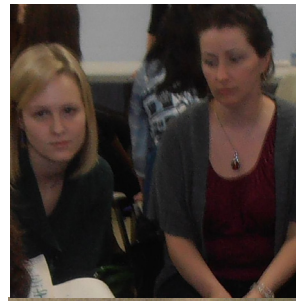
Dr. Martin Gillis the Deputy Registrar was appointed to the position of Registrar. The CDHNS met with Dr. Gillis to establish a working relationship and discuss ongoing areas of mutual concern.

## SCHOOL OF DENTAL HYGIENE 50th ANNIVERSARY CELEBRATION COMMITTEE

The development of a profession is closely tied to the development of the educational programs which produce the incoming members of the profession. The Registrar was pleased to represent the CDHNS on the School of Dental Hygiene's 50th Anniversary Committee which met regularly throughout 2012 and early 2013 to plan the 50th celebrations on April 26 and 27, 2013. The CDHNS was proud to be a professional level sponsor together with the Atlantic Provinces Dental Hygiene Associations. It was a sold out weekend with CE, commercial exhibits, and social activities. Ending the event was the celebratory dinner where the entertainment, presentation of an award recognizing the relationship of the School with the Grenfell Mission and the food were all spectacular. Most importantly classmates and colleagues had the opportunity to meet and get caught up since their days at Dal. It was a reminder of the profession's accomplishments and an opportunity to demonstrate professional pride in those accomplishments. The CDHNS looks forward to a continued cooperative and productive relationship with the Faculty of Dentistry and the School of Dental Hygiene for another 50 years and beyond.

## NOVA SCOTIA REGULATED HEALTH PROFESSIONS NETWORK

The College is a member of the Nova Scotia Regulated Health Professions Network (NSRHPN) which is recognized under the Regulated Health Professions Network Act,(2012).This act enables the 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. During this reporting period the NSRHPN met quarterly and much of the work was around the administration of the legislation in approving the regulations, bylaws and executive committee processes. Each meeting contains a report from 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.





## COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS, AND ACTIVITIES

### EMPLOYMENT HANDBOOK - EMPOWERING YOURSELF IN THE WORK PLACE

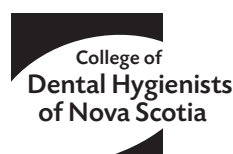
This handbook is an excellent resource for those looking to understand provincial labour standards, needing to resolve an employment issues that requires a difficult conversation or preparing for a job interview. The manual was distributed in hard copy to the 2013 members who had their initial registration with the CDHNS and was very well received. It was also provided to the general membership in our online library in the members only section of our website.

### EDITORIALS

CDHNS prepared an Opinion Piece, Editorial Page – *Headline: Dental Hygienists Overlooked as Health Providers' Roles Expand*, Published in the Chronicle Herald, June 2013.

### POSITIVE AGING DIRECTORY

The CDHNS was able to place a professional listing in the Nova Scotia Department of Seniors publication Positive Aging Directory 2014. The Positive Aging Directory is a comprehensive information directory published each year by the Department of Seniors to give Nova Scotia's seniors quick and easy access to the many programs and services for seniors in our province. The Positive Aging Directory also serves as an essential information source for those who work with seniors, many of whom work in partnership with the Department to ensure listings in the directory are accurate and up-to-date. In addition to the listing the CDHNS placed an advertisement regarding the services dental hygienists can now provide in any setting. The Positive Aging Directory is widely distributed throughout the province free of charge and is available online at <https://novascotia.ca/seniors/pub/positive-aging-directory-2014.pdf> (listing -page 137 and ad page 120)



POSITIVE AGING  
means  
HEALTHY HAPPY  
SMILES!

To learn more about Dental Hygienists  
providing direct care for seniors in assisted living,  
long term care, or private homes  
Visit [www.cdhns.ca](http://www.cdhns.ca) or call 902-444-7241

### NATIONAL DENTAL HYGIENISTS WEEK PROJECT – North End Clinic

To celebrate National Dental Hygienists Week 2013 the CDHNS collaborated with the Halifax Dental Hygiene Society (HDHS) to hold a volunteer day at the North End Community Health Centre. Volunteers were oversubscribed for the day and a list has been kept should we do something like this again. The CDHNS prepared an advanced notice for the press and a backgrounder and press release two days before the event. This generated one radio interview for the Registrar prior to the event and a live spot on radio which Dianna Major covered on the day of the event. The day would not have been such a success without the generous support our volunteer members and the Henry Schein Company.



left to right: Dianna Major, Kim Jones, Teanne MacCallum, Wendy Stewart, Matthew Goodz



## NEWSLETTER

The Unison continues to provide members with information about dental hygiene practice, CDHNS updates through the "From the Desk of the Registrar", practice issues, health promotion, legislative, study clubs, other meetings and educational information. In 2013 the Unison introduced a series of articles on Public Health in Nova Scotia. This series informs members with the work of a small but important segment of our profession who work for the nine District Health Boards in the province. Most recently the article published in this series concerned the results of a screening in the Cape Breton District Health Authority which involved 1103 grade primary students. Such work can inform the CDHNS's ENDS as we continue to look at early childhood caries (ECC) and access to care issues.

Three editions of the Unison newsletter were published and distributed to members in the past year. Approximately 45% of the membership opted to receive their newsletter online. Our volunteer Editor-in-Chief remains Rosemary Bourque and submissions may be sent directly to her through the CDHNS website. In light of the most recent changes in Canada Post delivery and postal rates the CDHNS will be reviewing all its mailing options in the future.

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

The CDHNS website has both a public and members side. The public section seeks to inform the public about the profession including those processes which serve to protect and serve the public. Information is presented on the requirement for annual CPR, Mandatory Continuing Competency, professional discipline and the complaints process. There is a list of practicing dental hygienists names as well as those listed as independent dental hygiene practices. On the members side the website continues to be an excellent way for members to stay updated with the CDHNS and the profession. This year the members-only section was added to assist members in the interacting with the CDHNS. Check for timely announcements or recently posted updates.

## EMAIL

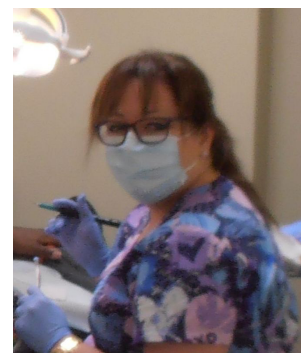
The CDHNS on occasion uses an email bulletin to update members on short notice events or important announcements. Please make sure you have marked the CDHNS as a safe sender on your email so our notices will not end up in your junk mail box. Also update or send your email address to the College if we do not have your current one.

## COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

As part of the CDHNS's mandate of oral health promotion, 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-Myra. Jocelyn Burke is our volunteer practice advisor to the Resource Centre. The CERC is looking to add 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-Myra at the CDHNS.

In 2013-2014 the CERC had 19 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to Cape Breton and the groups involved included Brownies, classrooms, day cares, and after school programs. In all a total of 605 members of the public were served by the CERC centre through dental hygiene volunteers.

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Number of Presentations	10	7	11	14	19
Total Public Served	322	281	536	805	605



## ACCESS TO CARE

### INDEPENDENT PRACTITIONERS MEETING

The CDHNS facilitated the first meeting of independent dental hygiene practitioners (IP) on Sunday April 28, 2013. This meeting was to discuss mutual concerns and exchange information between the CDHNS and our members who practice independently. Five practitioners attended and several more members who have delivered care in an independent basis or are in the process of setting up a practice were invited. The independent practitioners are investigating the formation of a group to continue to exchange ideas and work on projects such as the development of a fee schedule. Any members providing dental hygiene care directly to the public are required to inform the CDHNS. Independent practitioners are listed on our website for the information of the public.

### GOVERNMENT

The CDHNS prepared an "election primer" which was emailed to members during the provincial election campaign last fall. We directly engaged the various political party leaders bringing forth the oral health agenda and encouraged members to do so as well. The issues we identified were those surrounding access to care for all populations with special emphasis on the vulnerable and underserved populations in our province.

Other issues include the appointment of the Chief Officer of Oral Health, and the MSI Children's Oral Health Program. The CDHNS is preparing a "white paper" on dental hygiene in the province to use as a resource document with government and other agencies.

April 2013 The CDHNS was invited to attend the Minister of Health and Wellness and the Premier Dexter's announcement on the changes to the NS Children's Oral Health Program. (MSI)

April 2013 Letter to the Honorable David Wilson, Minister of Health and Wellness to express the CDHNS's position on access to care and the recognition of dental hygienists as oral health care providers under government programs such as the Children's Oral Health Program.

August 2013 The Honorable David Wilson contacted the CDHNS and spoke with the CDHNS Council Chair just prior to making further announcements regarding oral health in Nova Scotia. These announcements were made by the NDP government just prior to the election call and concerned expansion of the Children's Oral Health Program, changes at the IWK Dental Division and the appointment of the Chief Dental Health Officer.

December 2013 Letter to the Honorable Leo Glavine Minister of Health and Wellness congratulating him in his new position and outlining several issues from the CDHNS including recognition of dental hygienists as care providers, appointment of a Chief Oral Health Officer for NS and access to care for those Nova Scotians who are at risk and under served.

The CDHNS was requested by the Department of Health and Wellness to write a letter in support of the Fluoride Mouth Rinse Program for use with parents in schools.

# Recognizing Excellence

## CDHNS AWARDS

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

### Dalhousie Dental Hygiene Presentation Awards

In January the Dalhousie University, School of Dental Hygiene students presentation winners were presented with prizes on behalf of the College by Council Chair Wendy Stewart.



**2014 Dalhousie Dental Hygiene Student Presentation Winners**

1st Place -  
**"Schizophrenia/BiPolar"**  
Michelle Robichaud  
Lauren Steeves  
Karly Pugh  
Joanne Robichaud

2nd Place -  
**"Stroke/COPD"**  
Katie Springer  
Janelle MacDonald  
Brittany Seguin  
Madison Parcels

3rd Place -  
**"Early Childhood Caries"**  
Melanie Layden  
Amanda Lee  
Jordon McNeil  
Lori Stevenson



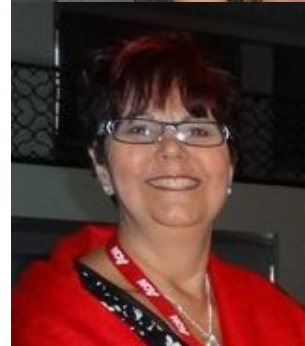
### CDHNS HIGHEST STANDING AWARD

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 2013 to Laura Langdon.

### THE GIFT FROM THE HEART

The Gift from the Heart is a day set aside for Dental Hygienists all across Canada to educate everyone on the link between oral health and overall health. - [www.giftfromtheheart.ca](http://www.giftfromtheheart.ca).

For the first time in Nova Scotia members of the dental hygiene profession participated in the 4th Annual Gift From The Heart Day. This is a day of free dental hygiene services provided by independent practitioners and other volunteer dental hygienists. Happy Smiles Dental Hygiene Clinic owned by Jane Beaumont, Essential Dental Hygiene Services operated by Joanne Noye and four dental hygienists from Richmond County, Cape Breton, Donna Samson, Jackie White, Jessica Boudreau and Sharon Hearn gave their time and energy to provide dental hygiene services to those that might otherwise not receive them. The CDHNS recognizes and congratulates all participants for their efforts in giving back to their communities.



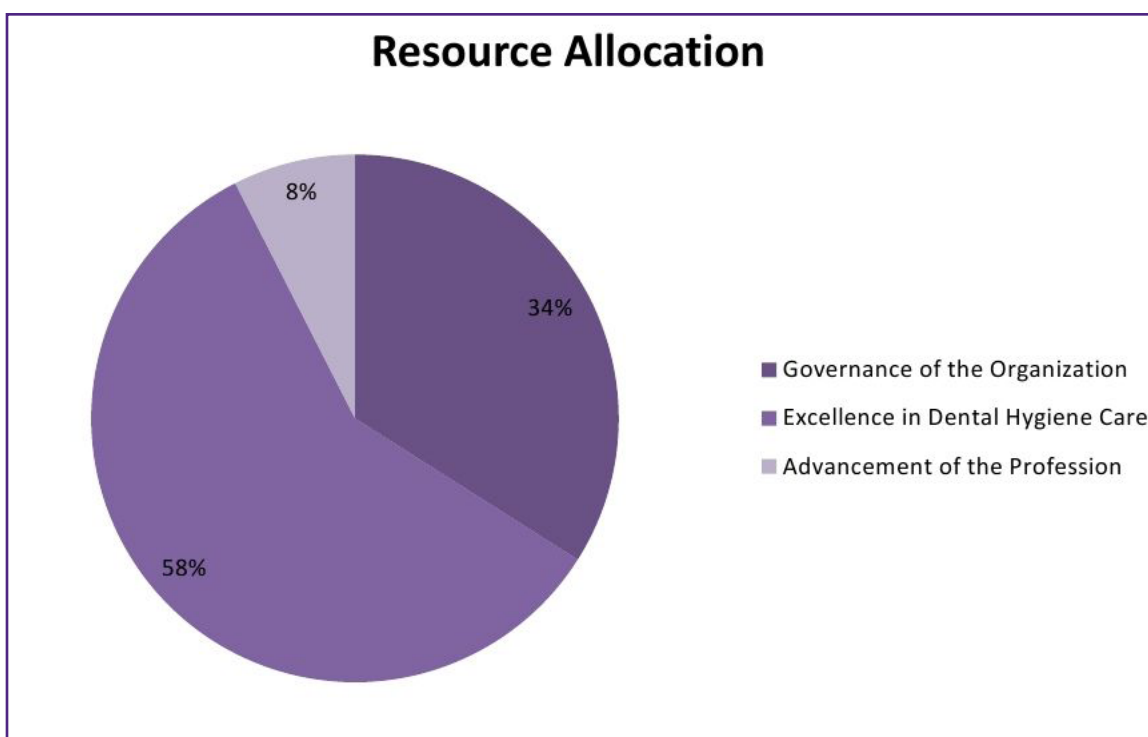


## Resource Allocation

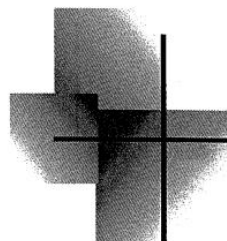
Although financial support for specific projects may be provided by grants, funding for College programs and services primarily comes from member fees for registration, licensing and licence renewals. For the fiscal year from February 1, 2013 to January 31, 2014 Council allocated College resources in the following key areas.

1. Governance of the organization: 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.
2. Excellence in dental hygiene care: includes all the expenses involved in fulfilling the College's responsibilities under the legislation.
3. Advancement and access includes: initiatives to provide information and support to members, regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leadership, member and student awards and prizes, increasing access to care initiatives and increased opportunities for inter professional and interagency collaboration.

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



# 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

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Dental Hygienists of Nova Scotia

We have audited the accompanying financial statements of College of Dental Hygienists of Nova Scotia, which comprise the statement of financial position as at January 31, 2014 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, 2014 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.

*Wilde Timmons Michaud Inc.*

Lower Sackville, Nova Scotia  
May 9, 2014

CHARTERED ACCOUNTANTS



**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

**Statement of Cash Flows**

**For The Year Ended January 31, 2014**

	<b>2014</b>	<b>2013</b>
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 48,976	\$ 59,182
Changes in non-cash working capital:		
Accounts receivable	(195)	174
Accounts payable	4,332	518
Deferred revenue	(1,268)	25,166
Prepaid expenses	(3,330)	(8,624)
Government remittance payable	3,379	-
	<u>2,918</u>	<u>17,234</u>
	<u>51,894</u>	<u>76,416</u>
<b>INVESTING ACTIVITY</b>		
Contributions to reserve fund	<u>(3,334)</u>	<u>(103,353)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>48,560</b>	<b>(26,937)</b>
Cash - beginning of year	<u>293,209</u>	<u>320,146</u>
<b>CASH - END OF YEAR</b>	<b>\$ 341,769</b>	<b>\$ 293,209</b>

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

**Statement of Changes in Net Assets**

**Year Ended January 31, 2014**

	<b>2014</b>	<b>2013</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 440,660	\$ 381,478
Excess of revenues over expenses	<u>48,976</u>	<u>59,182</u>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 489,636</b>	<b>\$ 440,660</b>

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

**Statement of Revenues and Expenditures**

**For The Year Ended January 31, 2014**

	2014	2013
<b>REVENUES</b>		
Licensing fees	\$ 422,292	\$ 394,207
Investment income	4,435	3,245
Other income	515	12,335
Provincial grant	-	10,000
	<u>427,242</u>	<u>419,787</u>
<b>EXPENSES</b>		
Advertising and promotion	10,627	12,336
Communications	2,407	1,813
Dues and subscriptions	500	500
Insurance	7,554	6,750
Interest and bank charges	455	217
Meetings	28,633	41,844
Occupancy	24,903	14,603
Office	40,820	33,239
Professional development	1,252	-
Professional fees	19,095	13,640
Regulatory fees	115,463	111,155
Travel expenses	6,225	3,104
Wages and benefits	120,332	121,404
	<u>378,266</u>	<u>360,605</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ 48,976	\$ 59,182

**COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

**Statement of Financial Position**

**As At January 31, 2014**

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 341,769	\$ 293,209
Accounts receivable	195	-
Prepaid expenses	91,618	88,288
	<u>433,582</u>	<u>381,497</u>
<b>RESERVE FUNDS (Note 3)</b>	<u>365,366</u>	<u>362,032</u>
	\$ 798,948	\$ 743,529
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 7,793	\$ 3,461
Government remittance payable	3,379	-
Deferred revenue	298,140	299,408
	<u>309,312</u>	<u>302,869</u>
<b>NET ASSETS</b>		
<b>GENERAL FUND</b>	<u>489,636</u>	<u>440,660</u>
	\$ 798,948	\$ 743,529

LEASE COMMITMENTS (Note 5)

## **COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA**

### **Notes to Financial Statements**

**For The Year Ended January 31, 2014**

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#### **1. NATURE OF ACTIVITIES**

The College of Dental Hygienists of Nova Scotia was incorporated on May 15, 2009 under the Dental Hygienists Act of the Province of Nova Scotia. The main objective of the College is to serve and protect the best interest of the public by regulating the profession. The College represents the dental hygienists of Nova Scotia by being responsible for registration, licensing, discipline and advancement of its members.

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

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

These financial statements have been prepared in accordance with 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 year of acquisition. During the year, \$30,111 of membership management system and website development costs as well as \$2,439 of office furniture and equipment costs were expensed (2013 - \$27,206).

##### 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 private enterprises 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.

*(continues)*

# COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

## Notes to Financial Statements

For The Year Ended January 31, 2014

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### 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.

### 3. RESERVE FUNDS

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

	2014	2013
<b>Contingency</b>		
Disciplinary matters	\$ 265,258	\$ 261,924
Costs associated with new premise	50,054	50,054
Purchase and maintenance of membership management system	50,054	50,054
	<u>\$ 365,366</u>	<u>\$ 362,032</u>

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

#### **Investment**

CIBC Woody Gundy High Interest Savings Account	\$ 165,068	\$ 163,018
ScotiaMcLeod High Interest Savings Account	100,190	98,906
CIBC Flexible GIC	100,108	100,108
	<u>\$ 365,366</u>	<u>\$ 362,032</u>

### 4. 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 as of January 31, 2014.

### 5. LEASE COMMITMENTS

The College has a long term leases with respect to its premises and photocopier. Future minimum lease payments as at January 31, 2014, are as follows:

	Premises	Photocopier	Total
2015	\$ 11,813	\$ 872	\$ 12,685
2016	11,813	872	12,685
2017	12,285	872	13,157
2018	12,285	-	12,285
	<u>\$ 48,196</u>	<u>\$ 2,616</u>	<u>\$ 50,812</u>

