

# College of Dental Surgeons of British Columbia Proposed Bylaws

## BYLAWS OF THE COLLEGE OF DENTAL SURGEONS OF BRITISH COLUMBIA

### PART 1 – INTERPRETATION

#### Interpretation

**1.01** In these bylaws, unless the context requires otherwise:

“**Act**” means the *Health Professions Act*;

“**board**” means the board of the college;

“**board member**” means a dentist board member, a certified dental assistant board member, or a public board member;

“**certified dental assistant**” means a person who is granted certification as a certified non-registrant in a class of certified dental assistants established under section 7.02;

“**certified dental assistant board member**” means

- (a) a person
  - (i) elected to the board under section 17(3)(a.1) of the Act, or
  - (ii) appointed under section 2.11 to fill a vacancy in the office of a board member referred to in subparagraph (i), or
- (b) until July 1, 2010, a certified dental assistant appointed to the board under section 17(2)(a) of the Act;

“**certified dental assisting education standards**” means the standards established by the certified dental assistant certification committee under section 4.12(4)(a);

“**certified specialist**” means

- (a) a full registrant who is granted certification as a certified specialist under section 6.05, or
- (b) a restricted to specialty registrant;

“**college**” means the College of Dental Surgeons of British Columbia continued under section 15.1(2) of the Act;

“**College Place**” means the land and buildings located at 1765 West 8<sup>th</sup> Avenue, Vancouver, British Columbia, legally described as PID 007-076-665, Lot C, Block 308,

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District Lot 526, Plan 18799, in which the college held a 70% undivided beneficial interest as of the designation date;

“**CPE**” means a Clinical Practice Evaluation offered by the National Dental Assisting Examining Board;

“**deliver**”, with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person’s mailbox or receptacle at the person’s residence or place of business;

“**dental corporation**” means a health profession corporation to which a permit has been issued by the college under section 43 of the Act;

“**dentist**” means a registrant, other than a limited (student practitioner) registrant;

“**dentist board member**” means

- (a) a person
  - (i) elected to the board under section 17(3)(a) of the Act, or
  - (ii) appointed under section 2.11 to fill a vacancy in the office of a board member referred to in subparagraph (i), or
- (b) until July 1, 2010, a dentist appointed to the board under section 17(2)(a) of the Act;

“**dentistry**” has the same meaning as in section 1 of the Regulation;

“**designation date**” means April 3, 2009;

“**elected board member**” means a dentist board member or a certified dental assistant board member;

“**electoral district board member**” means a dentist board member

- (a) referred to in section 2.01(2)(b), or
- (b) appointed under section 2.11 to fill a vacancy in the office of a dentist board member referred to in section 2.01(2)(b);

“**eligibility date**” means, in respect of an election for the office of an elected board member,

- (a) March 1 prior to the date of delivery of the ballots for the election under section 2.07(2), or
- (b) such later date as may be determined by the board;

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**“eligible voter”** means, in respect of an election for the office of an elected board member or the removal of an elected board member from office, a dentist or certified dental assistant who is eligible under section 2.04 to vote in an election for that office;

**“general dentist”** means a full registrant who is not a certified specialist;

**“hospital”** has the same meaning as in section 1 of the *Hospital Act*;

**“in good standing”** means, in respect of a registrant or certified dental assistant,

- (a) the registration of the registrant or the certification of the certified dental assistant is not suspended under the Act, and
- (b) no limits or conditions are imposed on the practice of dentistry by the registrant, or on the entitlement of the certified dental assistant to provide the services of a certified dental assistant, under section 20(2.1)(a), (b.1) or (c), 20(3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or section 7.03(5)(a), (c) or (d) or 7.03(7);

**“Level II dental assistant”** means an individual practising as a dental assistant in another Canadian jurisdiction, who is entitled in that other jurisdiction to provide those services of a certified dental assistant which are included in the core skills specified in Schedule D;

**“listed general dentistry program”** means a program in general dentistry at a post-secondary educational institution, including a qualifying program, that has been accredited by the Commission on Dental Accreditation of Canada or the Commission on Dental Accreditation of the American Dental Association and is listed in Schedule A;

**“listed specialty program”** means a program in a recognized specialty at a post-secondary educational institution that has been accredited by the Commission on Dental Accreditation of Canada or the Commission on Dental Accreditation of the American Dental Association and is listed in Schedule B;

**“National Dental Assisting Examining Board”** includes another examining body approved by the board, as referred to in the definition of “NDAEB certificate”;

**“NDAEB certificate”** means a certificate of qualification issued by the National Dental Assisting Examining Board (or other examining body approved by the board) gained through successful completion of the NDAEB written examination, or transfer of credentials for individuals entitled to practise as the equivalent of a certified dental assistant or Level II dental assistant in a Canadian jurisdiction before 1998;

**“NDEB certificate”** means a certificate of qualification issued by the National Dental Examining Board (or another examining body approved by the board);

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**“NDSE”** means a National Dental Specialty Examination that is satisfactory to the board, offered by the Royal College of Dentists of Canada (or another examining body approved by the board);

**“personal information”** means “personal information” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

**“president”** means

- (a) the dentist board member
  - (i) referred to in section 2.01(2)(a)(i), or
  - (ii) appointed under section 2.11 to fill a vacancy in the office referred to in section 2.01(2)(a)(i), or
- (b) until July 1, 2010, a dentist board member designated by the board to serve as the president;

**“public board member”** means

- (a) a person appointed to the board under section 17(3)(b) of the Act, or
- (b) until July 1, 2010, a public member appointed to the board under section 17(2)(a) of the Act;

**“public member”** means an individual who is not a current or former registrant or certified dental assistant, and includes a public board member;

**“recognized jurisdiction”** means another Canadian jurisdiction that is recognized by the board for the purpose of applications for certification of practising certified dental assistants under section 7.05(3) and is specified in Schedule C;

**“recognized specialty”** means a dental specialty referred to in section 6.05(1);

**“registrant”** means a registrant of the college within the meaning of section 1 of the Act;

**“registrar”** means the registrar for the college appointed under section 21(1) of the Act;

**“Regulation”** means the *Dentists Regulation*, B.C. Reg. 415/2008;

**“regulations”** mean the regulations under the Act;

**“respondent”** means

- (a) a current or former registrant or certified dental assistant who is
  - (i) the subject of a complaint or an investigation under section 33 of the Act, or
  - (ii) named in a citation under section 37 of the Act, or
- (b) a dental corporation named in a notice of permit revocation under section 11.06;

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**“restricted activity”** means an activity specified in section 4(1) of the Regulation;

**“Royal College of Dentists of Canada”** includes another examining body approved by the board, as referred to in the definition of “NDSE”;

**“sedation and general anaesthetic standards”** means the standards of practice established by the board for the provision of sedation and general anaesthetic services in a dental office or other facility that is not a hospital;

**“special resolution”** means a resolution which requires a two-thirds vote of those persons present and eligible to vote at a meeting;

**“specialist board member”** means a dentist board member

- (a) referred to in section 2.01(2)(c), or
- (b) appointed under section 2.11 to fill a vacancy in the office of the dentist board member referred to in section 2.01(2)(c);

**“standards of practice”** means the standards, limits and conditions for the practice of dentistry established by the board under section 19(1)(k) of the Act, and, for greater certainty, includes the sedation and general anaesthetic standards;

**“standards of professional ethics”** means the standards of professional ethics established by the board under section 19(1)(l) of the Act;

**“treasurer”** means

- (a) the dentist board member
  - (i) referred to in section 2.01(2)(a)(iii), or
  - (ii) appointed under section 2.11 to fill a vacancy in the office referred to in section 2.01(2)(a)(iii), or
- (b) until July 1, 2010, a dentist board member designated by the board to serve as the treasurer;

**“UBC board member”** means the dentist board member

- (a) referred to in section 2.01(2)(d), or
- (b) appointed under section 2.11 to fill a vacancy in the office of the dentist board member referred to in section 2.01(2)(d);

**“vice-president”** means

- (a) the dentist board member
  - (i) referred to in section 2.01(2)(a)(ii), or
  - (ii) appointed under section 2.11 to fill a vacancy in the office referred to in section 2.01(2)(a)(ii), or

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- (b) until July 1, 2010, a dentist board member designated by the board to serve as the vice-president.

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## PART 2 – COLLEGE BOARD

### Composition of the board

- 2.01** (1) The board consists of:
- (a) 10 dentist board members;
  - (b) 2 certified dental assistant board members; and
  - (c) the public board members.
- (2) The 10 dentist board members referred to in subsection (1) must be elected as follows, in accordance with these bylaws:
- (a) 3 dentist board members must be elected from the membership at large to the offices of
    - (i) president,
    - (ii) vice-president, and
    - (iii) treasurer;
  - (b) 5 dentist board members must be elected from electoral districts in accordance with section 2.02;
  - (c) 1 dentist board member must be elected from among certified specialists; and
  - (d) 1 dentist board member must be elected from the Faculty of Dentistry of the University of British Columbia.
- (3) The 2 certified dental assistant board members must be elected from among the certified dental assistants at large, in accordance with these bylaws.

### Electoral districts

- 2.02** (1) The province of British Columbia is divided into the following 5 electoral districts whose boundaries are defined in Schedule E:
- (a) District 1 (Fraser Valley);
  - (b) District 2 (North);
  - (c) District 3 (Southern Interior);
  - (d) District 4 (Vancouver);
  - (e) District 5 (Vancouver Island).
- (2) One electoral district board member must be elected from each electoral district, in accordance with these bylaws.

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- (3) The boundaries of an electoral district may only be changed by a special resolution of the board amending Schedule E.
- (4) For the purposes of an election of an electoral district board member, every dentist is assigned to the electoral district in which the dentist's mailing address, as specified in the register under section 21(2) of the Act, is located on the eligibility date.

### Eligibility for election

- 2.03** (1) Subject to subsections (2) to (6) and (8), dentists in the following classes of registrants are eligible to be elected in an election under section 17(3)(a) of the Act:
- (a) full registration;
  - (b) restricted to specialty registration;
  - (c) academic registration;
  - (d) academic (grandparented) registration.
- (2) A dentist must be assigned to an electoral district in accordance with section 2.02 to be elected as an electoral district board member for that electoral district.
  - (3) A dentist must be a certified specialist to be elected as the specialist board member.
  - (4) A dentist must be a faculty member of the Faculty of Dentistry of the University of British Columbia to be elected as the UBC board member.
  - (5) Subject to subsections (6) and (8), practising certified dental assistants are eligible to be elected in an election under section 17(3)(a.1) of the Act.
  - (6) An elected board member is not eligible to be elected to another office as an elected board member with the same term of office or an overlapping term of office in an election under section 17(3)(a) or (a.1) of the Act, unless the elected board member's nomination for the other office delivered to the registrar under section 2.06 is accompanied by a notice of resignation from their existing office as an elected board member.
  - (7) A notice of resignation under subsection (6)
    - (a) must be effective on or before the commencement of the term of office of the other elected board member office for which the elected board member is nominated, regardless of whether the elected board member is elected to that other office, and
    - (b) is irrevocable.

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- (8) A dentist or certified dental assistant must be in good standing to be eligible to be elected to the board.

### Eligibility to vote in elections

- 2.04**
- (1) Subject to subsections (3) to (6), dentists in the following classes of registrants are eligible to vote in an election under section 17(3)(a) of the Act:
    - (a) full registration;
    - (b) restricted to specialty registration;
    - (c) academic registration;
    - (d) academic (grandparented) registration.
  - (2) Subject to subsection (3), practising certified dental assistants are eligible to vote in an election under section 17(3)(a.1) of the Act.
  - (3) To be eligible to vote in an election, a dentist or certified dental assistant must, as of the eligibility date,
    - (a) be registered as a member of a class of registrants referred in subsection (1) or hold certification as a practising certified dental assistant, and
    - (b) have fully paid their annual renewal fees under section 6.20(2)(b) or 7.13(2)(b), and any other outstanding fine, fee, debt or levy owed to the college.
  - (4) To be eligible to vote in an election for the office of an electoral district board member, a dentist must, as of the eligibility date, be assigned to the applicable electoral district in accordance with section 2.02.
  - (5) To be eligible to vote in an election for the office of the specialist board member, a dentist must, as of the eligibility date, be a certified specialist.
  - (6) To be eligible to vote in an election for the office of the UBC board member, a dentist must, as of the eligibility date, be a faculty member of the Faculty of Dentistry of the University of British Columbia.

### Notice of election

- 2.05**
- (1) The registrar must notify every eligible voter of an election by delivering notice at least 120 days before the expiry of the applicable term of office.
  - (2) The notice must contain information about the nomination procedure and the election procedure.

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- (3) The accidental omission to deliver notice of an election to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate the election, any proceedings in relation thereto, or the results thereof.

### Nomination procedure

- 2.06**
- (1) A candidate for election to a vacant office must be nominated by five eligible voters who have not nominated any other candidate for election to the same office.
  - (2) A nomination under subsection (1) must be presented in a manner satisfactory to the registrar, and must be delivered to the registrar at least 90 days before the expiry of the applicable term of office, accompanied by
    - (a) a letter of consent from the person nominated, and
    - (b) a declaration in writing by the person nominated that the person will observe the provisions of the Act, the regulations, and these bylaws, and the procedures related to the election and the conduct of the election.
  - (3) A nomination is not valid if the person nominated is ineligible for election to the applicable vacant office under section 2.03.
  - (4) A candidate for election must not simultaneously be nominated for election to more than one vacant office.

### Election procedure

- 2.07**
- (1) In this section:  
  
    **“designated envelope”** means the envelope sent to eligible voters with the election ballot and return-addressed to the election trustee;  
  
    **“election trustee”** means a person designated by the registrar as election trustee for the purposes of an election.
  - (2) The registrar must prepare and deliver to each eligible voter for each vacant office an election ballot and a designated envelope not less than 60 days before the expiry of the applicable term of office.
  - (3) Subject to sections 2.11(3) and 2.12(1), each eligible voter for a vacant office is entitled to one ballot, and may vote in favour of one candidate to be elected for that vacant office.
  - (4) The registrar must not count a ballot unless it is received by the election trustee in the designated envelope no later than the time and date determined by the registrar and indicated on the ballot.

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- (5) Subject to section 2.11(3) and 2.12(1), the candidate for a vacant office who receives the most votes on the return of the ballots is elected.
- (6) In the case of a tie vote for a vacant office, the registrar must
  - (a) administer a run-off election in accordance with this section between the tied candidates, if there are more than two candidates for the vacant office, or
  - (b) select the successful candidate by random draw, if there are only two candidates for the vacant office, or if there remains a tie vote after a run-off election under paragraph (a).
- (7) The registrar must supervise and administer all board elections and may establish additional procedures, consistent with these bylaws, for that purpose.
- (8) The board must determine any dispute or irregularity with respect to any nomination, ballot or election.
- (9) If only one candidate is nominated for election to a vacant office under section 2.06 by the close of nominations, the nominee is elected by acclamation.
- (10) The registrar must use Form 1 to certify newly elected board members under section 17.1(1) of the Act.

### **Terms of office of dentist board members**

- 2.08** (1) Subject to sections 2.09 to 2.12,
- (a) the term of office for the president, vice-president, or treasurer is one year,
  - (b) the term of office for an electoral district board member, specialist board member, UBC board member, or certified dental assistant board member is two years, and
  - (c) the term of office of an elected board member commences on July 1 of the year in which the elected board member is elected.
- (2) Subject to section 2.03(7), an elected board member may resign at any time by delivering a notice in writing to the registrar, and the resignation is effective upon receipt of the notice by the registrar, or on such later date as may be specified in the notice.

### **Board member ceasing to be in good standing**

- 2.09** (1) A dentist board member ceases to hold office if the dentist board member ceases to be a dentist in good standing in a class of registrants referred to in section 2.03(1).

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- (2) A certified dental assistant board member ceases to hold office if the certified dental assistant board member ceases to be a practising certified dental assistant in good standing.

### Removal of elected board member

- 2.10**
- (1) If the removal of an elected board member is recommended by special resolution of the board, or by a petition delivered to the registrar and signed by at least 10% of all eligible voters, the registrar must hold a referendum vote of eligible voters to consider and vote on a motion to remove the elected board member from office, unless the board determines there is not reasonably sufficient time to do so before the expiry of the elected board member's term of office.
  - (2) The registrar must supervise and administer a referendum vote under subsection (1), and may establish additional procedures, consistent with these bylaws, for that purpose.
  - (3) The elected board member is removed from office if the motion to remove them from office is passed by a two-thirds vote of eligible voters participating in a referendum vote under subsection (1), with at least one-third of all eligible voters participating in the referendum vote.

### Vacancy

- 2.11**
- (1) If an elected board member resigns, is removed from office under section 2.10, or otherwise ceases to hold office before the expiry of their term of office, the board may, by special resolution, appoint a dentist or certified dental assistant who is eligible to be elected to the vacant office to fill the resulting vacancy for the remainder of the former board member's term of office, unless subsection (2) applies.
  - (2) If the vacancy referred to in subsection (1) occurs during the first year of a two-year term of office of the former board member, and more than 135 days before the next scheduled board election,
    - (a) the board may, by special resolution, appoint a dentist or certified dental assistant who is eligible to be elected to the vacant office to fill the resulting vacancy until the next scheduled board election, and
    - (b) an election must be held concurrently with the next scheduled board election to fill the vacancy for the remainder of the former board member's term of office.
  - (3) If an election to fill a vacancy in the position of a certified dental assistant board member under subsection (2)(b) is held concurrently with the regularly scheduled election of the other certified dental assistant board member for a two-year term of office,

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- (a) there will be a single ballot for the election of the certified dental assistant board members, and each eligible voter may vote in favour of two candidates on the ballot,
- (b) the two candidates who receive the most votes on the return of the ballots will be elected, and
- (c) one of the two candidates elected under paragraph (b), to be selected by random draw, will be elected to fill the vacancy under subsection (2)(b) for the remainder of the former certified dental assistant board member's term of office, and the other candidate elected under paragraph (b) will be elected for a two-year term of office.

### First elections in 2010

- 2.12** (1) For the purposes of the election of the two certified dental assistant board members to assume office on July 1, 2010,
- (a) there will be a single ballot, and each eligible voter may vote in favour of two candidates on that ballot, and
  - (b) the two candidates who receive the most votes on the return of the ballots will be elected.
- (2) Subject to sections 2.09 and 2.11, the following elected board members elected to assume office on July 1, 2010 will have a term of office of one year:
- (a) two or three of the five electoral district board members, as designated under subsection (3);
  - (b) the UBC board member; and
  - (c) one of the two certified dental assistant board members, to be selected by random draw after the return of the ballots.
- (3) For the purpose of subsection (2), the registrar
- (a) must determine how many electoral district board members will be elected for a one-year term of office under subsection (2)(a), and designate which electoral district board member positions will be elected for a one-year term of office, before giving notice of the election under section 2.05, and
  - (b) must specify the applicable terms of office for each position in the notice.
- (4) Sections 2.08 to 2.11 do not apply prior to July 1, 2010.

### President

- 2.13** (1) The president
- (a) must preside as chair at all general meetings of dentists and board meetings, and

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- (b) is a non-voting member of every committee of the college to which the president is not otherwise appointed as a voting member under Part 4.
- (2) Subject to subsection (3), if the president is absent or unable to act,
    - (a) the vice-president may exercise the powers and must perform the duties of the president,
    - (b) if the vice-president is also absent or unable to act, the treasurer may exercise the powers and must perform the duties of the president, or
    - (c) if both the vice-president and the treasurer are also absent or unable to act, the board may authorize another board member to exercise the powers and perform the duties of the president.
  - (3) If the president is absent or otherwise unable to preside as chair at a general meeting of the college,
    - (a) the vice-president must preside as chair at the meeting,
    - (b) if the vice-president is also absent or otherwise unable to preside as chair at the meeting, the treasurer must preside as chair at the meeting, or
    - (c) if both the vice-president and the treasurer are also absent or otherwise unable to preside as chair at the meeting, in the case of a general meeting of the college, an acting chair must be elected from amongst the dentist board members present by a majority vote of the dentists referred to in section 3.16(5) who are present.

### Remuneration of board members

- 2.14** (1) Subject to subsection (2), board members may receive remuneration in accordance with policies established by the board.
- (2) Any remuneration paid under subsection (1) must be equivalent for all board members, based on the amount of time devoted to the business of the college.
- (3) All board members are equally entitled to be reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college, in accordance with policies established by the board.

### Board meetings

- 2.15** (1) The board must meet at least twice in each fiscal year.
- (2) The president may call a meeting of the board.
- (3) The president must call a meeting of the board on receipt of a written request for a meeting by six or more board members setting out a matter or matters on which a decision will be sought at the meeting.

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- (4) In calling a meeting of the board under subsection (2) or (3), the president must provide reasonable notice of the meeting to all board members, registrants, and the public.
- (5) Notice of a board meeting may be provided to registrants and to the public under subsection (4) by posting a notice on the college website.
- (6) Despite subsection (4), the president may call a meeting of the board without providing notice to registrants or the public if necessary to conduct urgent business.
- (7) The accidental omission to deliver notice of a board meeting to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate proceedings at that meeting.
- (8) The board may exclude any person who is not a board member from any part of a meeting if it is satisfied that one or more of the following matters will be discussed:
  - (a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in board meetings being open to the public;
  - (b) information concerning an application by any individual for registration under section 20 of the Act, or for certification as a certified dental assistant under Part 7, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
  - (c) information concerning a complaint against, or investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the respondent's personal privacy;
  - (d) information the disclosure of which may prejudice the interests of any person involved in
    - (i) a proceeding under the Act, including a disciplinary proceeding under Part 3 of the Act or a review under Part 4.2 of the Act, or
    - (ii) any other criminal, civil or administrative proceeding;
  - (e) personnel matters;
  - (f) property acquisitions;
  - (g) the contents of examinations;
  - (h) communications with the Office of the Ombudsman;
  - (i) instructions given to or opinions received from legal counsel, or any other matter which is subject to solicitor-client privilege;

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- (j) information which the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) information which the college is otherwise required by law to keep confidential.
- (9) If the board excludes any person from a part of a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
  - (10) The registrar must ensure that minutes are taken at each meeting, retained on file, and, subject to subsection (11), posted on the college website.
  - (11) The registrar may edit minutes posted on the college website under subsection (10) to remove information about any matter referred to in subsection (8), provided that the reasons for removing that information are noted in the edited minutes.
  - (12) A majority of the board members constitutes a quorum.
  - (13) In case of a tie vote the chair of the meeting does not have a second vote in addition to the vote to which the chair is entitled as a board member, and the proposed resolution does not pass.
  - (14) The board may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent mechanism.
  - (15) Except as otherwise provided under the Act, the most recent edition of *Sturgis' Standard Code of Parliamentary Procedure* governs the procedures at meetings of the board.

### Resolutions in writing

- 2.16**
- (1) A resolution approved by a majority of the entire membership of the board in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.
  - (2) A special resolution approved by two-thirds of all members of the board in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such special resolution had been duly passed at a meeting of the board.
  - (3) A report of any resolution or special resolution approved under subsection (1) or (2) must be verified and made a part of the minutes of the next meeting of the board.

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### Executive committee

- 2.17** (1) If the board appoints an executive committee under section 17.2 of the Act, the executive committee may exercise all the powers of the board and perform all the duties of the board under the Act, except
- (a) the power of the board to make, amend, or repeal bylaws under sections 19 and 49 of the Act,
  - (b) the power of the board to appoint the registrar or a deputy registrar under section 21 of the Act, or
  - (c) any power of the board that may only be exercised by special resolution under these bylaws.
- (2) The provisions of sections 2.15 and 2.16 apply to the executive committee.

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## PART 3 – COLLEGE ADMINISTRATION

### Seal

- 3.01** (1) A seal for the college must be approved by the board.
- (2) The seal of the college must be affixed, by those persons designated by the board, to certificates of registration, certified dental assistant certificates, and such other documents as the board may direct by resolution.

### Registrar

- 3.02** (1) In addition to the registrar's powers and duties under the Act, the registrar
- (a) holds final responsibility for all administrative and operational matters for the college, and
  - (b) is a non-voting member of every committee of the college.
- (2) The registrar is authorized to establish, by bylaw, forms for the purposes of these bylaws, and to require the use of such forms by registrants or certified dental assistants, as the case may be.
- (3) The registrar may designate an officer, employee or agent of the college to exercise any power or perform any duty of the registrar assigned by the registrar.
- (4) An officer, employee or agent of the college referred to in subsection (3) has the same authority as the registrar when the officer, employee or agent is acting on behalf of the registrar.

### Deputy registrars

- 3.03** If the board appoints a deputy registrar or deputy registrars under section 21 of the Act, the exercise or performance by a deputy registrar of any power or duty of the registrar is subject to any directions given by the registrar.

### Spokespersons

- 3.04** The president, the registrar, and other persons authorized by the president or registrar may speak on behalf of the college.

### Fiscal year

- 3.05** The fiscal year of the college commences on March 1 and ends on the last day of February of the following year.

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### Treasurer

- 3.06** The treasurer, subject to any directions given by the board, is responsible for
- (a) advising the board on the needs of the college in regard to financial administration, and the financial implications of board and other college decisions,
  - (b) recommending, for the approval of the board, financial policies essential to the financial administration of the college, and
  - (c) advising the board on financial risk management issues related to the administration of the college.

### Banking

- 3.07** The board or, subject to any directions given by the board, the registrar may establish and maintain such accounts with a chartered bank, trust company or credit union as the board determines necessary from time to time.

### Payments and commitments

- 3.08** (1) The board
- (a) must annually approve an operating and capital budget for the ensuing fiscal year,
  - (b) must, on a quarterly basis, review the interim operating statements, balance sheets, summary of variances, and forecasted excess or deficiency of revenue over expense for the current fiscal year,
  - (c) may amend the approved budget,
  - (d) may establish contingency reserve funds, from which any disbursements must only be authorized by special resolution of the board, and
  - (e) may establish additional criteria for disbursements to be made from a contingency reserve fund established under paragraph (d).
- (2) The registrar
- (a) may authorize the payment of any item included in the appropriate category in the approved operating or capital budget without further approval of the board,
  - (b) may authorize the payment of any item that was included in the appropriate category in the approved operating or capital budget in an amount that will exceed the approved budget for that category, provided that

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- (i) such payments do not exceed any maximum limit previously determined by the board on the registrar's authority to authorize payments exceeding the approved budget for that category, and
- (ii) the registrar must report at the earliest opportunity the amount by which such payments are forecast to exceed the budget for that category,
- (c) must make disbursements from contingency reserve funds only in accordance with subsection (1)(d) and any additional criteria established by the board under subsection (1)(e), and must report the status of contingency reserve funds as part of the interim financial reporting process, and
- (d) must obtain authorization from the board before committing the college to any operating or capital expenditure not included in the approved operating or capital budget that
  - (i) exceeds an amount that has previously been authorized by the board, or
  - (ii) creates or increases a cash flow deficiency for the current fiscal year.

### Grants from college funds

- 3.09** (1) In this section, “**grantee**” means any of the following organizations or programs:
- (a) Commission on Dental Accreditation of Canada;
  - (b) Canadian Dental Regulatory Authorities Federation;
  - (c) Internationally Trained Specialists Program;
  - (d) Dental Profession Advisory Program;
  - (e) Royal College of Dentists of Canada;
  - (f) Faculty of Dentistry of the University of British Columbia.
- (2) The board may, in approving the operating budget under section 3.08(1)(a)
- (a) approve grants, out of the college's funds, to grantees to assist in regulatory matters consistent with the mandate, duties, and objects of the college, and
  - (b) attach any conditions on grants approved under paragraph (a) which the board considers necessary to ensure that the grantee uses any funds granted in a manner that is consistent with the mandate, duties, and objects of the college.
- (3) The registrar may disburse a grant approved by the board under subsection (2)(a) in accordance with any payment process determined by the board.

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### Collection of funds as agent

**3.10** (1) In this section:

“**association**” means

- (a) the Canadian Dental Association, or
  - (b) the British Columbia Dental Association, or another health profession association as defined in section 1 of the Act whose members are dentists.
- (2) In each fiscal year, the college may collect from dentists an amount equivalent to the annual fees of an association, whether or not the dentist is a member of the association, provided that the board and the association execute a written agreement to this effect.
- (3) Funds received by the registrar under subsection (1) are collected by the college as agent for the association and are held by the college on trust for the association.

### Investments

**3.11** The board or, subject to any directions given by the board, the registrar may invest funds of the college in accordance with the board’s investment policy, which must be consistent with sections 15.1 and 15.2 of the *Trustee Act*.

### Auditor

- 3.12** (1) At each annual general meeting of the college, a member of, or a firm licensed by, the Institute of Chartered Accountants of British Columbia must be appointed to be the auditor.
- (2) The registrar must submit the financial statement to the auditor within 60 days of the end of the fiscal year.
- (3) The audited financial statements of the college must be considered at each annual general meeting of the college.

### College Place

**3.13** The college may only sell, transfer, dispose of, mortgage, charge, or otherwise encumber its beneficial interest in College Place by special resolution of the board.

### Legal counsel

**3.14** The registrar, the board or, with the approval of the registrar or the board, a committee or panel, may retain a member of the Law Society of British Columbia for the purpose of advising the college on any matter, and assisting the board, committee, panel, registrar or any officer, employee or agent of the college in exercising any power or performing any duty under the Act.

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### Fidelity insurance

**3.15** The board must cause the college to maintain fidelity insurance or bonding in respect of its officers and employees in such amounts as the board may determine from time to time.

### General meetings

- 3.16** (1) The board must convene an annual general meeting of the college at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- (2) Every general meeting of the college, other than an annual general meeting, is a special general meeting.
- (3) The board
- (a) may convene a special general meeting by resolution of the board, and
  - (b) must convene a special general meeting within 60 days after receipt by the registrar of a request for such a meeting signed by at least 5% of all dentists referred to in subsection (5).
- (4) A general meeting of the college must be held in British Columbia at a time and place determined by the board.
- (5) Only dentists in the following classes of registrants are eligible to vote or present motions at general meetings of the college, or to propose resolutions under section 3.18:
- (a) full registration;
  - (b) restricted to specialty registration;
  - (c) academic registration;
  - (d) academic (grandparented) registration.
- (6) General meetings of the college are open to the public.

### Notice of general meetings

- 3.17** (1) The registrar must
- (a) deliver notice of a general meeting to every dentist, certified dental assistant, board member, and committee member at least 21 days before the meeting, and
  - (b) provide reasonable notice of the general meeting to the public.
- (2) Notice of a general meeting must include:
- (a) the place, day and time of the meeting;

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- (b) the general nature of the business to be considered at the meeting;
  - (c) any resolutions proposed by the board; and
  - (d) any resolutions proposed by dentists under section 3.18 and delivered to the registrar before the mailing of the notice.
- (3) Notice of a general meeting may be provided to the public under subsection (1)(b) by posting a notice on the college website.
- (4) The accidental omission to deliver notice of a meeting or resolution to, or the non-receipt of such a notice by, any person entitled to receive notice under this section or section 3.18 does not invalidate proceedings at that meeting.

### **Resolutions proposed by dentists**

- 3.18** (1) Any 10 dentists referred to in section 3.16(5) may deliver to the registrar, at least 45 days before the date of an annual or special general meeting, a written request for the introduction of a resolution as set out in the request.
- (2) If a request is received under subsection (1) after the mailing of the notice of the general meeting under section 3.17, the registrar must
- (a) deliver a supplementary notice, including the proposed resolution, to every person entitled to receive notice of the meeting under section 3.17(1)(a), and
  - (b) provide reasonable notice of the resolution to the public.
- (3) Notice of a resolution may be provided to the public under subsection (2)(b) by posting a notice on the college website.

### **Proceedings at general meetings**

- 3.19** (1) The quorum at a general meeting is 10 dentists referred to in section 3.16(5).
- (2) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
- (3) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present.
- (4) If a quorum is not present within 30 minutes from the time appointed for the commencement of a general meeting, or from any time during a general meeting when there ceases to be a quorum present, the meeting must be adjourned.
- (5) When a general meeting is adjourned, notice of the rescheduled meeting must be delivered in the same manner as notice of the original meeting.

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- (6) The registrar must ensure that minutes are taken at each general meeting, retained on file, and posted on the college website.
- (7) Every dentist referred to in section 3.16(5) who is present at a general meeting is entitled to one vote.
- (8) In case of a tie vote the chair of the meeting does not have a second vote in addition to the vote to which the chair is entitled under subsection (7), and the proposed resolution does not pass.
- (9) Except as otherwise provided under the Act, the most recent edition of *Sturgis' Standard Code of Parliamentary Procedure* governs the procedures at general meetings.

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## PART 4 – COLLEGE COMMITTEES AND PANELS

### Committees

- 4.01** (1) The following regulatory committees are established:
- (a) registration committee;
  - (b) inquiry committee;
  - (c) discipline committee;
  - (d) quality assurance committee;
  - (e) ethics committee;
  - (f) sedation and general anaesthetic services committee;
  - (g) certified dental assistant advisory committee;
  - (h) certified dental assistant certification committee;
  - (i) audit committee;
  - (j) nominations committee.
- (2) Members of committees
- (a) must be appointed by the board for terms of office specified by the board not exceeding two years,
  - (b) are eligible for reappointment in accordance with any applicable policies established by the board,
  - (c) may be appointed on an *ad hoc* basis, temporarily or for a particular purpose, including for the purpose of satisfying the requirements of section 4.02(4), and
  - (d) may only be removed before the expiry of their terms of office by a majority vote of the board.
- (3) Subject to section 4.13(1)(a), the board must designate a committee chair and a committee vice-chair from among the members of each committee.
- (4) Subject to sections 2.13(1)(b) and 3.02(1)(b), a person must not simultaneously be a member of the inquiry committee and the discipline committee.

### Committee panels

- 4.02** (1) The inquiry committee and the discipline committee may meet in panels of 3 committee members, consisting of
- (a) 2 dentists and 1 public member, or
  - (b) 1 dentist, 1 certified dental assistant, and 1 public member.

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- (2) Subject to subsections (3) to (5), the chair or vice-chair of a committee referred to in subsection (1) must appoint the members of a panel and must designate a chair of the panel.
- (3) The following panels must consist of 2 dentists and 1 public member:
  - (a) a panel of the inquiry committee appointed to investigate a matter under section 33 of the Act, where the respondent is a dentist;
  - (b) a panel of the discipline committee appointed to hear
    - (i) a matter under section 38 of the Act, where the respondent is a dentist, or
    - (ii) a matter under section 44 of the Act and section 11.06.
- (4) For a panel referred to in subsection (3)(a) or (b)(i), if the respondent is a certified specialist, at least one of the dentists on the panel must be a certified specialist who, if practicable, should be certified in the same specialty as the respondent.
- (5) The following panels must consist of 1 dentist, 1 certified dental assistant, and 1 public member:
  - (a) a panel of the inquiry committee appointed to investigate a matter under section 33 of the Act, where the respondent is a certified dental assistant;
  - (b) a panel of the discipline committee appointed to hear a matter under section 38 of the Act, where the respondent is a certified dental assistant.
- (6) A panel of a committee referred to in subsection (1) may exercise any power and perform any duty of that committee.

### **Remuneration of committee members**

- 4.03**
- (1) Subject to subsection (2), committee members may receive remuneration in accordance with policies established by the board.
  - (2) Any remuneration paid under subsection (1) must be equivalent for all committee members, based on the amount of time devoted to the business of the college.
  - (3) All committee members are equally entitled to be reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college, in accordance with policies established by the board.

### **Meetings of a committee or panel**

- 4.04**
- (1) A majority of a committee constitutes a quorum.
  - (2) All members of a panel of the inquiry committee or the discipline committee constitute a quorum.

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- (3) The provisions of section 2.15(8) to (11) and (13) to (15) and section 2.16 apply to a committee, and to a panel of the inquiry committee or the discipline committee, as if the committee or panel were the board, with any necessary changes.

### Registration committee

- 4.05** (1) Subject to subsection (2), the registration committee consists of at least 6 persons appointed by the board, including:
- (a) at least 4 dentists, of whom
    - (i) at least 2 are general dentists, and
    - (ii) at least 2 are certified specialists; and
  - (b) at least 2 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the registration committee must consist of public members.

### Inquiry committee

- 4.06** (1) Subject to subsection (2) and section 4.01(4), the inquiry committee consists of at least 15 persons appointed by the board, including:
- (a) at least 8 dentists, of whom
    - (i) at least 4 are general dentists, and
    - (ii) at least 2 are certified specialists;
  - (b) at least 2 certified dental assistants; and
  - (c) at least 5 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the inquiry committee must consist of public members.

### Discipline committee

- 4.07** (1) Subject to subsection (2) and section 4.01(4), the discipline committee consists of at least 15 persons appointed by the board, including:
- (a) at least 8 dentists, of whom
    - (i) at least 4 are general dentists, and
    - (ii) at least 2 are certified specialists;
  - (b) at least 2 certified dental assistants; and
  - (c) at least 5 public members, of whom at least 1 is a public board member.

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- (2) At least one-third of the total membership of the discipline committee must consist of public members.

### Quality assurance committee

- 4.08**
- (1) Subject to subsection (2), the quality assurance committee consists of at least 9 persons appointed by the board, including:
    - (a) at least 5 dentists;
    - (b) at least 1 certified dental assistant; and
    - (c) at least 3 public members, of whom at least 1 is a public board member.
  - (2) At least one-third of the total membership of the quality assurance committee must consist of public members.
  - (3) The quality assurance committee is responsible for
    - (a) reviewing the standards of practice, other than sedation and general anaesthetic standards, and recommending to the board changes that the committee considers appropriate to those standards, and
    - (b) administering and maintaining the quality assurance program in accordance with Part 9.

### Ethics committee

- 4.09**
- (1) Subject to subsection (2), the ethics committee consists of at least 7 persons appointed by the board, including:
    - (a) at least 4 dentists;
    - (b) at least 1 certified dental assistant; and
    - (c) at least 2 public members.
  - (2) The majority of the total membership of the ethics committee must consist of dentists.
  - (3) The ethics committee is responsible for
    - (a) reviewing the standards of professional ethics, and recommending to the board changes that the committee considers appropriate to those standards,
    - (b) reviewing the provisions of Part 12 regulating advertising and promotional activities and recommending to the board changes that the committee considers appropriate to those provisions, and
    - (c) recommending to the board, for its approval, guidelines to assist dentists and certified dental assistants in determining whether advertising and promotional activities comply with Part 12.

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### **Sedation and general anaesthetic services committee**

- 4.10** (1) The sedation and general anaesthetic services committee consists of at least 9 persons appointed by the board, including:
- (a) at least 6 dentists;
  - (b) at least 2 medical practitioners certified in anaesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee; and
  - (c) at least 1 individual with expertise in biomedical engineering.
- (2) The sedation and general anaesthetic services committee is responsible for
- (a) reviewing the sedation and general anaesthetic standards, and recommending to the board changes that the committee considers appropriate to those standards, and
  - (b) assessing the compliance of dentists with the sedation and general anaesthetic standards, including whether any dental office or other facility that is not a hospital, in which deep sedation and general anaesthetic services are provided, is being operated in compliance with those standards.

### **Certified dental assistant advisory committee**

- 4.11** (1) Subject to subsection (2), the certified dental assistant advisory committee consists of at least 7 persons appointed by the board, including:
- (a) at least 2 dentists, of whom at least 1 is a dentist board member;
  - (b) at least 4 certified dental assistants, of whom at least 1 is a certified dental assistant board member; and
  - (c) at least 1 public member.
- (2) The majority of the total membership of the certified dental assistant advisory committee must consist of certified dental assistants.
- (3) The certified dental assistant advisory committee is responsible for
- (a) reviewing and monitoring the implementation of the provisions of these bylaws relating to certified dental assistants, including applicable provisions of Parts 7 and 8, and recommending to the board changes that the committee considers appropriate to those provisions, and
  - (b) monitoring and receiving information about matters of concern to certified dental assistant, and making recommendations to the board concerning such matters.

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### Certified dental assistant certification committee

- 4.12** (1) Subject to subsections (2) and (3), the certified dental assistant certification committee consists of at least 6 persons appointed by the board, including:
- (a) at least 1 dentist;
  - (b) at least 3 certified dental assistants; and
  - (c) at least 2 public members, of whom at least 1 is a public board member.
- (2) At least one-third of the total membership of the certified dental assistant certification committee must consist of public members.
- (3) At least one-half of the total membership of the certified dental assistant certification committee must consist of certified dental assistants.
- (4) In addition to the powers and duties of the certified dental assistant certification committee under Part 7, the certified dental assistant certification committee is responsible for
- (a) establishing minimum standards of education and experience for certified dental assistants in British Columbia, and
  - (b) reviewing the standards of education and experience required for certification, registration and licensure of dental assistants in other Canadian jurisdictions, and recommending to the board that another jurisdiction be a recognized jurisdiction.

### Audit committee

- 4.13** (1) The audit committee consists of 3 persons appointed by the board as follows:
- (a) 1 public member who is a member of the Institute of Chartered Accountants of British Columbia, and who must be designated by the board as the chair of the committee;
  - (b) 1 dentist board member; and
  - (c) 1 dentist who is not a dentist board member.
- (2) The audit committee is responsible for
- (a) advising and assisting the board on issues related to the board's oversight of
    - (i) the integrity and credibility of the college's financial statements and other disclosures,
    - (ii) the adequacy of the college's internal financial controls, and
    - (iii) the college's annual audit, and

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- (b) reporting to the board, at the board's request, on any review, investigation, process, policy, or other matter relating to the financial affairs of the college.

### Nominations committee

- 4.14** (1) The nominations committee consists of at least 5 persons appointed by the board, including:
- (a) the president;
  - (b) at least 2 other dentists;
  - (c) 1 certified dental assistant; and
  - (d) 1 public member.
- (2) The nominations committee is responsible for
- (a) recruitment of dentists or certified dental assistants to fill any vacant elected board member offices for which no valid nominations are received before the close of nominations under section 2.06, and
  - (b) overseeing the college's awards program.
- (3) A dentist recruited by the nominations committee to fill a vacant office under subsection (2)(a)
- (a) must still be nominated by five dentists who are eligible to vote in an election for that office, by way of a nomination that is presented in a manner satisfactory to the registrar, accompanied by a letter of consent and declaration as described in section 2.06(2)(a) and (b), and
  - (b) is deemed to be elected by acclamation upon receipt by the registrar of a valid nomination in accordance with paragraph (a).

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## PART 5 – COLLEGE RECORDS

### Responsibility for administration of *Freedom of Information and Protection of Privacy Act*

- 5.01** (1) The registrar is the “head” of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The registrar may authorize another officer, employee, or agent of the college to exercise any power or perform any duty of the registrar under the *Freedom of Information and Protection of Privacy Act*.

### Fees for information requests

- 5.02** Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees specified in Schedule F for services required to comply with the information request.

### Protection of personal information

- 5.03** (1) The board must take reasonable measures for the purpose of ensuring that the collection, use, and disclosure of personal information by the college complies with the *Freedom of Information and Protection of Privacy Act*.
- (2) The board must take reasonable measures to ensure that, if personal information is provided by the college to any person or entity for processing, storage, or destruction, a contract is made with that person or entity which includes an undertaking by the person or entity that the confidentiality of that personal information will be maintained.

### Disclosure of registration status

- 5.04** (1) If the board or the registrar receives an inquiry about the registration status of a person, the registrar must disclose
- (a) whether or not the person is a registrant or a former registrant, and
  - (b) any information respecting the person that is included in the register under section 21(2) or (5) of the Act as of the date the inquiry is made, if the person is a registrant or a former registrant, unless access to that information is refused under section 22(2) of the Act.
- (2) If the board or the registrar receives an inquiry about the status of a person’s certification as a certified dental assistant under Part 7, the registrar must disclose
- (a) whether or not the person is a certified dental assistant or a former certified dental assistant, and

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- (b) any information respecting the person that is included in the register of certified dental assistants under section 7.04(1) as of the date the inquiry is made, if the person is a certified dental assistant or a former certified dental assistant, unless access to that information is refused under section 7.04(4).

### **Disclosure of annual report**

- 5.05** The registrar must make each annual report under section 18(2) of the Act available electronically and free of charge on the college website, must notify registrants that the report is available, and must provide a paper copy of the report to any person on request upon payment of the applicable fee specified in Schedule F.

**PART 6 – REGISTRATION**

**Interpretation**

**6.01** In this Part:

“**equivalent general dentistry program**” means, for the purpose of an application for registration, a program in general dentistry at a post-secondary educational institution that is, in the opinion of the registration committee, equivalent to a listed general dentistry program;

“**equivalent specialty program**” means, for the purpose of an application for registration or for certification as a certified specialist, a program in a recognized specialty at a post-secondary educational institution that is, in the opinion of the registration committee, equivalent to a listed specialty program;

“**registration committee**” has the same meaning as in section 20(6) of the Act, but does not include the registrar

- (a) in section 6.05(8) or 6.19(3), or
- (b) in respect of an applicant who is reinstated as a full registrant under section 6.19(3), in section 6.19(4).

**Classes of registrants**

**6.02** The following classes of registrants are established:

- (a) full registration;
- (b) restricted to specialty registration;
- (c) academic registration;
- (d) academic (grandparented) registration;
- (e) limited (education, research and volunteer) registration;
- (f) limited (armed services or government) registration;
- (g) limited (post-graduate) registration;
- (h) limited (student practitioner) registration;
- (i) temporary registration;
- (j) non-practising registration.

**General registration requirements**

**6.03** (1) Subject to subsection (2) and (3), an applicant for registration in any class of registrants must deliver to the registrar:

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- (a) evidence satisfactory to the registration committee that the applicant is of good character;
  - (b) any applicable application and registration fees specified in Schedule F;
  - (c) any other outstanding fine, fee, debt or levy owed to the college;
  - (d) a statutory declaration in Form 2;
  - (e) a signed criminal record check authorization in Form 3, accompanied by any required payment;
  - (f) a letter in a form satisfactory to the registration committee, dated within one month of the date of the application, from each other competent regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, registered or licensed for the practice of dentistry or another health profession,
    - (i) certifying that the applicant's entitlement to practise dentistry or the other health profession has not been cancelled, suspended, limited, restricted, or subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
    - (ii) certifying that there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to practise dentistry or the other health profession being cancelled, suspended, limited, restricted, or subjected to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
    - (iii) certifying that the applicant's entitlement to practise dentistry or the other health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to practise dentistry or the other health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishment;
  - (g) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02; and
  - (h) evidence satisfactory to the registration committee of the applicant's English language proficiency.
- (2) Subsection (1) does not apply to persons entitled to academic (grandparented) registration under section 6.11(1), or applicants for non-practising registration.
- (3) Subsection (1)(e) and (f) does not apply to applicants for temporary registration.

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### Full registration

- 6.04** (1) For the purposes of section 20(2) of the Act, the requirements for full registration are:
- (a) a degree or equivalent qualification from a listed general dentistry program or equivalent general dentistry program;
  - (b) an NDEB certificate; and
  - (c) receipt by the registrar of
    - (i) a completed application for full registration in Form 4,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's NDEB certificate, and that the applicant is the person named in it,
    - (iv) if the applicant's NDEB certificate was issued more than three years before the date of their application, evidence satisfactory to the registration committee that the applicant has met the requirements of section 6.07, and
    - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted full registration if the applicant
- (a) holds valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named in it,
  - (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(c)(i) and (v).
- (3) If an applicant is granted full registration under subsection (2), the registration committee may impose terms, conditions or requirements, if any, on the registration of the applicant that the committee considers necessary under section 3(3) of the *Labour Mobility Act*.

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### Certification of full registrants as certified specialists

- 6.05** (1) The college recognizes the following fields within the practice of dentistry as specialties:
- (a) oral and maxillofacial surgery;
  - (b) orthodontics and dentofacial orthopedics;
  - (c) endodontics;
  - (d) pediatric dentistry;
  - (e) periodontics;
  - (f) dental public health;
  - (g) prosthodontics;
  - (h) oral and maxillofacial radiology;
  - (i) oral medicine;
  - (j) oral pathology;
  - (k) oral medicine and pathology (combined).
- (2) The registration committee must grant certification as a certified specialist in a specialty referred to in subsection (1) to a full registrant who
- (a) applies to the college for certification in the applicable specialty, and
  - (b) satisfies the registration committee that the applicant meets the requirements for certification as a certified specialist under subsection (3), (4), (5), (6) or (7).
- (3) A full registrant is entitled to certification as a certified specialist in a specialty referred to in subsection (1) if they meet the following requirements:
- (a) a degree or equivalent qualification from a listed specialty program or equivalent specialty program in the applicable specialty;
  - (b) successful completion of the NDSE in the applicable specialty; and
  - (c) receipt by the registrar of
    - (i) a completed application for certification as a certified specialist in the applicable specialty in Form 5,
    - (ii) any applicable application and specialty certification fees specified in Schedule F,
    - (iii) any other outstanding fine, fee, debt or levy owed to the college,
    - (iv) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a),

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- (v) evidence satisfactory to the registration committee of the applicant's successful completion of the NDSE referred to in paragraph (b), and a signed authorization for the Royal College of Dentists of Canada to release information about the examinations taken by the applicant in the applicable specialty,
  - (vi) a statutory declaration in Form 2, and
  - (vii) a letter in a form satisfactory to the registration committee, dated within one month of the date of the application, from the competent regulatory or licensing authority in each other jurisdiction where the applicant is or was, at any time, certified or otherwise recognized as a specialist in the applicable specialty,
    - (A) certifying that the applicant's certification or recognition in, or entitlement to practise, the applicable specialty has not been cancelled or suspended in that other jurisdiction at any time, or specifying particulars of any such cancellation or suspension,
    - (B) certifying that there is no investigation, review, or other proceeding underway in that other jurisdiction that could result in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty being cancelled or suspended, or specifying particulars of any such investigation, review, or other proceeding, and
    - (C) certifying that the applicant's entitlement to practise dentistry or the applicable specialty has not been voluntarily relinquished in that other jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty in that jurisdiction being cancelled or suspended, or specifying particulars of any such relinquishment.
- (4) Despite subsection (3)(b) and (c)(v), a full registrant who has not completed the NDSE may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) successfully completed the BC Specialty Examination in the applicable specialty before March 1, 2001, and provides evidence satisfactory to the registration committee of the applicant's successful completion of that examination, and
  - (b) meets the requirements in subsection (3)(a) and (c), except subsection (3)(c)(v).

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- (5) Despite subsection (3)(a) and (c)(iv), a full registrant who does not have a degree or equivalent qualification from a listed specialty program or equivalent specialty program may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) holds a degree or equivalent qualification in the applicable specialty from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of the applicant's degree or qualification, and that the applicant is the person named in it,
  - (b) provides evidence that the applicant has obtained a qualification satisfactory to the registration committee from the Faculty of Dentistry of the University of British Columbia, or from another post-secondary educational institution approved by the registration committee, certifying that the applicant's competency in the applicable specialty is equivalent to that of a graduate of a listed specialty program in the applicable specialty, and
  - (c) meets the requirements in subsection (3)(b) and (c), except subsection (3)(c)(iv).
- (6) Despite subsection (3)(a), (b) and (c)(iv) and (v), a full registrant may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) holds valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, and is certified or otherwise recognized in that jurisdiction as the equivalent of a certified specialist in the applicable specialty,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and the applicant's certification or other recognition, referred to in paragraph (a), and that the applicant is the person named in it, and
  - (c) meets the requirements in subsection (3)(c), except subsection (3)(c)(iv) and (v).
- (7) Despite any other requirement under subsection (3) to (6), a full registrant may be granted certification as a certified specialist in a specialty referred to in subsection (1) if they were, immediately before the designation date, certified by the College as a specialist in the applicable specialty under Article 7 of the College's Rules under the *Dentists Act*.
- (8) Despite subsections (2) to (7), the registration committee may refuse to grant certification to a full registrant as a certified specialist if the registration committee determines, after giving the applicant an opportunity to be heard, that

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- (a) the applicant's certification or recognition in, or entitlement to practise, the applicable specialty has been cancelled or suspended at some time in British Columbia or in another jurisdiction,
- (b) an investigation, review or other proceeding is underway in British Columbia or in another jurisdiction that could result in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty being cancelled or suspended, or
- (c) the applicant's entitlement to practise dentistry or the applicable specialty has been voluntarily relinquished in British Columbia or in another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty in the applicable jurisdiction being cancelled or suspended.

### Restricted to specialty registration

- 6.06** (1) For the purposes of section 20(2) of the Act, the requirements for restricted to specialty registration are:
- (a) a degree or equivalent qualification in a recognized specialty from a listed specialty program or equivalent specialty program;
  - (b) successful completion of the NDSE in the applicable specialty;
  - (c) receipt by the registrar of
    - (i) a completed application for restricted to specialty registration in the applicable specialty, in Form 6,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's successful completion of the NDSE referred to in paragraph (b), and a signed authorization for the Royal College of Dentists of Canada to release information about the examinations taken by the applicant in the applicable specialty,
    - (iv) if the applicant completed the NDSE more than three years before the date of their application, evidence satisfactory to the registration committee that the applicant has met the requirements of section 6.07, and
    - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a) and (c)(ii), an applicant who does not have a degree or equivalent qualification from a listed specialty program or equivalent specialty

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program may be granted restricted to specialty registration in a recognized specialty if

- (a) the applicant holds a degree or equivalent qualification in the applicable specialty from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of that degree or qualification, and that the applicant is the person named in it,
  - (b) at the time the applicant successfully completed the NDSE in the applicable specialty as required under subsection (1)(b), the applicant held or had been appointed to hold a full-time position as a full professor, associate professor, or assistant professor in the applicable specialty at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee,
  - (c) the applicant provides evidence satisfactory to the registration committee of the applicant's appointment to a position referred to in paragraph (b), and, in the opinion of the registration committee, the appointment provides satisfactory evidence of the applicant's competency to practise as a restricted to specialty registration in the applicable specialty, and
  - (d) the applicant meets the requirements in subsection (1)(b) and (c)(i) and (iii) to (v).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted restricted to specialty registration in a recognized specialty if the applicant
- (a) holds valid registration or licensure as the equivalent of a restricted to specialty registrant in the applicable specialty in another Canadian jurisdiction, that is not subject to any limitation, restriction, or condition, other than a usual limit, restriction or condition that ordinarily applies to the practice of dentistry by the equivalent of restricted to specialty registrants in that other jurisdiction,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure referred to in paragraph (a), and that the applicant is the person named in it,
  - (c) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (d) meets the requirements in subsection (1)(c)(i) and (v).
- (4) If an applicant is granted restricted to specialty registration under subsection (3), the registration committee may impose terms, conditions or requirements, if any, on the registration of the applicant that the committee considers necessary under section 3(3) of the *Labour Mobility Act*.

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- (5) A restricted to specialty registrant
  - (a) is a certified specialist in the applicable specialty in respect of which they were granted restricted to specialty registration, and
  - (b) may only perform a restricted activity if it is included in the practice of the applicable specialty in which the registrant is certified, as determined in accordance with any applicable standards of practice.
- (6) A restricted to specialty registrant must not imply, suggest, or hold out that they are a full registrant or that they are qualified or entitled to practise as a full registrant.

### **Additional requirements for certain applicants for full registration and restricted to specialty registration**

- 6.07** (1) In this section:  
“**credit hour**” has the same meaning as in Part 9.
- (2) An applicant for registration as a full registrant or a restricted to specialty registrant who is required under section 6.04(1)(c)(iv) or 6.06(1)(c)(iv) to meet the requirements of this section must, in addition to any other applicable requirement for registration, provide evidence satisfactory to the registration committee that, during the three-year period immediately preceding the date of their application:
- (a) the applicant
    - (i) engaged in the practice of dentistry in another jurisdiction for a minimum of 900 hours, in accordance with criteria established by the quality assurance committee, and
    - (ii) completed a minimum of 90 credit hours, or the equivalent through participation in continuing education courses, study clubs, or other equivalent activities approved by the competent authority in another jurisdiction; or
  - (b) the applicant has successfully completed an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the college’s quality assurance program.

### **Use of titles reserved for certified specialists**

- 6.08** (1) A certified specialist may use the title
- (a) “specialist”, “certified specialist”, “specialist in [*name of applicable specialty*]” or “certified specialist in [*name of applicable specialty*]”, if they are a full registrant,

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- (b) “specialist, restricted to specialty”, “certified specialist, restricted to specialty”, “specialist, restricted to *[name of applicable specialty]*” or “certified specialist, restricted to *[name of applicable specialty]*”, if they are a restricted to specialty registrant,
  - (c) “oral surgeon” or “oral and maxillofacial surgeon”, if they are a certified specialist in oral and maxillofacial surgery,
  - (d) “orthodontist” or “dentofacial orthopedist”, if they are a certified specialist in orthodontics and dentofacial orthopedics,
  - (e) “endodontist”, if they are a certified specialist in endodontics,
  - (f) “pedodontist” or “pediatric dentist”, if they are a certified specialist in pediatric dentistry,
  - (g) “periodontist”, if they are a certified specialist in periodontics,
  - (h) “prosthodontist”, if they are a certified specialist in prosthodontics,
  - (i) “oral radiologist” or “oral and maxillofacial radiologist”, if they are a certified specialist in oral and maxillofacial radiology, or
  - (j) “oral pathologist”, if they are a certified specialist in oral pathology or in oral medicine and pathology.
- (2) Except as provided in subsection (1) or section 6.10, a registrant must not
- (a) use any title referred to in subsection (1), or otherwise imply, suggest, or hold out that they are a specialist or certified specialist in any field of dentistry, unless the registrant is a certified specialist, or
  - (b) imply, suggest, or hold out that they are a specialist or certified specialist in a particular specialty, unless the registrant is a certified specialist in that specialty.

### Academic registration

- 6.09** (1) For the purposes of section 20(2) of the Act, the requirements for academic registration are:
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution; and
  - (b) receipt by the registrar of
    - (i) a completed application for academic registration in Form 7,
    - (ii) evidence satisfactory to the registration committee of the applicant’s degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant holds or has been appointed to hold a full-time position

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as a full professor, associate professor, or assistant professor of dentistry at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee, and, in the opinion of the registration committee, the appointment provides satisfactory evidence of the applicant's competency to practise as an academic registrant; and

- (iv) the items required under section 6.03(1).
- (2) An academic registrant
- (a) may only practise dentistry
    - (i) during the term of the registrant's appointment to a position referred to in subsection (1)(b)(iii), and
    - (ii) in a setting operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subsection (1)(b)(iii),
  - (b) must not practise dentistry on a fee for service basis, and
  - (c) must immediately notify the registrar if the registrant ceases to be appointed to a position referred to in subsection (1)(b)(iii).
- (3) An academic registrant ceases to be registered upon the termination of the registrant's appointment to a position referred to in subsection (1)(b)(iii).

### Academic specialists

**6.10** An academic registrant may use the title "academic specialist" or "academic specialist in [name of applicable specialty]" if the academic registrant holds a post-graduate degree or equivalent qualification in a recognized specialty.

### Academic (grandparented) registration

- 6.11** (1) For the purposes of section 20(2) of the Act, a person is entitled to academic (grandparented) registration if the person
- (a) was registered as an academic member of the college under section 26(2) of the *Dentists Act* immediately before the designation date, and
  - (b) has continued to hold academic (grandparented) registration without interruption since the designation date.
- (2) Except as provided in subsection (3), an academic (grandparented) registrant
- (a) may only practise dentistry
    - (i) during the term of the registrant's appointment to a full-time position as a full professor, associate professor, or assistant

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- professor of dentistry at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee, and
- (ii) in a setting operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subparagraph (i),
- (b) must not practise dentistry on a fee for service basis, and
  - (c) must immediately notify the registrar if the registrant ceases to be appointed to a position referred to in paragraph (a)(i).
- (3) An academic (grandparented) registrant may practise dentistry on a fee for service basis for up to 10 hours per calendar week in a setting that need not be operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subsection (2)(a)(i).
- (4) An academic (grandparented) registrant ceases to be registered upon the termination of the registrant's appointment to a position referred to in subsection (2)(a)(i).

### **Limited (education, research and volunteer) registration**

- 6.12** (1) For the purposes of section 20(2) of the Act, the requirements for limited (education, research and volunteer) registration are:
- (a) a degree or equivalent qualification from a listed general dentistry program or equivalent general dentistry program;
  - (b) an NDEB certificate; and
  - (c) receipt by the registrar of
    - (i) a completed application for limited (education, research and volunteer) registration in Form 8,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's NDEB certificate, and that the applicant is the person named in it,
    - (iv) evidence satisfactory to the registration committee that the applicant is applying for limited (education, research and volunteer) registration solely for
      - (A) the purpose of presenting a dental course,
      - (B) the purpose of conducting or engaging in a clinical presentation, study club, research program, or dental

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- teaching program at or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, another post-secondary educational institution, or a dental or other group or organization approved by the registration committee,
- (C) another teaching or research-related purpose approved by the registration committee, or
  - (D) the purpose of carrying out volunteer activities approved by the registration committee, and
  - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a), (b) and (c)(ii) and (iii), an applicant may be granted limited (education, research and volunteer) registration if the applicant
- (a) holds or is eligible to hold
    - (i) valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, or
    - (ii) valid registration or licensure as the equivalent of a restricted to specialty registrant in another Canadian jurisdiction, that is not subject to any limitation, restriction, or condition, other than a usual limit, restriction or condition that ordinarily applies to the practice of dentistry by the equivalent of restricted to specialty registrants in that other jurisdiction,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure, or eligibility for registration or licensure, referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(c)(i), (iv) and (v).
- (3) If an applicant is granted limited (education, research and volunteer) registration under subsection (2), the registration committee may impose terms, conditions or requirements, if any, on the registration of the applicant that the committee considers necessary under section 3(3) of the *Labour Mobility Act*.
- (4) Despite subsection (1)(a), (b) and (c)(ii) and (iii), an applicant may be granted limited (education, research and volunteer) registration if the applicant
- (a) holds a degree or equivalent qualification in dentistry from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of the applicant's degree or qualification, and that the applicant is the person named in it,
  - (b) provides evidence satisfactory to the registration committee that the applicant has been engaged or appointed by the Faculty of Dentistry of the University of British Columbia, another post-secondary educational

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institution, or a dental or other group or organization approved by the registration committee, for a purpose described in subsection (1)(c)(iv), and

- (c) meets the requirements in subsection (1)(c)(i), (iv) and (v).
- (5) Limited (education, research and volunteer) registration may be granted under subsection (1), (2) or (4) for a period not exceeding 1 year, and may be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if the registrant continues to meet all applicable requirements.
- (6) A limited (education, research and volunteer) registrant
  - (a) may only practise dentistry for the purpose described in subsection (1)(c)(iv), and
  - (b) must not practise dentistry on a fee for service basis.

### **Limited (armed services or government) registration**

- 6.13** (1) For the purposes of section 20(2) of the Act, the requirements for limited (armed services or government) registration are:
- (a) valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction; and
  - (b) receipt by the registrar of
    - (i) a completed application for limited (armed services or government) registration in Form 9,
    - (ii) evidence satisfactory to the registration committee of the applicant's registration or licensure referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for limited (armed services or government) registration solely for the purpose of practising dentistry within the terms of the registrant's employment with or engagement by the Canadian armed services or the government of Canada, and
    - (iv) the items required under section 6.03(1).
- (2) A limited (armed services or government) registrant
- (a) may only practise dentistry for the purpose described in subsection (1)(b)(iii) and within the scope of the registrant's employment or engagement referred to in that subsection, and
  - (b) must immediately notify the registrar if the registrant ceases to be employed or engaged by the Canadian armed services or the government of Canada.

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- (3) A limited (armed services or government) registrant ceases to be registered upon the termination of the registrant's employment or engagement by the Canadian armed services or the government of Canada.

### Limited (post-graduate) registration

- 6.14** (1) For the purposes of section 20(2) of the Act, the requirements for limited (post-graduate) registration are:
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution; and
  - (b) receipt by the registrar of
    - (i) a completed application for limited (post-graduate) registration in Form 10,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for limited (post-graduate) registration solely for
      - (A) the purpose of taking or engaging in a course, clinical placement, research program, internship, or residency offered at the post-graduate level by or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, or another post-secondary educational institution, hospital, or other institution approved by the registration committee, or
      - (B) a related purpose approved by the registration committee; and
    - (iv) the items required under section 6.03(1).
- (2) Limited (post-graduate) registration may be granted under subsection (1) for a period not exceeding 1 year, and may be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if the registrant continues to meet all applicable requirements.
- (3) A limited (post-graduate) registrant
- (a) may only practise dentistry
    - (i) for a purpose described in subsection (1)(b)(iii), and
    - (ii) in accordance with any standards or requirements established by any educational institution, hospital, or other institution referred to in subsection (1)(b)(iii)(A) or where the registrant is practising, and

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- (b) may only perform a restricted activity if the registrant is authorized by an educational institution, hospital, or other institution approved by the registration committee to provide services of dentistry that include the performance of the restricted activity.

### Limited (student practitioner) registration

- 6.15** (1) For the purposes of section 20(2) of the Act, the requirements for limited (student practitioner) registration are:
- (a) enrolment as a student in the undergraduate program of the Faculty of Dentistry at the University of British Columbia, or another post-secondary educational institution approved by the registration committee;
  - (b) successful completion of, or credit received for, the first three years of the undergraduate program of the Faculty of Dentistry at the University of British Columbia, or the equivalent portion of the program of another post-secondary educational institution referred to in paragraph (a);
  - (c) participation in a program for dental student practitioners that has been approved by the registration committee; and
  - (d) receipt by the registrar of
    - (i) a completed application for limited (student practitioner) registration in Form 11,
    - (ii) evidence satisfactory to the registration committee of the applicant's enrolment in a program referred to in paragraph (a), the applicant's successful completion of, or credit for, the required portion of that program under paragraph (b), and the applicant's participation in a program referred to in paragraph (c),
    - (iii) a written recommendation from the Faculty of Dentistry of the University of British Columbia or other post-secondary educational institution referred to in paragraph (a), and
    - (iv) the items required under section 6.03(1).
- (2) Limited (student practitioner) registration may be granted under subsection (1) for a period not exceeding 4 months.
- (3) A limited (student practitioner) registrant may only perform a restricted activity in a dental office or other clinical setting under the supervision of a dentist.
- (4) When a limited (student practitioner) registrant provides a service that includes the performance of a restricted activity under the supervision of a dentist, the supervising dentist must
- (a) examine the patient at the beginning of or during the appointment, in accordance with the standards of practice,

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- (b) evaluate the treatment provided by the limited (student practitioner) registrant after it is completed and before the patient is released, and
- (c) review the limited (student practitioner) registrant's treatment plan and the treatment rendered by the limited (student practitioner) registrant in accordance with any applicable requirements of the Faculty of Dentistry of the University of British Columbia or other post-secondary educational institution referred to in subsection (1)(a) in which the limited (student practitioner) registrant is enrolled.

### Temporary registration

- 6.16** (1) For the purposes of section 20(2) of the Act, the requirements for temporary registration are:
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution; and
  - (b) receipt by the registrar of
    - (i) a completed application for temporary registration in Form 12,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for temporary registration solely for
      - (A) the purpose of taking or presenting a dental course that involves direct contact with patients,
      - (B) the purpose of conducting or engaging in a clinical presentation or study club involving direct contact with patients, at or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, another post-secondary educational institution, or a dental or other group or organization approved by the registration committee, or
      - (C) another educational purpose approved by the registration committee, and
    - (iv) the items required under section 6.03(1)(a) to (d), (g) and (h).
- (2) Temporary registration
- (a) may be granted under subsection (1) for a period not exceeding 14 days, and
  - (b) for greater certainty, may be granted to an applicant who was previously registered as a temporary registrant, if the applicant satisfies the requirements for temporary registration under subsection (1).

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- (3) A temporary registrant
  - (a) may only practise dentistry for the purpose described in subsection (1)(b)(iii), and
  - (b) must not practise dentistry on a fee for service basis.

### Non-practising registration

- 6.17** (1) An applicant who holds or is eligible to hold full registration or restricted to specialty registration may be granted non-practising registration by the registration committee if the applicant has delivered to the registrar
- (a) a completed application for non-practising registration in Form 13,
  - (b) any applicable application and registration fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) a statutory declaration that the applicant will not practise dentistry, or provide, delegate, authorize or supervise the provision of any service of dentistry, while registered under this section.
- (2) A non-practising registrant must not practise dentistry, provide any service of dentistry, or delegate, authorize or supervise the provision of any service of dentistry by another person.

### Certificate of registration

- 6.18** The registrar must issue a certificate of registration in Form 14 to any person who is granted registration under this Part, which must
- (a) specify the registrant's class of registration, and any limits or conditions that apply to the practice of dentistry by members of that class of registration under these bylaws,
  - (b) if the registrant is a certified specialist in a recognized specialty,
    - (i) specify that the registrant is a certified specialist, and indicate if the registrant is a restricted to specialty registrant, and
    - (ii) specify the applicable specialty,
  - (c) specify any additional limits or conditions imposed on the registrant's practice of dentistry under section 20(2.1) or (3) of the Act, and
  - (d) if the registrant is a limited (education, research and volunteer) registrant, limited (post-graduate) registrant, or limited (student practitioner) registrant, specify the expiration date of the registrant's registration.

### Reinstatement as a full registrant or restricted to specialty registrant

- 6.19** (1) In this section:

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**“former full registrant”** means a non-practising registrant or a former registrant who was previously registered as a full registrant; and

**“former restricted to specialty registrant”** means a non-practising registrant or a former registrant who was previously registered as a restricted to specialty registrant.

- (2) A former full registrant or former restricted to specialty registrant whose registration was not cancelled under section 33, 37.1, 39 or 39.1 of the Act, and who did not voluntarily relinquish their registration in circumstances as described in section 20(2.1)(b.1) of the Act, may be reinstated by the registration committee as a full registrant or restricted to specialty registrant, as the case may be, if they deliver to the registrar
  - (a) a completed application for reinstatement in Form 15,
  - (b) any applicable application and reinstatement fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college,
  - (d) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02, and
  - (e) evidence satisfactory to the registration committee that the applicant has met all applicable requirements of the quality assurance program under Part 9 as though the applicant had been a full registrant or a restricted to specialty registrant for the period since the applicant ceased to be registered.
- (3) A former full registrant or former restricted to specialty registrant whose registration was cancelled under section 33, 37.1, 39 or 39.1 of the Act, or who voluntarily relinquished their registration in circumstances as described in section 20(2.1)(b.1) of the Act, may be reinstated by the registration committee as a full registrant or restricted to specialty registrant, as the case may be, if the registration committee is satisfied that
  - (a) the applicant meets all applicable requirements under subsection (2), and
  - (b) reinstatement of the applicant’s registration will not pose an undue risk to public health or safety.
- (4) A former full registrant who was a certified specialist on the date they ceased to be registered as a full registrant may be reinstated by the registration committee as a certified specialist if
  - (a) the applicant is reinstated by the registration committee as a full registrant,
  - (b) the applicant delivers to the registrar
    - (i) a completed application for reinstatement of certification as a certified specialist in Form 16, and

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- (ii) any applicable fee for reinstatement of certification as a certified specialist specified in Schedule F, and
- (c) the registration committee is satisfied that reinstatement of the applicant's certification as a certified specialist will not pose an undue risk to public health or safety, if the applicant was reinstated as a full registrant under subsection (3).

### Renewal of registration

- 6.20** (1) Subject to sections 6.12(5), 6.14(2), 6.15(2) and 6.16(2), registration granted under this Part is subject to annual renewal on March 1 of each year in accordance with this section.
- (2) The registration of a registrant may be renewed by the registration committee if the registrant delivers to the registrar
- (a) a completed application for renewal in Form 17,
  - (b) any applicable renewal fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college,
  - (d) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02, and
  - (e) evidence satisfactory to the registration committee that the applicant has met any applicable requirements of the quality assurance program under Part 9.
- (3) Notice of annual renewal fees must be delivered to each registrant by no later than January 31 of each year, and must describe the consequences of late payment or non-payment of renewal fees.
- (4) Each full registrant, restricted to specialty registrant, academic registrant, academic (grandparented) registrant, limited (armed services or government) registrant, and non-practising registrant must deliver to the registrar the applicable renewal fee on or before March 1 of each year.
- (5) Each limited (education, research and volunteer) registrant and limited (post-graduate) registrant who applies to have their registration renewed must deliver to the registrar the applicable renewal fee on or before the expiration date shown on the registrant's certificate of registration or registration card, as the case may be.
- (6) On renewal of the registration of a registrant, the registrar must issue a registration card to the registrant which must
- (a) specify the registrant's class of registration,
  - (b) if the registrant is a certified specialist in a recognized specialty,

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- (i) specify that the registrant is a certified specialist, and indicate if the registrant is a restricted to specialty registrant, and
  - (ii) specify the applicable specialty, and
  - (c) specify its expiration date.
- (7) If a registrant fails to pay the applicable renewal fee on or before the date required under subsection (4) or (5), and any other outstanding fine, fee, debt or levy owed to the college as of that date, the registrant ceases to be registered.

### **Request to cancel registration**

**6.21** A request by a registrant under section 21(3)(a) of the Act to cancel the registrant's registration must be made in writing.

### **Notification of changes**

**6.22** A registrant must immediately notify the registrar of any change of name, address, or telephone number previously provided to the registrar.

**PART 7 – CERTIFIED DENTAL ASSISTANTS**

**Interpretation**

**7.01** In this Part, unless the context requires otherwise:

**“certified dental assistant certification committee”** includes

- (a) the board, if the certified dental assistant certification committee has referred an application for certification as a certified dental assistant, or for reinstatement of certification as a certified dental assistant, to the board for decision, and
- (b) except in sections 7.03(5) and (6) and 7.12(3), the registrar, if the certified dental assistant certification committee has authorized the registrar in writing to act;

**“register”** means the register of certified dental assistants under section 7.04.

**Classes of certified dental assistants**

**7.02** The following classes of certified dental assistants are established:

- (a) practising certified dental assistants;
- (b) temporary certified dental assistants;
- (c) limited certified dental assistants;
- (d) non-practising certified dental assistants.

**Certification of certified dental assistants**

- 7.03** (1) The certified dental assistant certification committee is responsible for granting certification, including reinstatement of certification, to certified dental assistants under this Part.
- (2) The certified dental assistant certification committee must grant certification as a certified dental assistant in a class of certified dental assistants established under section 7.02 to every person who
- (a) applies to the college for certification as a certified dental assistant in the applicable class, in accordance with this Part, and
  - (b) satisfies the certified dental assistant certification committee that the applicant meets all applicable conditions or requirements under these bylaws for certification as a certified dental assistant in the applicable class of certified dental assistants.
- (3) Subject to subsection (4), an applicant for certification in any class of certified dental assistants must deliver to the registrar:

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- (a) evidence satisfactory to the certified dental assistant certification committee that the applicant is of good character;
  - (b) any applicable application and certification fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college;
  - (d) a statutory declaration in Form 18;
  - (e) a signed criminal record check authorization in Form 3, accompanied by any required payment;
  - (f) a letter in a form satisfactory to the certified dental assistant certification committee, dated within one month of the date of the application, from the competent regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, certified, registered or licensed to provide the services of a certified dental assistant or to practise any health profession,
    - (i) certifying that the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession has not been cancelled, suspended, limited, restricted, or subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
    - (ii) certifying that there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession being cancelled, suspended, limited, restricted, or subjected to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
    - (iii) certifying that the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishment; and
  - (g) evidence satisfactory to the certified dental assistant certification committee of the applicant's English language proficiency.
- (4) Subsection (3) does not apply to applicants for certification as a non-practising certified dental assistant.

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- (5) Despite subsection (2), the certified dental assistant certification committee may refuse to grant certification, may grant certification for a limited period specified for the applicant by the certified dental assistant certification committee, or may grant certification and impose limits or conditions on the provision by the applicant of the services of a certified dental assistant, if the certified dental assistant certification committee determines, after giving the applicant an opportunity to be heard, that
- (a) the applicant's entitlement to provide the services of a certified dental assistant or practise any health profession has been cancelled or suspended at some time in British Columbia or in another jurisdiction,
  - (b) an investigation, review or other proceeding is underway in British Columbia or in another jurisdiction that could result in the applicant's entitlement to provide the services of a certified dental assistant or practise any health profession being cancelled or suspended,
  - (c) the applicant's entitlement to provide the services of a certified dental assistant or to practise any health profession has been voluntarily relinquished in British Columbia or another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to provide the services of a certified dental assistant or to practise the health profession in British Columbia or that other jurisdiction being cancelled or suspended, or
  - (d) the applicant has been convicted of an indictable offence.
- (6) If a person applying for certification as a certified dental assistant has been convicted of an indictable offence, the certified dental assistant certification committee must not make a decision under subsection (5) unless the certified dental assistant certification committee is satisfied that the nature of the offence or the circumstances under which it was committed give rise to concerns about the person's competence or fitness to provide the services of a certified dental assistant.
- (7) If an applicant for certification as a certified dental assistant fails to authorize a criminal record check under the *Criminal Records Review Act* or the deputy registrar under that Act has determined that an applicant for certification as a certified dental assistant presents a risk of physical or sexual abuse to children and that determination has not been overturned by the registrar under that Act, the certified dental assistant certification committee must take the failure or the determination into account when deciding whether to grant certification to the applicant or whether to impose limits or conditions on the provision by the applicant of the services of a certified dental assistant.

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### Register of certified dental assistants

- 7.04** (1) The registrar must maintain a register of certified dental assistants setting out, for every person granted certification as a certified dental assistant under section 7.03(2), the following:
- (a) the person's name, and whether the person is a certified dental assistant or a former certified dental assistant;
  - (b) the class of certified dental assistants in which the certified dental assistant is or was granted certification;
  - (c) any additional qualifications acquired by the certified dental assistant of which the registrar has been notified under section 8.08;
  - (d) if the person is a certified dental assistant, any limits or conditions imposed by the college on the person's entitlement to provide the services of a certified dental assistant; and
  - (e) a notation of each revocation or suspension of the person's certification.
- (2) The registrar must cancel the certification of a certified dental assistant in the register if
- (a) the certified dental assistant requests the cancellation, in writing,
  - (b) the certified dental assistant fails to pay a fee for renewal of certification or another fee within the required time,
  - (c) notification is received of the certified dental assistant's death, or
  - (d) the certification of the certified dental assistant is cancelled under section 33, 37.1, 39 or 39.1 of the Act.
- (3) Subject to subsection (4), the register must be open to inspection by any person free of charge at all reasonable times.
- (4) The registrar may refuse a person access to the register if the registrar reasonably believes that
- (a) the access could threaten the safety of a certified dental assistant, or
  - (b) the person seeking access is doing so for commercial purposes.
- (5) If access is refused under subsection (4), the registrar may disclose information from the register that the board or the registrar determines is appropriate in the circumstances.

### Practising certified dental assistants

- 7.05** (1) The requirements for certification as a practising certified dental assistant are:

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- (a) graduation within the ten-year period preceding the date of application from a dental assisting program or dental program that has been
  - (i) accredited by the Commission on Dental Accreditation of Canada, or
  - (ii) accredited by the Commission on Dental Accreditation of the American Dental Association, and determined by the certified dental assistant certification committee to meet the certified dental assisting education standards with respect to education and training in any applicable skills not included in that accreditation process;
- (b) an NDAEB certificate or an NDEB certificate; and
- (c) receipt by the registrar of
  - (i) a completed application for certification as a practising certified dental assistant in Form 19,
  - (ii) evidence satisfactory to the certified dental assistant certification committee of the applicant's graduation referred to in paragraph (a),
  - (iii) evidence satisfactory to the certified dental assistant certification committee of the applicant's certificate referred to in paragraph (b),
  - (iv) if the applicant's date of graduation under paragraph (a) was more than three years before the date of their application, evidence satisfactory to the certified dental assistant certification committee that the applicant has met the requirements of section 7.06, and
  - (v) the items required under section 7.03(3).
- (2) Despite subsection (1)(a), an applicant may be granted certification as a practising certified dental assistant if
  - (a) the applicant
    - (i) has graduated within the ten-year period preceding the date of application from a dental assisting program or dental program that does not satisfy the requirements of subsection (1)(a) but that has been determined by the certified dental assistant certification committee to meet the certified dental assisting education standards, and
    - (ii) provides evidence satisfactory to the certified dental assistant certification committee of the applicant's graduation referred to in subparagraph (i),
  - (b) the applicant provides evidence satisfactory to the certified dental assistant certification committee that
    - (i) the applicant has either

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- (A) successfully completed the CPE and any further examination or course required by the certified dental assistant certification committee, or
  - (B) met the hours of practice and credit hours requirements set out in section 7.06(2)(a) during the three-year period preceding the date of their application, and
  - (ii) the applicant has, in any event, met the requirements of section 7.06, if the applicant's date of graduation under paragraph (a)(i) was more than three years before the date of their application; and
  - (c) the applicant meets the requirements in subsection (1)(b) and (c)(i), (iii) and (v).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a practising certified dental assistant if the applicant
  - (a) holds valid and non-restricted certification, registration or licensure as the equivalent of a practising certified dental assistant in a recognized jurisdiction, and provides evidence satisfactory to the certified dental assistant certification committee of that certification, registration or licensure,
  - (b) provides evidence satisfactory to the certified dental assistant certification committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(c)(i) and (v).
- (4) If an applicant is granted certification as a practising certified dental assistant under subsection (3), the certified dental assistant certification committee may impose terms, conditions or requirements, if any, on the certification of the applicant that the committee considers necessary under section 3(3) of the *Labour Mobility Act*.
- (5) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a practising certified dental assistant if
  - (a) the certified dental assistant certification committee determines under section 7.10(2) that the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement, and the competencies or other qualifications required for practising certified dental assistants, and
  - (b) the applicant meets the requirements in subsection (1)(c)(i) and (v).

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- (6) A practising certified dental assistant
  - (a) may provide the services of a certified dental assistant in accordance with Part 8, and
  - (b) must not perform any restricted activity which the practising certified dental assistant is not authorized to perform under Part 8.
- (7) A practising certified dental assistant may use only the title “certified dental assistant”, or the abbreviation “CDA”.

### **Additional requirements for certain applicants for certification as a practising certified dental assistant**

- 7.06** (1) In this section:  
“**credit hour**” has the same meaning as in Part 9.
- (2) An applicant for certification as a practising certified dental assistant who is required under section 7.05(1)(c)(iv) or (2)(b)(ii) to meet the requirements of this section must, in addition to any other applicable requirements for certification or reinstatement, provide evidence satisfactory to the certified dental assistant certification committee that, during the three-year period immediately preceding the date of their application:
- (a) the applicant has
    - (i) engaged in a minimum of 600 hours of practice as a certified dental assistant or a Level II dental assistant, or the equivalent, in accordance with criteria established by the quality assurance committee, and
    - (ii) completed a minimum of 36 credit hours, or the equivalent through participation in continuing education courses, study clubs, or other equivalent activities approved by the competent authority in another jurisdiction; or
  - (b) the applicant has successfully completed
    - (i) the CPE, an upgrading course, or any other examination or course required by the certified dental assistant certification committee to meet the certified dental assisting education standards, or
    - (ii) an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the college’s quality assurance program.

### **Temporary certified dental assistants**

- 7.07** (1) The requirements for certification as a temporary certified dental assistant are:

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- (a) satisfaction of the requirements under 7.05(1) or (2), except section 7.05(1)(b); and
  - (b) receipt by the registrar of:
    - (i) a completed application for certification as a temporary certified dental assistant in Form 20,
    - (ii) evidence satisfactory to the certified dental assistant certification committee that the applicant has applied to the National Dental Assisting Examining Board to write the NDAEB written examination, and
    - (iii) the items required under section 7.03(3).
- (2) Certification as a temporary certified dental assistant
- (a) may be granted under subsection (1) for a period not exceeding 1 year, and
  - (b) may, in extenuating circumstances, be renewed by the certified dental assistant certification committee for successive periods, each of which does not exceed 1 year, if
    - (i) the temporary certified dental assistant is employed in a dental office by a dentist who provides a written recommendation that the certification of the temporary certified dental assistant be renewed, and
    - (ii) the total period of certification as a temporary certified dental assistant does not exceed 2 years.
- (3) A temporary certified dental assistant
- (a) may provide the services of a certified dental assistant which a temporary certified dental assistant is authorized to provide in accordance with Part 8, and
  - (b) must not perform any restricted activity which the temporary certified dental assistant is not authorized to perform under Part 8.
- (4) A temporary certified dental assistant may use only the title “temporary certified dental assistant”, or the abbreviation “CDA(T)”.

### Limited certified dental assistants

- 7.08** (1) The requirements for certification as a limited certified dental assistant are:
- (a) graduation from a dental assisting program or dental program;
  - (b) valid and non-restricted certification, registration or licensure as a Level II dental assistant in another Canadian jurisdiction that is not a recognized jurisdiction; and
  - (c) receipt by the registrar of

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- (i) a completed application for certification as a limited certified dental assistant in Form 21,
  - (ii) evidence satisfactory to the certified dental assistant certification committee of the applicant's graduation referred to in paragraph (a),
  - (iii) evidence satisfactory to the certified dental assistant certification committee of the applicant's certification, registration or licensure, or eligibility for certification, registration or licensure, referred to in paragraph (b),
  - (iv) evidence satisfactory to the certified dental assistant certification committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (b),
  - (v) evidence satisfactory to the certified dental assistant certification committee that the applicant is working towards satisfaction of the requirements for certification as a practising certified dental assistant in British Columbia, and
  - (vi) the items required under section 7.03(3).
- (2) Despite subsection (1)(b) and (c)(iii) and (iv), an applicant may be granted certification as a limited certified dental assistant if the applicant
- (a) provides evidence satisfactory to the certified dental assistant certification committee that, within the three-year period immediately preceding the date of the application, the applicant has been practising as the equivalent of a practising certified dental assistant or a Level II dental assistant in another Canadian jurisdiction where certification, registration or licensure is not required for that purpose, and
  - (b) meets the requirements in subsection (1)(a) and (c)(i), (ii), (v) and (vi).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a limited certified dental assistant if
- (a) the certified dental assistant certification committee determines under section 7.10(2) that the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement, and the competencies or other qualifications required for limited certified dental assistants, and
  - (b) the applicant meets the requirements in subsection (1)(c)(i), (v) and (vi).
- (4) Certification as a limited certified dental assistant

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- (a) may be granted under subsection (1), (2) or (3) for a period not exceeding 1 year, and
- (b) may, in extenuating circumstances, be renewed by the certified dental assistant certification committee for successive periods, each of which does not exceed 1 year, if
  - (i) the limited certified dental assistant is employed in a dental office by a dentist who provides a written recommendation that the certification of the limited certified dental assistant be renewed,
  - (ii) the limited certified dental assistant provides evidence satisfactory to the certified dental assistant certification committee that the limited certified dental assistant is continuing to work towards satisfaction of the requirements for certification as a practising certified dental assistant in British Columbia, and
  - (iii) the total period of certification as a limited certified dental assistant will not exceed 2 years.
- (5) A limited certified dental assistant
  - (a) may provide the services of a certified dental assistant which a limited certified dental assistant is authorized to provide in accordance with Part 8, and
  - (b) must not perform any restricted activity which the limited certified dental assistant is not authorized to perform under Part 8.
- (6) A limited certified dental assistant may use only the title “limited certified dental assistant”, or the abbreviation “CDA(L)”.

### Non-practising certified dental assistants

- 7.09**
- (1) An applicant who holds or is eligible to hold certification as a practising certified dental assistant may be granted certification as a non-practising certified dental assistant by the certified dental assistant certification committee if the applicant has delivered to the registrar
    - (a) a completed application for certification as a non-practising certified dental assistant in Form 22,
    - (b) any applicable application and certification fees specified in Schedule F,
    - (c) any other outstanding fine, fee, debt or levy owed to the college, and
    - (d) a statutory declaration that the applicant will not provide the services of a certified dental assistant while holding certification under this section.
  - (2) A non-practising certified dental assistant must not provide the services of a certified dental assistant, or perform any restricted activity.

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- (3) A non-practising certified dental assistant may use only the title “non-practising certified dental assistant”.

### **Discretion of certified dental assistant certification committee**

- 7.10** (1) An applicant for certification as a practising certified dental assistant or limited certified dental assistant may apply for an assessment of whether the applicant’s knowledge, skills and abilities are substantially equivalent to the applicable standards of academic or technical achievement and the applicable competencies or other qualifications required for that class of certified dental assistants, by delivering to the registrar
- (a) a completed application for assessment of knowledge, skills and abilities in Form 23, and
  - (b) any applicable application and assessment fee specified in Schedule F.
- (2) Subject to subsection (3), if an applicant under subsection (1) provides evidence in accordance with a process approved by the board that establishes, to the satisfaction of the certified dental assistant certification committee and in accordance with the certified dental assisting education standards, that the applicant’s knowledge, skills and abilities are substantially equivalent to the applicable standards of academic or technical achievement and the applicable competencies or other qualifications required for that class of certified dental assistants, the certified dental assistant certification committee may grant certification on that basis under section 7.05(5) or 7.08(3).
- (3) The certified dental assistant certification committee must not grant an applicant certification under section 7.05(5) or 7.08(3) if the committee
- (a) determines that granting certification to the applicant would pose an undue risk to public health or safety, or
  - (b) is unable to determine, based on evidence provided by the applicant, whether granting certification to the applicant would pose an undue risk to public health or safety.

### **Certified dental assistant certificate**

- 7.11** The registrar must issue a certified dental assistant certificate in Form 24 to any person who is granted certification as a certified dental assistant under this Part, which must specify
- (a) the class of certified dental assistants in which the person has been granted certification, and any limits or conditions that apply to the provision of services of a certified dental assistant by members of that class of certified dental assistants under these bylaws,
  - (b) any additional limits or conditions imposed on the certified dental assistant’s certification under section 7.03(5), and

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- (c) if the certified dental assistant is a temporary certified dental assistant or a limited certified dental assistant, the expiration date of the certified dental assistant's certification.

### Reinstatement as a practising certified dental assistant

7.12 (1) In this section:

**“former practising certified dental assistant”** means a non-practising certified dental assistant or a former certified dental assistant who previously held certification as a practising certified dental assistant.

- (2) A former practising certified dental assistant whose certification was not cancelled under section 33, 37.1, 39 or 39.1 of the Act, and who did not voluntarily relinquish their certification in circumstances as described in section 7.03(5)(c), may be reinstated by the certified dental assistant certification committee as a practising certified dental assistant if they deliver to the registrar
  - (a) a completed application for reinstatement in Form 25,
  - (b) any applicable application and reinstatement fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) evidence satisfactory to the certified dental assistant certification committee that the applicant has met all applicable requirements of the quality assurance program under Part 9 as though the applicant had been a practising certified dental assistant for the period since the applicant ceased to hold certification.
- (3) A former practising certified dental assistant whose certification was cancelled under section 33, 37.1, 39 or 39.1 of the Act, or who voluntarily relinquished their certification in circumstances as described in section 7.03(5)(c), may be reinstated by the certified dental assistant certification committee as a practising certified dental assistant if the certified dental assistant certification committee is satisfied that
  - (a) the applicant meets all applicable requirements under subsection (2), and
  - (b) reinstatement of the applicant's certification will not pose an undue risk to public health or safety.

### Renewal of certification

- 7.13 (1) Subject to sections 7.07(2) and 7.08(4), certification granted to a certified dental assistant under this Part is subject to annual renewal on March 1 of each year in accordance with this section.

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- (2) The certification of a certified dental assistant may be renewed by the certified dental assistant certification committee if the certified dental assistant delivers to the registrar
  - (a) a completed application for renewal in Form 26,
  - (b) any applicable renewal fees specified in Schedule F,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) evidence satisfactory to the certified dental assistant certification committee that the applicant has met any applicable requirements of the quality assurance program under Part 9.
- (3) Notice of annual renewal fees must be delivered to each certified dental assistant by no later than January 31 of each year, and must describe the consequences of late payment or non-payment of renewal fees.
- (4) Each practising certified dental assistant and non-practising certified dental assistant must deliver to the registrar the applicable renewal fee on or before March 1 of each year.
- (5) Each temporary certified dental assistant and limited certified dental assistant who applies to have their certification renewed must deliver to the registrar the applicable renewal fee on or before the expiration date shown on the certified dental assistant's certified dental assistant certificate or certification card, as the case may be.
- (6) On renewal of the certification of a certified dental assistant, the registrar must issue a certification card to the certified dental assistant which must
  - (a) specify the class of certified dental assistants in which the certified dental assistant has been granted certification, and
  - (b) specify its expiration date.
- (7) If a certified dental assistant fails to pay the applicable renewal fee on or before the date required under subsection (4) or (5), and any other outstanding fine, fee, debt or levy owed to the college as of that date, the certified dental assistant ceases to hold certification as a certified dental assistant.

### Notification of changes

- 7.14** A certified dental assistant must immediately notify the registrar of any change of name, address, or telephone number previously provided to the registrar.

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### Application of Part 3 of the Act

- 7.15** (1) Part 3 of the Act applies to certified dental assistants as though they were registrants, and to former certified dental assistants as though they were former registrants.
- (2) In addition to the duty to report under section 32.2(1) of the Act, a registrant or certified dental assistant must report in writing to the registrar if the registrant or certified dental assistant believes, on reasonable and probable grounds, that the continued provision of services by another certified dental assistant might constitute a danger to the public because the other certified dental assistant
- (a) is not competent to provide the services of a certified dental assistant, or
  - (b) suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs their ability to provide the services of a certified dental assistant.

**PART 8 – DELEGATION AND SUPERVISION**

**Interpretation**

**8.01** In this Part:

“**dental assistant**” means a person other than a certified dental assistant or dental hygienist who assists a dentist with the provision of services;

“**dental hygienist**” means a person authorized under the Act to practise dental hygiene;

“**Dental Radiography Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe exposure of dental radiographs under the supervision of a dentist;

“**dental technician**” means a person authorized under the Act to practise dental technology;

“**Orthodontic Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe provision of the services specified in section 8.09;

“**Prosthodontic Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe provision of the services specified in section 8.10;

“**service**” means a service included in dentistry.

**Ultimate responsibility**

**8.02** A dentist who delegates or supervises the provision of a service by a person who is not a dentist is ultimately responsible for the standard of treatment provided by that person.

**Delegation and supervision**

**8.03** (1) A dentist must not delegate or authorize the provision of any service that includes the performance of a restricted activity by a person who is not a dentist except in accordance with this Part and the standards of practice.

(2) A dentist who delegates the provision of any service that includes the performance of a restricted activity to a person who is not a dentist must

(a) provide specific and appropriate instructions to that person for the provision of the service; and

(b) be satisfied that

(i) the person is competent to provide the service safely, and

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- (ii) the service will be provided in accordance with the standards of practice.
- (3) If a dentist authorizes a person who is not a dentist to provide any service that includes the performance of a restricted activity under a dentist's supervision,
  - (a) the authorizing dentist must provide specific and appropriate instructions to that person for the provision of the service;
  - (b) the authorizing dentist must be satisfied that
    - (i) the person is competent to provide the service safely, and
    - (ii) the service will be provided in accordance with the standards of practice and paragraph (c); and
  - (c) the supervising dentist must be present in the dental office or facility and available at all times while the service is provided by the person.
- (4) A dentist may delegate the provision any service that does not include the performance of a restricted activity to a person who is not a dentist, if the dentist is satisfied that
  - (a) the person is competent to provide the service safely, and
  - (b) the service will be provided in accordance with the standards of practice.

### **60-day rule**

- 8.04** (1) A dentist must not delegate or authorize the provision of any service that includes the performance of a restricted activity by a dental assistant or certified dental assistance, unless the dentist
- (a) ensures that the service will be provided within
    - (i) 60 days after the dental assistant or certified dental assistant's receipt of specific and appropriate instructions from the dentist for the provision of that service, or
    - (ii) such shorter period of time after receipt of such instructions as may be required under the standards of practice or as the dentist may otherwise consider necessary; and
  - (b) examines the patient, or ensures that another dentist examines the patient
    - (i) during the course of the appointment at which the service is provided (unless the patient is returning for treatment that was authorized by a dentist who examined the patient within the previous 60 days, and no further examination is required in accordance with the standards of practice), or

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- (ii) at the beginning of the appointment at which the service is provided, if required under the standards of practice or otherwise considered necessary by the dentist.
- (2) Subsection (1) does not apply to the provision of services in the context of a certified dental assisting program, to the extent necessary to allow students to practise on each other for the duration of the educational year.

### **Provision of services including restricted activities by dental assistants**

**8.05** A dentist may authorize a dental assistant to provide the following services under the supervision of a dentist:

- (a) dispensing restorative materials into a prepared cavity;
- (b) applying topical anaesthetic;
- (c) placing and removing dental dams and dental dam clamps;
- (d) supporting and removing impression materials after the dentist has placed them; and
- (e) exposing dental radiographs, if the dental assistant has completed a Dental Radiography Module.

### **Provision of services including restricted activities by practising certified dental assistants and temporary certified dental assistants**

**8.06** (1) A dentist may delegate the provision of the following services to a practising certified dental assistant or temporary certified dental assistant:

- (a) removing extrinsic stains not associated with calculus on the enamel of teeth using an appropriate hand instrument or slow-speed rotary instrument;
  - (b) applying anticariogenic agents; and
  - (c) exposing dental radiographs.
- (2) A dentist may authorize a practising certified dental assistant or temporary certified dental assistant to provide the following services under the supervision of a dentist:
- (a) any of the services referred to in subsection (1) or section 8.05;
  - (b) applying desensitizing agents, acid etch, antibacterial agents, chemical cleansers, primer and bond, and treatment liners (without pulpal involvement);
  - (c) obtaining impressions and occlusal records;
  - (d) applying and adjusting fissure sealants with an appropriate hand instrument or slow-speed rotary instrument;

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- (e) placing and removing dental dam clamps, matrices and wedges;
- (f) using and maintaining coronal whitening systems where the concentration of bleaching agents poses minimal risk of patient harm;
- (g) removing sutures, periodontal dressings and retraction cords;
- (h) performing pulp vitality tests; and
- (i) if the practising certified dental assistant or temporary certified dental assistant has a minimum of one year of full-time clinical experience or the equivalent, and has received training that will allow them to provide the service competently and safely:
  - (i) intra-oral fabrication of single unit extra-coronal provisional restorations (including try-in, adjusting occlusion extra-orally, temporary cementation, removing provisional cement, and removing provisional restorations), provided that provisional restorations are assessed by a dentist before cementation and again after removal of provisional cement; and
  - (ii) gross removal of supragingival permanent cement using an appropriate hand instrument and excluding the use of dental handpieces.

### **Provision of services including restricted activities by limited certified dental assistants**

- 8.07** (1) A dentist may delegate the provision of any of the services referred to in section 8.06(1) to a limited certified dental assistant.
- (2) A dentist may authorize a limited certified dental assistant to provide any of the services referred to in section 8.06(2)(a) to (f) under the supervision of a dentist.

### **Expanded training programs**

- 8.08** A certified dental assistant must notify the registrar upon successful completion of an Orthodontic Module, Prosthodontic Module or Dental Radiography Module.

### **Orthodontic Module**

- 8.09** (1) A dentist may delegate the provision of the following services to a practising certified dental assistant who has successfully completed an Orthodontic Module:
- (a) instructing in the use and care of orthodontic appliances; and
  - (b) applying appropriate materials to irritating components or removing irritating components.
- (2) A dentist may authorize a practising certified dental assistant who has successfully completed the Orthodontic Module to provide the following services under the supervision of a dentist:

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- (a) a service referred to in subsection (1);
  - (b) placing and removing orthodontic separators;
  - (c) preparing teeth for bonding or cementing of orthodontic attachments or bands;
  - (d) subject to subsection (3), fitting, placing, and light curing orthodontic bands or bondable attachments, with a dentist's assessment after fitting and again before light curing;
  - (e) removing excess adhesive material using appropriate hand instruments, or ultrasonic or slow-speed rotary instruments, following banding/bonding or debanding/debonding procedures;
  - (f) fitting and adjusting orthodontic appliances and archwires followed by assessment by a dentist;
  - (g) placing and ligating archwires after assessment by a dentist;
  - (h) removing ligating materials and archwires; and
  - (i) removing orthodontic bands and bonded attachments using appropriate hand instruments.
- (3) Despite subsection (2)(d), attachment by self-curing materials must only be done by a dentist, and must not be delegated to or authorized to be performed by a person who is not a dentist.

### Prosthodontic Module

- 8.10** A dentist may authorize a practising certified dental assistant who has successfully completed a Prosthodontic Module to provide the following services under the supervision of a dentist:
- (a) fabricating and trying-in provisional restorations intra-orally, including intra-coronal direct provisionals, and adjusting occlusion extra-orally, followed by assessment by a dentist before cementation;
  - (b) temporary cementation of provisional restorations and removal of temporary cement followed by assessment by a dentist;
  - (c) performing non-surgical gingival retraction techniques excluding the use of epinephrine;
  - (d) removing temporary and permanent cements using an appropriate hand instrument and excluding the use of dental handpieces; and
  - (e) removing provisional restorations.

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### Dental Radiography Module

**8.11** A dentist may authorize a dental assistant who has successfully completed a Dental Radiography Module to expose dental radiographs under the supervision of a dentist.

### Delegation to dental hygienists

- 8.12** (1) Subject to subsection (2), a dentist may delegate or authorize the provision of a service that includes the performance of a restricted activity by a dental hygienist, if the dentist
- (a) is satisfied that the dental hygienist is a registrant in good standing of the College of Dental Hygienists of British Columbia;
  - (b) ensures that the service will be provided within
    - (i) 365 days after the dental hygienist's receipt of specific and appropriate instructions from the dentist for the provision of that service, or
    - (ii) such shorter period of time after receipt of such instructions as may be required under the standards of practice or as the dentist may otherwise consider necessary; and
  - (c) examines the patient, or ensures that another dentist examines the patient,
    - (i) during the course of the appointment at which the service is provided (unless the patient is returning for treatment that was authorized by a dentist who examined the patient within the previous 365 days, and no further examination is required in accordance with the standards of practice), or
    - (ii) at the beginning of the appointment at which the service is provided, if required under the standards of practice or otherwise considered necessary by the dentist.
- (2) A dentist
- (a) must not delegate or authorize the provision of any of the services referred to in section 8.09(1) or (2) to a dental hygienist unless the dental hygienist has successfully completed an Orthodontic Module, and
  - (b) must not delegate or authorize the provision of any other orthodontic service that includes the performance of a restricted activity to a dental hygienist, other than a service referred to in section 8.09(1) or (2).
- (3) In this section:
- “restricted activity”** does not include an activity specified in section 5 of the *Dental Hygienists Regulation*.

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### Delegation of dental technology services

- 8.13** Nothing in this Part limits or restricts a dentist's authority to delegate the provision of a service of dental technology to a person who is not a dental technician, in accordance with section 5(2) of the *Dental Technicians Regulation*.

### Provision of services including restricted activities by dental students

- 8.14** A dentist may authorize a student enrolled in the undergraduate program of the Faculty of Dentistry at the University of British Columbia to provide a service that includes the performance of a restricted activity under the supervision of a dentist, in accordance with any applicable standards of practice,
- (a) for the purpose of the student's fulfillment of the requirements of the undergraduate program of the Faculty of Dentistry of the University of British Columbia,
  - (b) in a setting operated by or affiliated with the University of British Columbia, and
  - (c) in accordance with any standards or requirements established by the Faculty of Dentistry of the University of British Columbia.

**PART 9 – QUALITY ASSURANCE**

**Interpretation**

**9.01** (1) In this Part:

“**approved activity**” means a continuing education course, study club, or equivalent activity approved by the quality assurance committee under section 9.02(1);

“**credit hour**” means an hour of lecture, instruction, or other participation in an approved activity that may be credited towards satisfaction of the college’s continuing education requirements, as determined in accordance with criteria established by the quality assurance committee under section 9.02(2);

“**three-year cycle**” means a three-year period determined in accordance with criteria established by the quality assurance committee under subsection (2).

(2) The quality assurance committee must establish criteria to determine when each three-year cycle begins for each dentist and certified dental assistant to whom this Part applies.

**Approved activities**

**9.02** (1) The quality assurance committee may approve a continuing education course, study club, or equivalent activity for the purpose of dentists or certified dental assistants satisfying the credit hours requirements under section 9.03(1) and (2) if the course, club, or activity

- (a) has significant intellectual or practical content directly related to
  - (i) the practice of dentistry or the provision of the services of a certified dental assistant,
  - (ii) dental practice management, or
  - (iii) the professional responsibilities or ethical obligations of dentists or certified dental assistants, and

(b) satisfies any additional guidelines established by the board.

(2) The quality assurance committee may establish criteria for determining the maximum number of hours of lecture, instruction, or other participation in an approved activity or a category of approved activities that may be credited towards satisfaction of the college’s continuing education requirements under section 9.03(1) and (2).

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### Continuing education requirements

- 9.03** (1) During each three-year cycle,
- (a) every dentist who is a full registrant, restricted to specialty registrant, academic registrant, or academic (grandparented) registrant must complete a minimum of 90 credit hours, and
  - (b) every certified dental assistant, other than a non-practising certified dental assistant, must complete a minimum of 36 credit hours.
- (2) For a certified specialist, the credit hours referred to in subsection (1)(a) must include a minimum of 45 credit hours acquired through participation in an approved activity pertaining to the applicable specialty in which they are certified.
- (3) The quality assurance committee may require a limited (education, research and volunteer) registrant whose registration is renewed for successive periods under section 6.12(5) exceeding 3 years in total to satisfy continuing education requirements equivalent to those required for a full registrant, restricted to specialty registrant, academic registrant, or academic (grandparented) registrant under this section.

### Continuous practice requirements

- 9.04** (1) During each three-year cycle, every dentist who is a full registrant or restricted to specialty registrant must:
- (a) engage in the practice of dentistry for a minimum of 900 hours, in accordance with criteria established by the quality assurance committee, or
  - (b) successfully complete an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the quality assurance program.
- (2) During each three-year cycle, every practising certified dental assistant must:
- (a) engage in a minimum of 600 hours of practice as a certified dental assistant, in accordance with criteria established by the quality assurance committee, or
  - (b) successfully complete an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the quality assurance program.

**PART 10 – INVESTIGATION AND DISCIPLINE**

**Disposition of complaints by registrar**

**10.01** The registrar is authorized to act under section 32(3) of the Act.

**Undertakings and consents**

**10.02** (1) The record of an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act must

- (a) include any consent to a reprimand or to any other action made by the respondent under section 32.2(4)(b), 32.3(3)(b), 36 or 37.1 of the Act,
- (b) include any undertaking made by the respondent under section 36 of the Act,
- (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the respondent,
- (d) specify the procedure that the respondent may follow to be released from an undertaking specified in paragraph (b), and
- (e) subject to sections 22 and 39.3 of the Act and sections 5.04, 7.04 and 10.05, specify what notification and disclosure of the limits or conditions of the undertaking, consent, order or agreement may be given to others, including members of the public.

(2) If an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act requires the respondent to take any corrective or remedial action, the inquiry committee may direct the registrar

- (a) to monitor the respondent's compliance with that requirement and
- (b) to report periodically to the chair or vice-chair of the inquiry committee regarding the respondent's compliance with that requirement.

**Citation for discipline hearing**

**10.03** (1) Before the issuance of any citation under section 37 of the Act, on the direction of a panel of the inquiry committee, the registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as the panel considers appropriate in the circumstances.

(2) After the issuance of a citation or citations under section 37 of the Act, on the direction of a panel of the discipline committee, the registrar may, as the panel considers appropriate in the circumstances,

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- (a) join one or more complaints or other matters which are to be the subject of a discipline hearing,
  - (b) sever one or more complaints or other matters which are to be the subject of a discipline hearing, or
  - (c) amend a citation.
- (3) If a citation is amended under subsection (2)(c) before a discipline hearing, the amended citation must be delivered to the respondent by personal service or sent by regular mail to the respondent at the last address for the respondent recorded in the register referred to in section 21(2) of the Act not fewer than 14 days before the date of the hearing.
- (4) If a citation is amended under subsection (2)(c) before a discipline hearing and the amended citation changes the date, time or place of the hearing, the registrar must notify any complainant of the amendment not fewer than 14 days before the date of the hearing.
- (5) If a respondent is a certified dental assistant, the references in subsection (3) and in section 37(2) of the Act to section 21(2) of the Act must be read as references to section 7.04(1).

### Hearings of discipline committee

- 10.04** (1) No member of the discipline committee may sit on the panel hearing a matter in which the discipline committee member
- (a) was involved as a member of the inquiry committee, or
  - (b) has had any other prior involvement.
- (2) Information about the date, time and subject matter of the hearing must be provided to any person on request.
- (3) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) of the Act in Form 27.
- (4) All discipline hearings must be recorded and any person may obtain, at the person's own expense, a transcript of any part of the hearing which the person was entitled to attend.

### Notice of disciplinary action

- 10.05** (1) In addition to any notification required under section 39.3 of the Act with respect to any of the actions referred to in section 39.3(1)(a) to (e) of the Act, the registrar
- (a) must notify all dentists and certified dental assistants,

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- (b) must notify
    - (i) the regulatory bodies governing the practice of dentistry in every other Canadian jurisdiction, and
    - (ii) if the action is taken in respect of a certified dental assistant, the regulatory bodies governing the provision of the services of certified dental assistants in every other Canadian jurisdiction, and
  - (c) may notify any other governing body of a health profession inside or outside of Canada.
- (2) Notification provided to all dentists and certified dental assistants under subsection (1)(a)
- (a) must include all information included in the public notification under section 39.3 of the Act, and
  - (b) unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, must exclude any information withheld from the public notification under section 39.3(3) or (4) of the Act.
- (3) Unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, notification provided to other regulatory or governing bodies under subsection (1)(b) or (c) may include information that has been withheld from the public notification under section 39.3(3) or (4) of the Act.

### Effect of suspension

- 10.06** (1) During any period of suspension of registration or certification, a suspended dentist or certified dental assistant must
- (a) not engage in the practice of dentistry, provide the services of a certified dental assistant, or hold themselves out as a dentist or certified dental assistant,
  - (b) not hold office in the college,
  - (c) not make appointments for patients or prospective patients,
  - (d) not contact or communicate with patients or prospective patients, except for the purpose of
    - (i) advising a patient or prospective patient of the fact and duration of the suspension,
    - (ii) advising a patient or prospective patient that another dentist or certified dental assistant will continue to act or provide services in the place of the suspended dentist or certified dental assistant, or
    - (iii) referring a patient or prospective patient to another dentist or certified dental assistant in good standing,

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- (e) prominently display, if required by an order under section 35, 37.1, 38, 39 or 39.1 of the Act, an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act, or other action taken under section 33(2) of the Act, a notice of suspension in a form and in an area approved by the registrar, which states the duration and reasons for the suspension,
  - (f) immediately surrender to the registrar the certificate of registration or the certified dental assistant certificate issued to the dentist or certified dental assistant under section 6.18 or 7.11, and any current registration card or certification card issued to the dentist or certified dental assistant under section 6.20 or 7.13, and
  - (g) pay any fee required by the college when due in order to remain a dentist or certified dental assistant, and any other outstanding fine, fee, debt or levy owed to the college.
- (2) No current or former dentist or certified dental assistant is entitled to any refund of any fine, fee, debt or levy paid to the college solely on the basis that it was paid during or in relation to a period of suspension.
- (3) During the period of suspension, a suspended dentist may permit another dentist in good standing to practise or provide services within premises where the suspended dentist practised dentistry, provided that the suspended dentist
- (a) complies with subsection (1), and
  - (b) must not, directly or indirectly, receive any payment in respect of services provided by the other dentist under this subsection.
- (4) Any communication under subsection (1)(d) may be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service, or other telephonic device specifically for that purpose.

### Fines

**10.07** The maximum amount of a fine that may be ordered by the discipline committee under section 39(2)(f) of the Act is \$50,000.

### Costs

- 10.08** (1) The tariff of costs set out in Schedule G, to partially indemnify the college for investigations under section 33 of the Act, is hereby established pursuant to section 19(1)(v.1) of the Act.
- (2) The tariff of costs set out in Schedule H, to partially indemnify parties for their expenses incurred in the preparation for and conduct of hearings under section 38 of the Act, is hereby established pursuant to section 19(1)(w.1) of the Act.

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- (3) Any costs awarded by the discipline committee under section 39(4) or (5) of the Act, or by the inquiry committee under section 33(7) of the Act or in accordance with a proposal under section 37.1 of the Act, must be assessed by the applicable committee in accordance with Schedules G and H and the applicable tariff of costs set out therein.

**PART 11 – DENTAL CORPORATIONS**

**Interpretation**

**11.01** In this Part:

“**holding company**”, in respect of a dental corporation, has the same meaning as in section 40.1 of the Act.

**Application for dental corporation permit**

**11.02** (1) A corporation is eligible to be issued a permit to operate as a dental corporation if, in addition to satisfying the other requirements and conditions under section 43 of the Act:

- (a) every registrant of the college referred to in section 43(1)(c) and (e) of the Act is
  - (i) a full registrant or restricted to specialty registrant, or
  - (ii) with the approval of the registrar, a non-practising registrant;
- (b) the corporation delivers to the registrar
  - (i) a completed dental corporation permit application in Form 28,
  - (ii) any applicable application and permit fees specified in Schedule F,
  - (iii) any other outstanding fine, fee, debt or levy owed to the college,
  - (iv) a certificate of solicitor in Form 29,
  - (v) an acknowledgement in Form 30, executed by each dentist who is a voting shareholder of the corporation or of a holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the corporation, acknowledging that the dentist has read section 14.1 of the Act, and that the dentist understands that
    - (A) the dentist’s liability for professional negligence will not be affected by the fact that the dentist practises dentistry through or on behalf of the corporation, and
    - (B) the application of the Act, the Regulation, and these bylaws to the dentist will not be affected, modified or diminished as a result of the dentist’s relationship with the corporation, and
  - (vi) a true copy of the certificate of incorporation, filed transition application, certificate of amalgamation, or certificate of continuation, as the case may be, any certificate of change of name, and any certificate of restoration, issued to or filed by the corporation under the *Business Corporations Act*; and

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- (c) the name of the corporation is approved by the registrar under section 11.03.
- (2) The registrar is authorized to act for the board under section 43 of the Act.
- (3) A permit issued to a corporation under section 43 of the Act is valid until
  - (a) the corporation delivers a written request to the registrar for cancellation of the permit,
  - (b) the permit is revoked under section 44 of the Act, or
  - (c) the corporation is dissolved or otherwise ceases to be a company in good standing under the *Business Corporations Act*.

### Dental corporation names

- 11.03** (1) The name of a dental corporation
- (a) must contain the following words:
    - (i) the surname, or the surname and any combination of the given names or initials, of every full registrant or restricted to specialty registrant who is a direct or indirect voting shareholder of the corporation, except a voting shareholder who will not be providing any dental services through or on behalf of the corporation; and
    - (ii) the title “Doctor” or “Dr.”, which must be combined with the name of each voting shareholder referred to in subparagraph (i);
  - (b) in addition to the words required under paragraph (a), may contain only the following additional words:
    - (i) the surnames, or the surnames and any combination of the given names or initials, of one or more dentists who are direct or indirect shareholders of the corporation in addition to the names required under paragraph (a)(i), which must also be combined with the title “Doctor” or “Dr.”;
    - (ii) the title “Dentist”;
    - (iii) if a direct or indirect shareholder of the corporation is a certified specialist, the name of the applicable specialty, or a title approved by the registrar that may be used by certified specialists in the applicable specialty, which must be combined with the name of the shareholder; and
    - (iv) the words or abbreviations “Dental Corporation”, “Dental Corp.”, “Corporation”, “Corp.”, “Incorporated”, or “Inc.”; and
  - (c) must not contravene Part 12.

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- (2) The registrar may approve the name of a corporation that complies with subsection (1) on receipt of
  - (a) a completed application for dental corporation name approval in Form 31, and
  - (b) any applicable application fee specified in Schedule F.

### Disposition of shares

- 11.04** (1) The legal or beneficial interest in a voting or non-voting share of a dental corporation or holding corporation must not be transferred, pledged, or assigned to any person who is not entitled to hold that legal or beneficial interest in accordance with the requirements of section 43 of the Act and section 11.02(1)(a).
- (2) If the legal or beneficial interest in any voting share of a dental corporation or a holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the corporation is transferred to a dentist or holding company who is entitled to hold that legal or beneficial interest under section 43 of the Act and section 11.02(1)(a), the dental corporation must
  - (a) notify the registrar of the transfer, and
  - (b) deliver to the registrar an acknowledgement in Form 30 executed by
    - (i) the transferee, if the transferee is a dentist, unless an acknowledgment by the transferee has previously been delivered to the registrar, or
    - (ii) each dentist who is a voting shareholder of the transferee or of another holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the transferee, if the transferee is a holding company, unless an acknowledgement executed by that dentist has previously been delivered to the registrar.
- (3) If, as a result of a transfer of shares, the name of the dental corporation ceases to comply with section 11.03(1), the dental corporation must
  - (a) apply under section 11.03(2) for approval of a new name for the dental corporation that complies with section 11.03(1), and
  - (b) after a new name is approved under paragraph (a), cause its name to be changed under the *Business Corporations Act* to the approved new name.

### Notification of changes

- 11.05** (1) A dental corporation must
  - (a) not change its name unless the new name has been approved by the registrar under section 11.03, and

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- (b) deliver to the registrar a true copy of any certificate of change of name issued to the dental corporation under the *Business Corporations Act*.
- (2) A dental corporation must
  - (a) immediately notify the registrar of any other changes to the information contained in the corporation's most recent certificate of solicitor delivered to the registrar, and
  - (b) deliver to the registrar another certificate of solicitor in Form 29 if required by the registrar.

### Permit revocation hearings

- 11.06** (1) The powers and duties of the board under section 44 of the Act are delegated to the discipline committee.
- (2) A permit revocation hearing may be consolidated with a hearing conducted under section 38 of the Act if there are common matters in issue in both hearings, and the discipline committee considers consolidation to be appropriate in the circumstances.
  - (3) The discipline committee may conduct an oral hearing or a hearing by written submission to determine if a permit should be revoked.
  - (4) The discipline committee may conduct a hearing on the receipt of a written complaint or on its own motion.
  - (5) The registrar must provide notice of a permit revocation hearing by personal service or registered mail to the dental corporation at its registered office not less than 60 days before the date of the hearing.
  - (6) The notice of permit revocation hearing must
    - (a) name the dental corporation as respondent,
    - (b) describe the matter that is to be the subject of the hearing, including the particulars of any evidence in support of that subject matter,
    - (c) if the hearing will be conducted by written submission, notify the respondent that the respondent is entitled to submit a written submission within 30 days of receiving the notice, and
    - (d) if the hearing is to be an oral hearing,
      - (i) specify the date, time and place of the hearing, and
      - (ii) notify the respondent that the discipline committee is entitled to proceed with the hearing in the absence of a representative of the dental corporation.

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- (7) The respondent and the college may appear as parties and with legal counsel at an oral permit revocation hearing of the discipline committee.
- (8) If the respondent does not attend an oral permit revocation hearing of the discipline committee, the discipline committee may
  - (a) proceed with the hearing in the respondent's absence on proof of receipt of the notice of permit revocation hearing by the respondent, and
  - (b) without further notice to the respondent, take any action that it is authorized to take under the Act.
- (9) After a permit revocation hearing, the discipline committee must notify the respondent in writing of its decision under section 44(1) or (2) of the Act.

### **Provision of services through a dental corporation**

**11.07** For the purposes of section 42(2)(b) of the Act, services referred to in section 42(1) of the Act may be provided on behalf of a corporation by a person employed or engaged as a contractor by the corporation

- (a) to whom a dentist delegates the provision of those services, or who is authorized by a dentist to provide those services under a dentist's supervision, in accordance with any applicable requirements under Part 8, and
- (b) who provides those services in accordance with any applicable requirements under Part 8.

### **Promotional activities by dental corporations**

**11.08** A dental corporation must comply with the requirements of Part 12 as if it were a dentist, to the extent those requirements may be applicable to a corporation.

**PART 12 – PROMOTIONAL ACTIVITIES**

**Interpretation**

**12.01** In this Part:

“**promotional activity**” means the dissemination of information or the distribution of products and materials by any method and in any form by, or on behalf, of a dentist or certified dental assistant, that may reasonably be regarded as having as a direct or indirect purpose either or both of

- (a) the enhancement of the reputation, or the profitability of the practice, of a dentist or certified dental assistant, or
- (b) the enhancement of the profitability of a commercial venture related to dentistry with which a dentist or certified dental assistant is identified or from which the dentist or certified dental assistant derives a benefit,

and, for greater clarity, includes the use of a trade name or trademark by a dentist or certified dental assistant, or any public appearance, public statement, or other means by which dental services are promoted.

**Limitations on promotional activity**

**12.02** (1) Dentists and certified dental assistants must not authorize or engage in promotional activity that

- (a) is false,
- (b) contains material inaccuracies,
- (c) is reasonably capable of confusing, deceiving or misleading a member of the public,
- (d) exploits or takes advantage of
  - (i) the physical or emotional states, or
  - (ii) the lack of knowledge of dental subject matters of members of the public,
- (e) contains claims or assertions which cannot be verified by a member of the public acting as a reasonable consumer of dental health care services,
- (f) uses comparative statements that include reference to fees, services, products or facilities, or
- (g) tends to undermine the professionalism, ethics, integrity or dignity of the dental profession or otherwise brings the dental profession into disrepute.

(2) A general dentist or certified specialist must not state or indicate in promotional activity that their practice is limited to a particular area or areas of dentistry unless

## College of Dental Surgeons of British Columbia Proposed Bylaws

- (a) they in fact limit their practice to that area or areas, and
- (b) they also include a statement in that promotional activity indicating
  - (i) whether they are a general dentist or a certified specialist, and
  - (ii) if they are a certified specialist, the applicable specialty in which they are certified.

### Display of dentist's name

- 12.03** (1) A dentist must display the dentist's name on a conspicuously placed sign at any dental office in which the dentist ordinarily carries on the practice of dentistry.
- (2) A dentist's name must appear prominently in, or in conjunction with, any written or printed material that constitutes promotional activity undertaken by or on behalf of the dentist.

### Trade names

- 12.04** A dentist or dentists must not, in connection with the practice of dentistry, use any trade name or designation or any distinguishing name for any premises in which the dentist or dentists carry on the practice of dentistry or in other promotional activity, other than
- (a) the name or names of the dentist or dentists,
  - (b) the name of a dental corporation which has been approved by the registrar under section 11.03(2), or
  - (c) a trade name which does not contravene section 12.02.

### References to qualifications

- 12.05** (1) A dentist may, when referring to qualifications in promotional activity, refer only to
- (a) academic and professional degrees, diplomas and credentials earned by examination through
    - (i) a listed general dentistry program, listed specialty program, or other general dentistry program or specialty program that has been accredited by the Commission on Dental Accreditation of Canada or the Commission on Dental Accreditation of the American Dental Association, or
    - (ii) a general dentistry program or specialty program at a post-secondary institution outside of Canada and the United States that is verifiable to the satisfaction of the registrar,
  - (b) the Royal College of Dentists of Canada fellowships or memberships,
  - (c) certification from a Specialty Board approved by the House of Delegates of the American Dental Association, or

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- (d) other qualifications approved by the board, or which the dentist is authorized to use under these bylaws.
- (2) Dentists must not refer, in promotional activity or in any other communications with the public, to qualifications or memberships in dental associations or organizations granted without examination.

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## PART 13 – GENERAL

### Standards of practice and professional ethics

- 13.01** (1) Dentists and certified dental assistants must conduct themselves in accordance with the standards of practice and the standards of professional ethics.
- (2) A dentist must not provide deep sedation or general anaesthetic services in a dental office or other facility that is not a hospital unless that office or facility is being operated in compliance with the sedation and general anaesthetic standards.
- (3) Dentists must take reasonable steps to ensure that other dentists, certified dental assistants, and other persons employed, engaged, or supervised by them are aware of and act in accordance with the standards of practice and the standards of professional ethics, to the extent they apply to such persons.

### Liability insurance

- 13.02** (1) All registrants, other than non-practising registrants, must be insured against liability arising from an error, omission, or negligent act in the provision of services included in the practice of dentistry in an amount of at least \$3,000,000 per occurrence in a form that is satisfactory to the college.
- (2) All registrants must ensure that every person employed by them, or by a dental corporation in which they are a director or shareholder, to provide services included in the practice of dentistry is insured against liability arising from an error, omission, or negligent act in the provision of those services in an amount of at least \$3,000,000 per occurrence in a form that is satisfactory to the college.

### Patient relations program

- 13.03** (1) The board must establish a patient relations program to seek to prevent professional misconduct, including professional misconduct of a sexual nature.
- (2) For the purposes of the patient relations program, the board must
- (a) establish and maintain procedures by which the college deals with complaints of professional misconduct of a sexual nature,
  - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a), and
  - (c) develop guidelines for the conduct of dentists and certified dental assistants with their patients.
- (3) The registrar must provide information to the public regarding the college's complaint, investigation, and discipline processes.

## College of Dental Surgeons of British Columbia Proposed Bylaws

(4) In this section:

**“professional misconduct of a sexual nature”** means

- (a) sexual intercourse or other forms of physical sexual relations between the dentist or certified dental assistant and the patient,
- (b) touching, of a sexual nature, of the patient by the dentist or certified dental assistant, or
- (c) behaviour or remarks of a sexual nature by the dentist or certified dental assistant towards the patient,

but does not include touching, behaviour and remarks by the dentist or certified dental assistant towards the patient that are of a clinical nature appropriate to the service being provided.

# College of Dental Surgeons of British Columbia Proposed Bylaws

## SCHEDULE A

### LISTED GENERAL DENTISTRY PROGRAMS

#### Canada

Dalhousie University  
Laval University  
McGill University  
University of Alberta  
University of British Columbia  
University of Manitoba  
University of Montreal  
University of Saskatchewan  
University of Toronto  
University of Western Ontario

#### United States

University of Alabama  
A.T. Still University Arizona School of Dentistry and Oral Health  
Midwestern University College of Dental Medicine  
Loma Linda University School of Dentistry  
University of California at Los Angeles School of Dentistry  
University of California at San Francisco School of Dentistry  
University of Southern California School of Dentistry  
University of the Pacific Arthur A. Dugoni School of Dentistry  
Western University of Health Sciences College of Dental Medicine  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Howard University College of Dentistry  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
Southern Illinois University School of Dental Medicine  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry

## College of Dental Surgeons of British Columbia Proposed Bylaws

Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine  
Tufts University School of Dental Medicine  
University of Maryland Baltimore College of Dental Surgery  
University of Detroit Mercy School of Dentistry  
University of Michigan School of Dentistry  
University of Minnesota School of Dentistry  
University of Missouri-Kansas City School of Dentistry  
University of Mississippi School of Dentistry  
University of North Carolina School of Dentistry  
Creighton University School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
Columbia University College of Dental Medicine  
New York University College of Dentistry  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
Case Western Reserve University School of Dental Medicine  
Ohio State University College of Dentistry  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pennsylvania School of Dental Medicine  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental medicine  
Medical University of South Carolina College of Dental Medicine  
Meharry Medical College School of Dentistry  
University of Tennessee College of Dentistry  
Baylor College of Dentistry, Component of Texas A & M Health Science Centre  
University of Texas Health Science Centre – Houston Dental Branch  
University of Texas Health Science Centre – San Antonio Dental School  
Virginia Commonwealth University School of Dentistry  
University of Washington- Health Sciences School of Dentistry  
Marquette University School of Dentistry  
West Virginia University School of Dentistry

**College of Dental Surgeons of British Columbia Proposed Bylaws**

**SCHEDULE B**

**LISTED SPECIALTY PROGRAMS**

**Canada**

***Dental Public Health***

University of Toronto

***Endodontics***

University of Toronto

***Oral and Maxillofacial Radiology***

University of Toronto

***Oral and Maxillofacial Surgery***

University of Western Ontario

Laval University

McGill University

University of Toronto

Dalhousie University

University of Manitoba

***Oral Medicine and Pathology (combined)***

University of British Columbia

University of Toronto

## College of Dental Surgeons of British Columbia Proposed Bylaws

### *Orthodontics and Dentofacial Orthopedics*

University of Toronto  
University of Montreal  
University of Western Ontario  
University of Manitoba  
University of Alberta

### *Pediatric Dentistry*

University of Montreal  
University of Toronto

### *Periodontics*

Laval University  
University of Manitoba  
University of British Columbia  
University of Toronto

### *Prosthodontics*

Dalhousie University  
University of Montreal  
University of Toronto

### **United States**

### *Dental Public Health*

University of California at San Francisco School of Dentistry  
Centers for Disease Control National Center Prevention Service (Georgia)  
University of Iowa College of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Indian Health Service (Maryland)

## College of Dental Surgeons of British Columbia Proposed Bylaws

National Institute/Dental & Craniofacial Research (Maryland)  
North Carolina Division of Dental Health  
New York State Department of Health  
Baylor College of Dentistry Component of Texas A & M Health Sciences Centre (Texas)  
University of Texas Health Science Centre – San Antonio Dental School

### *Endodontics*

University of Alabama School of Dentistry at UAB  
University of Southern California School of Dentistry  
Veterans Affairs Long Beach Healthcare System (California)  
University of California at Los Angeles School of Dentistry  
Loma Linda University School of Dentistry (California)  
University of California at San Francisco School of Dentistry  
University of Connecticut School of Dental Medicine  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
US Army Dental Activity/Ft. Gordon (Georgia)  
University of Iowa College of Dentistry  
Carle Foundation Hospital  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
Veterans Affairs Medical Center/Indianapolis  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry (Kentucky)  
Louisiana State University School of Dentistry  
Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
Naval Postgraduate Dental School/Naval Medical Center  
University of Michigan School of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
81st Medical Group/DS/SGDDT/Keesler AFB (Mississippi)  
University of North Carolina School of Dentistry  
US Army Dental Activity/Ft. Bragg (North Carolina)  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey New Jersey Dental School  
Columbia University College of Dental Medicine  
New York University College of Dentistry

## **College of Dental Surgeons of British Columbia Proposed Bylaws**

State University of New York at Buffalo School of Dental Medicine  
State University of New York at Sony Brook School of Dental Medicine  
Lutheran Medical Center-Department of Dental Service  
Veterans Affairs Medical Center/New York  
Case Western Reserve University School of Dental Medicine (Ohio)  
Ohio State University College of Dentistry  
Oregon Health and Science University School of Dentistry  
Albert Einstein Medical Center (Pennsylvania)  
University of Pennsylvania School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pittsburgh School of Dental Medicine  
Baylor College of Dentistry Component of Texas A & M Health Science Center (Texas)  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59th Dental Squadron  
University of Texas Health Science Center-Houston Dental Branch  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry  
Marquette University School of Dentistry  
West Virginia University School of Dentistry

### ***Oral and Maxillofacial Radiology***

University of Connecticut School of Dental Medicine  
University of Iowa College of Dentistry  
University of Missouri-Kansas City School of Dentistry  
University of North Carolina School of Dentistry  
University of Texas Health Science Center-San Antonio Dental School

### ***Oral and Maxillofacial Surgery***

60<sup>th</sup> Medical Group Travis AFB (California)  
Allegheny General Hospital (Pennsylvania)  
Baylor College of Dentistry, Component of Texas A & M Health Science Center  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
University of Maryland Baltimore College of Dental Surgery  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Miami/Jackson Memorial Hospital  
University of Michigan School of Dentistry  
University of Minnesota School of Dentistry  
University of Mississippi School of Dentistry  
University of Missouri-Kansas City School of Dentistry

## College of Dental Surgeons of British Columbia Proposed Bylaws

University of Nebraska-College of Medicine  
University of North Carolina School of Dentistry  
University of Oklahoma College of Dentistry  
University of Pennsylvania School of Dental Medicine  
Case Western Reserve University School of Dental Medicine  
Christiana Care Health System (Delaware)  
Community Medical Center (California)  
Cook County Hospital/John H. Stoger, Jr. (Illinois)  
Hospital of St. Raphael (Connecticut)  
Howard University College of Dentistry (District of Columbia)  
Indiana University School of Dentistry  
Kings County Hospital Downstate Medical Center (New York)  
Massachusetts General Hospital  
Mayo Graduate School of Medicine (Minnesota)  
Medical College of Georgia School of Dentistry  
Medical College of Wisconsin  
Medical University of South Carolina College of Dental Medicine  
Meharry Medical College School of Dentistry (Tennessee)  
New York Medical College  
New York Presbyterian Hospital  
New York Presbyterian Hospital at Weill Cornell-Dental Department  
New York University College of Dentistry  
University of Rochester Eastman Department of Dentistry  
University of Southern California School of Dentistry  
University of Tennessee College of Dentistry  
University of Tennessee Medical Center  
US Army Dental Activity/Ft. Bragg (North Carolina)  
US Army Dental Activity/Tripler (Hawaii)  
Vanderbilt University Medical Center (Tennessee)  
Virginia Commonwealth University School of Dentistry  
Washington Hospital Center (District of Columbia)  
West Virginia University School of Dentistry  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
Woodhull Medical & Mental Health Center (New York)  
Nova Southeastern University/Broward General Medical Center (Florida)  
Ohio State University College of Dentistry  
Oregon Health and Science University School of Dentistry  
Parkland Memorial Hospital (Texas)  
St. Barnabas Hospital-Dental Department (New York)  
St. John / Detroit-Macomb – Oakland Hospital  
St. Joseph's Regional Medical Center-Dental Department (New Jersey)  
St. Luke's-Roosevelt Hospital Center-Division of Dentistry (New York)  
State University of New York at Buffalo School of Dental Medicine  
Temple University Hospital (Pennsylvania)  
Thomas Jefferson University Hospital (Pennsylvania)

## College of Dental Surgeons of British Columbia Proposed Bylaws

Tufts University School of Dental Medicine (Massachusetts)  
Beth Israel Medical Center (New York)  
Boston University Goldman School of Dental Medicine  
Brookdale Hospital Medical Center(New York)  
Brooke Army Medical Center (Texas)  
Brooklyn Hospital Center  
Carle Foundation Hospital (Illinois)  
University of Texas Health Science Center-Houston Dental Branch  
University of Alabama School of Dentistry at UAB  
University of California at Los Angeles School of Dentistry  
Denver Health Medical Center  
Detroit Receiving Hospital  
Drexel University (Pennsylvania)  
Emory University School of Medicine (Georgia)  
Gundersen Lutheran Medical Center (Wisconsin)  
Harbor – UCLA Medical Center/Dental (California)  
Harlem Hospital Center Department of Dentistry  
Loma Linda University School of Dentistry  
Louisiana State University School of Dentistry  
Louisiana State University School of Medicine  
Loyola University Medical Center (Illinois)  
Madigan Army Medical Center/Ft. Lewis Dental Activity (Washington)  
University of California at San Francisco School of Dentistry  
University of Cincinnati Medical Center  
University of Connecticut School of Dental Medicine  
Metrohealth Medical Center (Ohio)  
Montefiore Medical Center – Dental Department (New York)  
Mt. Sinai Medical Center-New York – Dental Department  
Nassau University Medical Center  
National Capital Consortium (Maryland)  
Naval Health Clinic - Great Lakes (Illinois)  
Naval Medical Center/Portsmouth (Virginia)  
Naval Medical Center/San Diego-Dental Department  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
University Florida at Jacksonville-SHANDS  
University of Florida College of Dentistry  
University of Illinois at Chicago College of Dentistry  
University of Iowa College of Dentistry  
University of Texas Health Science Center-San Antonio Dental School  
University of Texas Medical Branch Hospital  
University of the Pacific Alameda Country Medical Center-Highland Hospital (California)  
University of Washington-Health Sciences School of Dentistry  
US Army Dental Activity/Ft. Gordon (Georgia)

## **College of Dental Surgeons of British Columbia Proposed Bylaws**

### ***Oral Medicine***

Harvard University School of Dental Medicine (Massachusetts)  
Carolinas Medical Center-Department of Oral Medicine (North Carolina)

### ***Oral Pathology***

University of California at San Francisco School of Dentistry  
University of Florida College of Dentistry  
University of Iowa College of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of North Carolina School of Dentistry  
New York Medical Center of Queens Dental Service  
New York Presbyterian Hospital  
State University of New York at Buffalo School of Dental Medicine  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
Ohio State University College of Dentistry  
University of Pittsburgh Medical Center/School of Dental Medicine  
Baylor College of Dentistry Component of Texas A & M Health Science Center

### ***Orthodontics and Dentofacial Orthopedics***

University of Alabama School of Dentistry at UAB  
A.T. Still University Arizona School of Dentistry and Oral Health  
University of Southern California School of Dentistry  
University of California at Los Angeles School of Dentistry  
Loma Linda University School of Dentistry  
University of California at San Francisco School of Dentistry  
University of the Pacific Arthur A. Dugoni School of Dentistry (California)  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Howard University College of Dentistry (Washington, DC)  
Washington Hospital Center (Washington, DC)  
Jacksonville University (Florida)  
Nova Southeastern University College of Dental Medicine (Florida)  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry

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University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
Mayo Graduate School of Medicine (Minnesota)  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
University of Southern Nevada College of Dental Medicine  
Columbia University College of Dental Medicine  
New York University College of Dentistry  
University of Rochester Eastman Department of Dentistry  
St. Barnabas Hospital-Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
Maimonides Medical Center- Dept of Dentistry (New York)  
Montefiore Medical Center-Dental Department (New York)  
Case Western Reserve University School of Dental Medicine (Ohio)  
Ohio State University College of Dentistry  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
Albert Einstein Medical Center (Pennsylvania)  
University of Pennsylvania School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
Medical University of South Carolina College of Dental Medicine  
University of Tennessee College of Dentistry  
Vanderbilt University Medical Center (Tennessee)  
Baylor College of Dentistry Component of Texas A & M Health Science Center (Texas)  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Virginia Commonwealth University School of Dentistry

## College of Dental Surgeons of British Columbia Proposed Bylaws

University of Washington-Health Sciences School of Dentistry  
Marquette University School of Dentistry (Wisconsin)  
West Virginia University School of Dentistry

### *Pediatric Dentistry*

University of Alabama School of Dentistry at UAB  
Community Health and Advocacy Training (CHAT-PD) – Venice (California)  
University of California at Los Angeles School of Dentistry  
University of California at San Francisco School of Dentistry  
Children’s Hospital (Colorado)  
Yale-New Haven Hospital Department of Dentistry (Connecticut)  
University of Connecticut School of Dental Medicine  
Children’s National Medical Center (Washington, DC)  
Howard University College of Dentistry (Washington, DC)  
Miami Children’s Hospital Dental Department  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
Children’s Memorial Medical Center (Illinois)  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Children’s Hospital-Harvard University (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
Children’s Hospital of Michigan  
University of Minnesota School of Dentistry  
The Children’s Mercy Hospital and Clinics (Missouri)  
University of Mississippi/Blair Batson Children’s Hospital  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
Interfaith Medical Center Department of Dentistry (New York)  
Maimonides Medical Center-Department of Dentistry (New York)  
New York Presbyterian Hospital  
New York University College of Dentistry  
North Bronx Health Care Network – Department of Dentistry

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University of Rochester Eastman Department of Dentistry  
Harlem Hospital Center Department of Dentistry  
Lutheran Medical Center – Department of Dental Service (New York)  
Montefiore Medical Center – Dental Department (New York)  
Mt Sinai Medical Center – New York – Dental Department  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
St. Barnabas Hospital – Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
Staten Island University Hospital  
Bronx Lebanon Hospital Center  
Brookdale Hospital Medical Center – Dental Department  
Case Western Reserve University School of Dental Medicine (Ohio)  
Cincinnati Children’s Hospital Medical Center  
Ohio State University College of Dentistry  
The University of Toledo – Division of Dentistry  
Metrohealth Medical Center (Ohio)  
Oregon Health and Sciences University School of Dentistry  
Children’s Hospital of Pittsburgh  
St. Christopher’s Hospital for Children (Pennsylvania)  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Primary Children’s Medical Center (Utah)  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry  
Children’s Hospital of Wisconsin

### *Periodontics*

University of Alabama School of Dentistry at UAB  
Loma Linda University School of Dentistry (California)  
University of California at Los Angeles School of Dentistry  
University of Southern California School of Dentistry  
Veterans Affairs medical Center/West LA  
University of California at San Francisco School of Dentistry  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
US Army Dental Activity/Ft Gordon (Georgia)  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry

## College of Dental Surgeons of British Columbia Proposed Bylaws

University of Illinois at Chicago College of Dentistry  
Veterans Affairs Medical Center/Indianapolis  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)  
Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
Mayo Graduate School of Medicine (Minnesota)  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
University of Rochester Eastman Department of Dentistry  
Veterans Affairs Medical Center/New York  
New York University College of Dentistry  
Columbia University College of Dental Medicine  
Ohio State University College of Dentistry  
Case Western Reserve University School of Dental Medicine (Ohio)  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
University of Pittsburgh School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pennsylvania School of Dental Medicine  
Medical University of South Carolina College of Dental Medicine  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry

## College of Dental Surgeons of British Columbia Proposed Bylaws

### *Prosthodontics*

University of Alabama School of Dentistry at UAB  
Loma Linda University School of Dentistry (California)  
University of California at Los Angeles School of Dentistry  
University of Southern California School of Dentistry  
Veterans Affairs Medical Center/West LA  
University of California at San Francisco School of Dentistry  
University of Connecticut School of Dental Medicine  
Veterans Affairs medical Center/DC  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
US Army Dental Activity/Ft Gordon (Georgia)  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
Louisiana State University School of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)  
Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
Veterans Affairs Medical Center-Detroit – Dental Service  
University of Minnesota School of Dentistry  
University of North Carolina School of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
Montefiore Medical Center – Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine  
University of Rochester Eastman Department of Dentistry (New York)  
Veterans Affairs Medical Center/New York  
New York Medical Center of Queens Dental Service (New York)  
New York University College of Dentistry  
Columbia University College of Dental Medicine  
Ohio State University College of Dentistry  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
Michael E. DeBakey Veterans Affairs Medical Center/Houston  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron  
University of Washington-Health Sciences School of Dentistry

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Marquette University School of Dentistry (Wisconsin)  
West Virginia University School of Dentistry

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**SCHEDULE C**

**RECOGNIZED JURISDICTIONS FOR  
CERTIFICATION OF PRACTISING CERTIFIED DENTAL ASSISTANTS**

Alberta

Saskatchewan

**College of Dental Surgeons of British Columbia Proposed Bylaws**

**SCHEDULE D**

**CORE SKILLS FOR LEVEL II DENTAL ASSISTANTS**

1. Producing dental radiographs
2. Application and removal of rubber dam
3. Taking of preliminary impressions for study casts
4. Application of treatment liners where there is no pulpal involvement
5. Application and removal of matrices and wedges
6. Selective rubber cup polishing
7. Oral hygiene instruction
8. Dietary counselling relative to oral health
9. Application of anticariogenic agents
10. Fabrication and insertion of bleaching trays
11. Pit and fissure sealants
12. Topical anaesthetic
13. Desensitizing agents

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## SCHEDULE E

### ELECTORAL DISTRICTS

The boundaries for the five electoral districts established under section 2.02 are as follows:

1. District 1 (Fraser Valley) is all that portion of British Columbia contained within the County of Westminster excluding the municipalities of Burnaby, Coquitlam, Port Coquitlam and the City of New Westminster.
2. District 2 (North) is all that portion of British Columbia contained within the County of Prince Rupert, within that portion of the County of Cariboo that is north of the 51<sup>st</sup> parallel, and within that portion of the County of Vancouver that is north of the 50.5<sup>th</sup> parallel and west of Bute Inlet.
3. District 3 (Southern Interior) is all that portion of British Columbia contained within the Counties of Yale and Kootenay, and within that portion of the County of Cariboo that is south of the 51<sup>st</sup> parallel.
4. District 4 (Vancouver) is all that portion of British Columbia contained within the County of Vancouver excluding the District Municipality of Power River and excluding that portion of the County of Vancouver that is north of the 50.5<sup>th</sup> parallel and west of Bute Inlet, and within that portion of the County of Westminster consisting of the municipalities of Burnaby, Coquitlam, Port Coquitlam and the City of New Westminster.
5. District 5 (Vancouver Island) is all that portion of British Columbia that is contained within the Counties of Victoria and Nanaimo, and within that portion of the County of Vancouver consisting of the District Municipality of Powell River.

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**SCHEDULE F**

**SCHEDULE OF FEES**



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**SCHEDULE G**

**TARIFF OF COSTS (INVESTIGATIONS)**

For the purpose of assessing costs under this tariff, qualifying expenses incurred by the college from the time

- (a) the registrar receives a complaint in writing under section 32(1) of the Act, or
- (b) the inquiry committee initiates an investigation of a matter on its own motion under section 33(4) of the Act,

until the time the inquiry committee directs the registrar to issue a citation or otherwise disposes of the complaint or matter under section 33(6) of the Act are deemed to be expenses incurred for the investigation of the complaint or matter.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of the investigation	up to 50% of actual legal fees
Other reasonable and necessary professional services engaged for the purposes of the investigation	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of the investigation (including disbursements incurred by legal counsel)	100% of actual disbursements

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**SCHEDULE H**

**TARIFF OF COSTS (HEARINGS OF DISCIPLINE COMMITTEE)**

For the purpose of assessing costs under this tariff, qualifying expenses incurred from the time the inquiry committee directs the registrar to issue a citation under section 33(6)(d) of the Act until the time

- (a) the inquiry committee accepts a written proposal for a consent order under section 37.1(2) or (5) of the Act,
  - (b) the discipline committee dismisses the matter under section 39(1) of the Act, or
  - (c) the discipline committee issues an order under section 39(2) of the Act,
- are deemed to be expenses incurred in the preparation for and conduct of the hearing.

***Expense***

***Rate of indemnity***

Legal representation for the purposes of preparing for and conducting the hearing

up to 50% of actual legal fees

Reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing

100% of actual fees

Other reasonable and necessary disbursements incurred for the purposes of preparing for and conducting the hearing (including disbursements incurred by legal counsel)

100% of actual disbursements