



## **COUNCIL MEETING September 23, 2005**

### **COMMUNICATION POINTS**

#### **Strategic Planning**

- Council approved a Vision for the College, developed at its Strategic Planning Session on September 22, 2005 at which it considered its strategy for the next three years.

*The College of Dental Surgeons of BC will be the leading health care regulatory body, promoting optimal oral health for British Columbians, through excellence in dentistry and regulation based on principles of fairness, reasonableness and justice.*

- Council adopted the following goals. They are, in descending order of priority:
  - Development of bylaws under the *Health Professions Act* (from the Rules under the *Dentists Act*.)
  - Certified Dental Assistant Relations
  - College Communications
  - Registrants Practice Advisory Program

#### **Governance**

- The Sturgis Standard Code of Parliamentary Procedures (4<sup>th</sup> edition) was adopted to govern Council and College meetings.
- Council agreed that names of movers and seconders will not be recorded in minutes as decisions of Council are made collectively and motions belong to the group.

#### **Executive Committee**

- Council appointed Ms. Boyd, Mr. Durose, Ms. Elliott, and Drs. Lobb, McNiece, and Varma to the Executive Committee to carry out unforeseen urgent duties between Council meetings.

#### **Size of Quorum**

- Council approved the quorum for Executive Committee and all College Committees to be 50 percent of the total membership of the committee plus one and proposed that this principle be used in drafting Bylaws under the *Health Professions Act*.

### **Appointments Committee**

- Council decided that the current duties of the Appointments Committee would be assumed by the Executive Committee.
- The Registrar was directed to advise Council on how best to ensure that the principles of committee appointment and tenure limits was preserved, either by inclusion in the Governance Manual or Bylaws under *Health Professions Act*.

### **Finances**

- The Treasurer, Dr. McNiece, reported that, barring unforeseen and unbudgeted major expenses, the College is on track to end its fiscal year within budget expectations.
- Dr. McNiece explained that the College is beginning to see the beneficial effects of past Council's determination to have the College free of all short and long-term debt.
- Dr. McNiece reported on the requirement in the College Expense Policy for Volunteers for an annual review of the compensation for Elected Officers. He proposed no change at this time. Recommendations will be made at its December meeting for a process that will allow Council to decide, a year in advance, the compensation applicable to Elected Officers for the following year and to update the applicable mileage rate.

### **Audit Committee**

- Mr. Karmali, Chair of the Audit Committee, presented its inaugural report to Council.
- He reported that the Auditor stated that the College's financial affairs and processes are in good order, free from any problems or discrepancies.
- The committee made recommendations that would enable employees to report any inappropriate management or reporting of financial resources, ensure adequate "financial experts" on Council, require further validation of payroll requisitions, consider periodically changing the lead audit partner, further develop and test an information system disaster recovery plan, and ensure sufficient segregation of duties in the accounting function.
- Mr. Shultz was appointed as the new Chair of the Audit Committee.

### **Quality Assurance Committee**

- Dr. Doyle and Dr. Tobias, Chair and Vice Chair of the Quality Assurance Committee (QAC) presented the Committee's vision and indicated it will consult with registrants in the development of its overall program.
- Council approved QAC's recommendations and directed that the Committee's Draft Policy Direction be used as the framework for a Quality Assurance program under the *Health Professions Act* and to replace Article 17 of the Rules in creating Bylaws under the *Dentists Act*.

- Council confirmed that College's role was to establish standards of practice for registrants and to create a continuing competency program to promote high practice standards amongst registrants in the delivery of dental care to the public.
- The College does not assume responsibility to ensure the means to achieve these standards, but this does not preclude it from taking on this role if it chooses to do so.

### **Working Group Concerning Registration of Dental Specialists**

- Council approved the recommendations of the Working Group Concerning Registration of Dental Specialists to revise the current licensure of dental specialists in BC. The recommendations contemplate the development of a category, "certified specialist, restricted to specialty".
- Council also directed that the College work with the UBC Faculty of Dentistry to implement the assessment of knowledge and clinical competency, and the additional education needed by specialists who were accredited NDEB dentists but non-accredited specialists; and non-accredited dentists and specialists.

### **Appointment of Deputy Registrar**

- Ms. Heather MacKay was appointed Deputy Registrar effective October 3, 2005.

### **Registration requirements for CDA Applicants**

Consistent with the goal of one standard of dental assisting across Canada, Council approved the National Dental Assisting Examining Board written examination as the registration requirement in BC for all certified dental assistant applicants, effective January 1, 2007.

### **CDA Council Member**

- Council approved the recommendation of the CDA Council Member Selection Working Group that the CDA Council member be an appointed member, that a new process for selection begin from 2006-2007 Council year, and that this appointment be for a two-year term.
- Ms. Paquin, Ms. Laird, Ms. Shupe, and Mr. Shultz were appointed to the CDA Council Member Selection Working Group.

### **Working Group on College Place Dental Clinic**

- Council approved the recommendations provided by Dr. Chow, Chair of the Working Group on College Place Dental Clinic, and instructed the Registrar to:

- continue to run a dental clinic at College Place without further capital improvements at least until June 2007,
- put in place a business plan to maximize the use of the dental clinic and thereby minimize the operating costs of running the clinic,
- write to the BCDA conveying to them Council's strong recommendation that the member service organization develop and operate a dental clinic in BC which will support hands on continuing education to foster the continuing competency of the profession, and that in the short term, the College will continue to maintain its dental clinic on an interim basis until June 2007 while the BCDA develops its dental facility.
- Dr. Chow was directed, in her capacity as the Council's dental clinic liaison, to report to Council at its May 2006 meeting with a further update and possible recommendations on the clinic as well as any progress by the BCDA to develop their own clinic facilities.
- The Working Group on Dental Clinic at College Place was disbanded and its members thanked.

#### **Policy Statement on Publication of Inquiry Panel and Court Decisions**

- Council approved the following revised policy statement:
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  - The College of Dental Surgeons of British Columbia publishes summaries of disciplinary decisions, distributed to all registrants with the *Sentinel*, to promote registrants' understanding of the ethical, professional and practice standards expected of them.
  - Summaries usually include the names of the registrant involved. In exceptional circumstances, the name of the registrant may be withheld, but this is unusual.
  - The results of some inquiry decisions are also published in summary form in newspapers, as a notification to the public, usually to advise that someone is no longer a registrant of the College.
  - Court decision involving the College's discipline process are summarized and distributed to all registrants with the *Sentinel*.

#### **Consent to Operate a Program**

- Council gave consent to the following, conditional on each applying for accreditation status with the Commission on Dental Accreditation:
  - Vancouver Community College to establish and operate a Dental Hygiene Access Program for Dental Assistants,
  - Vancouver College of Dental Hygiene to establish and operate a Dental Hygiene Program,
  - MTI Community College at its Coquitlam campus to operate a Level II Dental Assisting Program.