



**Board Meeting
Friday, April 3, 2009**

**Four Seasons Hotel
791 West Georgia Street, Garibaldi Room
Vancouver, British Columbia**

MINUTES

The meeting commenced at 1:30 pm

In Attendance

Dr. Ashok Varma, President	Ms. Deborah Folka
Dr. Bob Coles, Vice President	Mr. Richard Lemon
Dr. Peter Stevenson-Moore, Treasurer	Dr. Bob McDougall
Ms. Leona Ashcroft	Ms. Leslie Riva
Mr. Victor Bowman	Ms. Lane Shupe
Dr. Susan Chow	Mr. Dan DeVita
Mr. Paul Durose	

Regrets

Dr. Jonathan Suzuki
Dr. Lonny Legault
Dr. Karl Denk
Dr. Chiku Verma
Dr. Michael MacEntee

Staff in Attendance

Ms. Heather MacKay, Registrar
Ms. Betty Larsen, Director of Operations
Ms. Margot White, Director of Policy Development & Communications
Ms. Nancy Crosby, Senior Assistant to the Registrar
Ms. Sandra Harvey, Manager CDA Regulation (observer)
Ms. Anita Wilks, Manager of Communications (observer)

1. Call Meeting to Order and Welcoming Remarks

Dr. Ash Varma welcomed all Board members and explained the significance of the day – after 101 years of serving under the *Dentists Act*, as of April 3, 2009 this Act is no longer in effect. Effective April 3, 2009, Council became a Board, and we are now regulated under the *Health Professions Act*.

2. Health Professions Act – College Bylaws

a. Oath of Office

Board members gave their Oath of Office and the Registrar witnessed all signatures.

The President welcomed all members to the first Board meeting under the Act.

b. Approve Bylaws

The President thanked the Registrar and CDSBC Senior Management for all the work that has gone into the Bylaws.

The President read out the following Resolution:

RESOLUTION

Appendix 1

Moved by Bob Coles and Seconded by Lane Shupe.

That the appended Bylaws of the College of Dental Surgeons of British Columbia made under the *Health Professions Act* be adopted effective April 3, 2009

This Resolution was passed unanimously

c. Confirmation of Registrar's Appointment under HPA

Motion: Stevenson-Moore/Durose

That the Board, pursuant to Section 21(1) of the *Health Professions Act*, confirms the appointment of Ms. Heather D. MacKay as the Registrar of the College of Dental Surgeons of BC.

Carried and supported unanimously

3. Adoption of Agenda

Motion:

That the agenda for the April 3, 2009 Board meeting be approved.

Carried

4. Approval of Council Minutes (February 13, 2009) Appendix 2

Motion:

That the minutes of the February 13, 2009 Council meeting be approved.

Carried

The Registrar explained the aspect of public meetings going forward and explained in camera sessions. The reasons for in camera sessions will be listed on the College's website under minutes.

5. HPA Implementation

a. Consultation Feedback

The Registrar gave an overview of the feedback received following the most recent posting. She also reviewed how the College had responded to the feedback, including the posting of FAQs on the College website.

b. Overall Approach

Margot White gave an overview of the plans for transition to the HPA. There are 3 core components to the College's approach: 1) Forms & Documents; 2) Communications and 3) Training & Orientation.

From a communications standpoint, the new College website goes live on Monday April 6, 2009 and this will be our main source of information. The College will send a *Contact* news bulletin, an overview of the *Health Professions Act* and College Bylaws to all dentists and CDAs.

The College has also created a HPA hotline for dentists and CDAs to call if they have questions or need clarification.

Training and orientation with staff, dentists, CDAs and other stakeholders will be ongoing.

c. Committee Appointments Appendix 3

The Registrar commented on the committees changed under the HPA – some were new, others gone altogether, and some remained under a different name.

Motion:

That the Board approve the appended Committee Membership list for 2009-2010.

Carried

d. Continuous Practice Implementation Appendix 4

Motion:

That the Board approve the appended document outlining the proposed approach to the implementation of the Continuous Practice Requirement under the HPA.

Carried

6. CDA Skills Confirmation Appendix 5

Motion:

That the Board approve the approach to CDA Skills Confirmation as appended.

Carried

7. PDC Debrief

Tough Topics for Dentists, the College presentation at the PDC, was reviewed. It was reported that overall feedback was very positive. A DVD of the session is being produced for educational purposes.

8. Financial Update

Council received the Financial Statements for the period ending February 28, 2009.

The Treasurer advised these financials did not yet constitute official year-end statements as they are unaudited.

Motion:

That the Board approve the Monthly Financial Reports ending February 28, 2009.

Carried

9. Legal Update

The Registrar updated the Board with respect to current legal issues being dealt with by the College.

10. College Place Update – In Camera Session

In Camera session took place from 3:15 pm – 4:00 pm to discuss issues of a confidential financial nature pursuant to Section 2.15(9)(a) of the College Bylaws.

11. Agreement on Internal Trade (AIT) - Update

The Registrar updated the Board on the status of reaching an Agreement for dentistry under the AIT. The Registrar also reported that an Agreement had been reached with Alberta under TILMA and that as of April 1, 2009 that Agreement is now in effect.

IMPORTANT DATES

The President reminded the Board of our AGM and next Board meeting on May 8, as well as the internal HPA Orientation session on May 9.

12. Adjournment

The meeting adjourned at 4:35 pm.

Appendix 1: [CDSBC Bylaws](#)

Appendix 2: Minutes from February 13 Council meeting*

**Note: Minutes of Council meetings held under the Dentists Act are not posted publicly.*

Appendix 3: [Committee Appointments List](#)

Appendix 4: Implementation of 900/600 Hours Requirement**

Appendix 5: Expansion of CDA Duties under the HPA**

***Documents included below*

College of Dental Surgeons



of British Columbia

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Appendix 4

TO: Council

FROM: Heather MacKay
Registrar

DATE: March 30, 2009

SUBJECT: **Implementation of 900/600 Hours Requirement**

Background

The issue of the requirement for continuous practice for dentists and CDAs was discussed on two occasions by Council in 2008. A memo prepared for Council outlining the background to this issue is attached for your reference (*see Council package October 2008*).

In October 2008, council passed the following motion:

Requirement for continuous practice

Motion:

It was moved and seconded that Council approve in principle the requirement under the *Health Professions Act* that a practising dentist must maintain 900 hours of practice in the past 3 years, and a practising CDA must maintain 600 hours of practice in the past 3 years.

Carried

The current draft of the HPA Bylaws for dentists and CDAs (to be passed by the new Board of the College on April 3, 2009) contains the following sections:

- 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

Implementation Strategy

In that this requirement is new for dentists and CDAs already registered in BC, there must be a “phasing in” strategy to give fair warning of the changes to dentists and CDAs who may be affected by this change. The ultimate plan for implementation of this requirement is that the College will ask dentists and CDAs to report the number of hours they have engaged in practice as a CDA or dentist each year when they renew their registration or certification each year. This can include work in the areas of dental education, research or administration as well as clinical practice. The dentist or CDA must be registered as a dentist or CDA to be able to claim hours of practice. A significant notification strategy is already underway and will continue in the coming months.

Recommendation

As a “phasing in” strategy, it is suggested that for the renewal period for 2010, there would be a requirement that some practice has been undertaken over the past three years but not necessarily the required number of hours. Therefore, only those dentists and CDAs who have not engaged in the practice of dentistry in any way over the previous three years would be barred from renewing their registration or certification without a requirement for remedial activity. In the renewal year 2011, the requirement would be fully implemented as written in the Bylaws. This strategy gives dentists and CDAs almost two years to meet the new requirement for currency of practice and meets the requirement for both notice and fairness of process.

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Appendix 5

TO: Council

FROM: Heather MacKay

DATE: March 20, 2009

SUBJECT: Expansion of CDA Duties under the HPA

Background

November 20, 2001 – Proposed amendment to Article 10 included applying and adjusting fissure sealants & demonstrating application of home whitening systems

April 2006 – More current version of above except wording has changed to using and maintaining coronal whitening systems

May 31, 2006 – CDA Advisory Committee Minutes – “Council has passed a motion approving Article 10 in principle, now gone to the HPA Working Group for drafting with the Bylaws”

April 30, 2007 – CDA Advisory Committee Meeting – Under Business Arising, consideration of courses for reduction of sealants and coronal whitening once Bylaws are approved.

July 4, 2007 – CDA Advisory Committee Meeting – discussion regarding development of guidelines

September 2007 – CDA Advisory Committee – Report to Council by Kathy Boyd Formal training discussed and proposed guidelines attached for presentation to Council

September 21, 2007 – Council Meeting Minutes -

Motion:

The CDA Advisory Committee recommends the following motions:

- i) That Council approve the “*Requirement for Proof of Upgrading*” as appended. **(Appendix III)**

- ii) That Council approve the "Checklist of Training Objectives" developed for occlusal adjustment following sealant application for dentists to conduct in-house training, as appended.

(Appendix IV)

- iii) That Council approve the "Checklist of Training Objectives" developed for coronal whitening for dentists to conduct in-house training, as appended.

(Appendix V)

CARRIED

Issue to be Discussed

The forms approved by Council to confirm that the CDA has the knowledge and skills to perform the two "new" activities sets out the expectation for knowledge and skills for these activities as outlined in the document developed by the Canadian Dental Assistants' Association (CDA) and the National Dental Assisting Examining Board (NDAEB) entitled *Occupational Standards Dental Assistant*. The form also sets out the expectation that a dentist must certify that these skills have been attained by the CDA by signing the form along with the CDA. There is, however, no mechanism for keeping track of these forms or the skills that any individual CDA is competent to perform and therefore authorized to undertake.

The current expectation of the College for both dentists and CDAs is that it is the individual dentist and/or CDA that is responsible for ensuring that only activities that the person is competent to perform are undertaken. There is no mechanism at the College to track what skills each individual is or is not competent to perform. It is the individual's professional responsibility to only undertake to perform activities that he or she is competent to perform according to accepted standards. To set the expectation that a form must be signed before performing certain specific activities but not others is not consistent with this philosophy.

Recommendation

It is recommended that Council accept the criteria set out in the *Occupational Standards Dental Assisting* as the Standard expected for any CDA undertaking any activity, and particularly for developing the competencies to perform an activity that he or she is not familiar with or has not performed for a period of time. It is further recommended that this not be formalized into a signed document for certain specific activities but rather that this process be set as the expectation for all aspects of practice. The emphasis would then be on the individual dentist and CDA to ensure that each is comfortable that the necessary knowledge and skills are in place before embarking on any activity.