

Board Meeting
December 10, 2011
Agenda Item 2.b.

BOARD MEETING
Saturday October 15, 2011

The Pan Pacific Hotel
999 Canada Place, Vancouver BC
“Coal Harbour Room”, Restaurant & Gallery Level

MINUTES

The meeting commenced at 8:30 a.m.

In Attendance

Dr. Bob Coles, President

Dr. Peter Stevenson-Moore, Vice President

Dr. David Tobias, Treasurer

Dr. Kerim Ozcan

Ms. Julie Johal

Mr. Dan De Vita

Mr. David Pusey

Dr. Jonathan Suzuki

Ms. Melanie Crombie

Dr. Darren Buschel

Dr. Erik Hutton

Dr. David Zaparinuk

Ms. Sherry Messenger

Mr. Anthony Soda

Dr. Eli Whitney

Ms. Elaine Maxwell

Mr. Richard Lemon

Regrets:

Dr. Patricia Hunter

Staff in Attendance

Ms. Heather MacKay, Registrar

Ms. Betty Richardson, Director of Operations

Ms. Carmel Wiseman, Director of Professional Regulation

Ms. Nancy Crosby, Sr. Assistant to the Registrar

Ms. Sandra Harvey, Manager of Regulation

Ms. Anita Wilks, Manager of Communications

1. Meeting Called to Order and Welcoming Remarks
2. a. Oath of Office – New Members
b. Documents for Signature – New Members



3. Consent Agenda

- a. Agenda for October 15, 2011
- b. Board Minutes of February 26, 2011

A Board member asked that the word “certificants” be used when referring to CDAs, in accordance with the strict definitions of the HPA. A discussion took place and it was agreed that “registrants” could still be used to speak of dentists and CDAs, when referring to both groups, at Board meetings and in minutes.

4. Strategic Planning Session

Della Smith facilitated the session which was a follow up to the strategic planning session in February, 2011. As a next step in the development of the Strategic Plan, it was agreed to follow the one-page format used by the College of Pharmacists. Four high-level statements that describe CDSBC goals were discussed and agreed upon:

1. Fulfill regulatory responsibilities in a fair, transparent and effective manner;
2. Continue to improve professionalism and practice standards of dentists and certified dental assistants;
3. Identify and promote collaborative and productive relationships with key organizations and stakeholders;
4. Maintain a commitment to organizational excellence.

The Board formed a Strategic Planning Working Group to further develop the strategic objectives to be brought back to the Board. Members of the working group are: The Elected Officers, Jonathan Suzuki, Dan DeVita, Eli Whitney, Dave Zamarinuk and Darren Buschel.

5. Parliamentary Procedure

A brief discussion ensued around the use of Sturgis Rules of Parliamentary Procedure, 3rd edition as the guide for CDSBC Board meetings. Members received a handout in this regard.



6. Bob's Rules of Order

Board members received this handout for information purposes.

7. CDSBC Committee Overview

The Registrar gave an overview of all CDSBC committees:

- Audit
- CDA Advisory
- CDA Certification
- Discipline
- Ethics
- Inquiry
- Nominations
- Patient Relations
- Quality Assurance
- Registration
- Sedation & General Anaesthetic

8. Inquiry Committee – Report from Chair

Dr. John Carpendale, Chair of the Inquiry committee, joined the meeting to provide a report to the Board regarding the committee's activities and progress. Dr. Carpendale fielded questions from Board members.

A Board member asked that the Complaints process flow chart be sent to all Board members.

9. Draft Infection Control Guidelines – For Consultation

This document, done in conjunction with the College of Dental Hygienists, is now ready for posting and consultation until December 15, 2011. Any comments received will go back to the original authoring group for consideration. The Board will receive a final draft for consideration, showing what changes were made as feedback is incorporated.

CDSBC will send out a notification to dentists and CDAs advising of the draft document being posted on CDSBC's website, along with a deadline for comments.



Motion:

That the Draft Infection Control Guidelines be posted on the CDSBC website for review and comment until December 15, 2011.

Carried

10. Committee Projects - Update

- Minimal & Moderate Sedation Guidelines

The first draft of the revised guidelines for minimal and moderate sedation is almost ready. The committee is optimistic that it will be ready in time for the January Board meeting.

- Code of Ethics

The revised Code of Ethics has been well received and is being disseminated by CDSBC in their publications. The next project for the committee will be to look at updating CDSBC advertising guidelines.

- Dental Recordkeeping Course

The Dental Recordkeeping course was presented at the Pacific Dental Conference (PDC) in 2011, is being presented at the Thompson Okanagan Dental Society on October 20, 2011, at an Upper Island Dental Society meeting in the Spring of 2012 and will be presented again at PDC 2012.

11. CDSBC Progress Report

- UBC

CDSBC continues to have a positive, collaborative relationship with UBC. The Registrar is involved in their Ethics courses, sits on the UBC Curriculum committee and continues to attend various functions and ceremonies.

The Registrar and Dr. David Tobias presented a shorter version of the dental recordkeeping course to UBC third year students earlier this year.

- Component Societies

The Registrar and President continue to liaise with component societies and often give presentations on current issues, at their meetings.



- CDRAF

CDRAF representatives for BC are the Registrar and CDSBC President. The next annual CDRAF Board meeting is on October 20, 2011 in Quebec City.

The CDRAF is in the process of forming a botox and filler working group to look at forming similar guidelines across the country for these treatment modalities. As only nine out of ten provinces are participating, this is being done as a collaborative effort, not as a “national initiative”.

The Registrar also gave the new Board members background information on the government funded project for the Assessment of Internationally Trained General Dentists from Non-Accredited Dental Programs and how CDSBC has administered/coordinated the project. The CDSBC administers the government’s funding on behalf of the CDRAF.

- Certified Dental Assistants (CDA) Schools

CDSBC liaises with CDA schools and national bodies.

- Staff/Space Update

The Registrar updated the Board on renovations required at College Place due to lack of space. The Board will receive more detailed information from staff as it becomes available.

The public portion of the meeting adjourned at 2:35 pm

The meeting continued in-camera, discussing a variety of issues. Items to be discussed in-camera were of a financial nature, CDSBC legal issues, a report from the Ombudsman’s office or were regarding CDSBC personnel. These discussions are minuted elsewhere.