

**BOARD MEETING**  
**Friday, May 25, 2012**

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

**MINUTES**

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The meeting commenced at 9:50 am

**In Attendance**

Dr. Bob Coles, President  
Dr. Peter Stevenson-Moore, Vice President  
Dr. David Tobias, Treasurer  
Dr. Darren Buschel  
Ms. Melanie Crombie  
Mr. Dan De Vita  
Dr. Patricia Hunter  
Dr. Erik Hutton  
Ms. Julie Johal

Mr. Richard Lemon  
Ms. Elaine Maxwell  
Ms. Sherry Messenger  
Dr. Kerim Ozcan  
Mr. David Pusey  
Mr. Anthony Soda  
Dr. Jonathan Suzuki  
Dr. Eli Whitney  
Dr. David Zamarinuk

**Staff in Attendance**

Ms. Carmel Wiseman, Acting Registrar  
Ms. Nancy Crosby, Sr. Assistant to the Registrar  
Ms. Sandra Harvey, Director of Operations  
Dr. Cathy McGregor, Complaints Investigator  
Ms. Anita Wilks, Sr. Manager of Communications

**Invited Guests:**

Dr. Ben Balevi, Incoming Board Member  
Dr. Kenneth Chow, Chair, Ethics Committee  
Mr. Jerome Marburg, Incoming Registrar  
Dr. Jan Versendaal, Incoming Board member  
Ms. Liz Watson, Watson Advisors  
Ms. Raewyn Brewer, Watson Advisors



## 1. Meeting Called to Order and Welcoming Remarks

The Chair welcomed Drs. Jan Versendaal and Ben Balevi, incoming Board members effective July 1, 2012 and Mr. Jerome Marburg, new Registrar/CEO for CDSBC, effective July 16, 2012. Dr. Erik Hutton was congratulated on his new role as Treasurer, and Ms. Elaine Maxwell for being re-elected to the Board.

## 2. Consent Agenda

- a. Agenda for May 25, 2012
- b. Board Minutes of January 27, 2012
- c. Media Clippings
- d. EL5: Financial Planning/Budgeting Report (*attachment*)  
EL6: Financial Condition and Activities Report (*attachment*)  
EL8: Asset Protection – External Audit (*attachment*)
- e. RCDSO Presentation to HPRAC on Spousal Treatment Referral

The Board briefly discussed a proposal to Ontario's Health Profession Regulatory Advisory Council from the Royal College of Dental Surgeons of Ontario (RCDSO). The proposal requested that the automatic five-year licence revocation be lifted and that allegations of professional misconduct be referred instead to the RCDSO Discipline Committee. The proposal also suggested that healthcare practitioners be allowed to treat their spouses or partners.

The CDSBC Board will hold a Patient Relations workshop in September, led by experts on the topics of ethics, sexual misconduct, and professionalism. The workshop will be used to provide the Board with additional clarity and direction about Patient Relations and help to shape policy in this regard.

One of the leaders of the workshop, Dr. Maureen Piercey, will contact CDSBC Board members in the coming weeks to gather information that will be used to assist in planning the workshop.



**MOTION**

**That the items on the Consent Agenda for the May 25, 2012 Board meeting be approved as amended by the Board.**

**Carried**

3. Governance Update (Watson & Brewer)

The Board approved several items relating to the governance of CDSBC:

**Board Manual**

The Governance Working Group and Watson Advisors created a draft Board Manual to help Board members understand the role of the Board, Board Members, Registrar, and Committees, and how the Board carries out its work. It incorporates the Board's responsibilities as set out in the *Health Professions Act*, the Regulations, and the CDSBC Bylaws.

The new Board Manual articulates the Board's responsibilities in three separate areas: regulatory, policy and organizational functions. It outlines the processes for the Board to oversee the performance of CDSBC as a whole, and sets out policies that will enhance the functioning of the Board.

**MOTION:**

**That the Board Manual be approved in principle.**

**Carried**

**Committee Terms of Reference**

The Audit Committee becomes the Finance & Audit Committee – this Committee, with a doubled membership, will have an expanded role overseeing the ongoing financial affairs of the College. Bylaw changes will be required for some of the proposed changes.

**MOTION:**

**That the proposed Terms of Reference for the Finance & Audit Committee be approved as appended.**

**Carried**



A new Governance and Human Resources Committee is being created – this Committee will be responsible for overseeing the CDSBC governance processes as well as recruiting individuals to serve on committees.

The Nominations Committee is renamed the Awards Committee – the nominations role of this existing Committee has been moved to the Governance and Human Resources Committee.

Bylaw changes will be required for some of the proposed changes.

**MOTION:**

**That the Awards Policy be approved as appended.**

**Carried**

The Governance Working Group will meet with Watson Advisors to discuss Board feedback and update the Manual for Board approval in September.

Dr. Erik Hutton, Treasurer-Elect, will join the Governance Working Group.

**Complaints Information**

Carmel Wiseman informed the Board that with the new Governance, committees will provide information to the Board. The Quarterly Complaints Report will be more streamlined. The current detailed information which includes a summary of each file will not be provided. Best practices indicate the Board does not require such detailed information. It was noted the current format of the report could be used to identify trends and data so the Board can develop policies to better protect the public.

This Report will come from the Chair of the Inquiry Committee.

**4. Strategic Plan – Core Mandate**

The Strategic Plan schematic was discussed. Missing from the document is the strategic plan timeframe. The Board has yet to determine if this will be a 1, 2 or 3 year plan.



The Board approved a Core Mandate for CDSBC, as presented by the Strategic Planning Working Group:

CDSBC:

1. establishes entry to practice, certification and registration requirements.
2. establishes, monitors, and regulates standards of practice, guidelines for continuing practice and ethical requirements for all dentists and CDAs.
3. establishes and administers processes for the management of complaints and discipline.

**MOTION:**

**That the Strategic Plan – Core Mandate be approved as amended and appended**

**Carried**

The final step will be the development of strategic objectives after the incoming Registrar is in place in July 2012.

5. Canadian Dental Regulatory Authorities Federation (CDRAF) Update

Appointment Policy

The Board previously expressed a desire to ensure BC representation on the Executive Committee of the CDRAF. The CDRAF is the national body, representing the collective voice of provincial dental regulatory authorities.

The Board decided that each year the two BC director positions would be filled by the current CDSBC President and one general appointment (someone who has a strong connection to the Board, i.e. a current or recent Board member). The Board appointed outgoing President, Dr. Bob Coles and President-Elect, Dr. Peter Stevenson-Moore to fill these positions.

The next CDRAF Board meeting is in October.



**MOTION:**

**That the Board appoint President-Elect Dr. Peter Stevenson-Moore and Dr. Bob Coles as the CDSBC appointees to the CDRAF effective July 1, 2012 for one year.**

**Carried**

Dr. Bob Coles advised the Board that the CDRAF Executive has asked him to sit on the CDA/CDRAF Interface Committee. This Committee meets to discuss issues of importance to both organizations.

6. Sleep Apnea - Update

There have been concerns raised about the dentist's role in the treatment of snoring and sleep apnea. The Quality Assurance Committee is in the process of developing guidelines for sleep apnea and will bring this item forward at a future meeting of the Board.

7. Infection Prevention and Control Guidelines

The Board approved the *Infection Prevention and Control Guidelines* as recommended by the Quality Assurance Committee.

CDSBC has worked with the College of Dental Hygienists of BC for more than two years to develop the guidelines. The Infection Control Working Group reviewed the feedback received through the consultation process and incorporated it into the document as appropriate. Dentists and CDAs will receive a hard copy in the coming weeks.

Following CDSBC's new governance practices, Committees will be asked to conduct an annual review of all documents/policies they oversee. The Quality Assurance Committee will review the *Infection Prevention and Control Guidelines* as part of its mandate.

The College of Dental Hygienists of BC will submit the *Infection Prevention and Control Guidelines* to its Board for approval in June 2012. The CDHBC version is virtually identical, except "Hygienist" is used where the CDSBC version says "Dentist."



There was a brief discussion about whether CDSBC should develop an Infection Control course. Some Board members feel this should be developed only if there is a need; otherwise we should conserve our resources.

**MOTION:**

**That the *Infection Prevention and Control Guidelines* be approved as appended.**

**Carried**

8. CPR Memo

The Quality Assurance Committee has been considering whether current CPR certification should be a requirement for renewal. The Committee asked dentists and CDAs to indicate on the 2012 renewal form whether they hold current CPR certification. The results showed that 63 per cent of practising dentists say they hold a current CPR certificate, while 69 per cent of practising CDAs say they hold a current CPR certificate.

The Committee recommended to the Board that it should consider current CPR certification as a requirement for renewal in future. The Committee also recommended that the College advise all dentists and CDAs that CPR certification may become a requirement in future, likely for licensure in 2014. The Board has not made a decision on whether CPR certification will be mandatory and will consider this issue at its meeting in September once more information is received on what is being done in other jurisdictions.

9. President's Update

**Extranet & Video Conferencing – Update**

The Board is interested in technology options that would facilitate remote meetings and information sharing for CDSBC, the Board and its committees. The College's IT consultants advised that videoconferencing is not a viable solution for large group meetings, although it can work well when only one or two members of a group need to connect via video link. Given this limited application and the considerable costs involved, Dr. Coles advised that the College not pursue this initiative at this time.



### 365-Day Rule

The Ministry of Health recently approved the creation of a new registration category for dental hygienists who will be exempt from the 365-day Rule. The rule states that a patient must have been examined by a dentist in the previous 365 days in order for a hygienist to provide dental hygiene services. Although CDSBC was involved in the consultation process, the Ministry of Health failed to notify the College in advance of its decision to move ahead with the change. The Ministry contacted the President to apologize for this oversight.

### CDHBC Article and Letter

The President discussed his concern about a newsletter article published by the College of Dental Hygienists of BC, which addressed the topic of oral cancer screening. The article discussed the role of the dental hygienist in oral cancer screening but failed to mention the dentist's role in examining the patient and making the appropriate referral.

### CDABC Letter and Response

CDABC has written regarding CDSBC collecting their fees. The President has invited CDABC to give a presentation to the Board in September.

### Vancouver Community College (VCC) Re: Dental Therapists

CDSBC recently became aware that the VCC may be opening a school to train Dental Therapists. This could potentially be an issue for the CDSBC Board in terms of scope of practice and regulation.

Dental therapists can do minor restorative work, on First Nations reserves. This appears to be a Federal program, with the intent on reaching secluded areas. The Government has set April 1, 2013 as a deadline for this change to be in effect.

The Board will be provided with more information as it becomes available.



10. Acting Registrar's Update

Carmel Wiseman reported on CDSBC's accomplishments since she was appointed Acting Registrar in December 2011. Her focus has been to improve the processes and mechanisms by which the College acts on the priorities set by the Board. She advised that in the past six months, there have been 38 committee and working group meetings. This compares to 25 meetings in the 11-month period between January 1 and November 30.

11. Restricted to Specialty Memo: Update (Dr. Chow)

Dr. Ken Chow, Chair of the Ethics Committee, presented a proposal to disallow the use of the term "General Practitioner, Practice Limited to [a recognized specialty]". This wording is often confused with the formal designation of "Certified Specialist in [a recognized specialty]".

Dr. Chow outlined a number of specific concerns of the Ethics Committee in this regard, chief among them that the public cannot be expected to differentiate between these two designations.

The Board directed that, subject to the approval of government, the CDSBC Bylaws be revised so that dentists are no longer permitted or authorized to use the term "General Practitioner, Practice Limited to [a recognized specialty]".

CDSBC will announce to dentists and CDAs that this is going to happen and to anticipate making changes to current advertising.

**MOTION:**

**That the Board direct that, subject to the Legislative process, the Bylaws be revised so that dentists are no longer permitted or authorized to use the term: "General Practitioner, practice limited to [a recognized specialty]"**

**Carried**

**THE OPEN MEETING CONCLUDED AT: 2:25 pm**

**The balance of the meeting proceeded in camera pursuant to Bylaw 2.15(9) of the College Bylaws under the *Health Professions Act*.**