

BOARD MEETING
Saturday, December 14, 2013

The Hyatt Regency Hotel
655 Burrard Street, Vancouver BC
“English Bay Room”, 34th Floor

MINUTES

The meeting commenced at 9:00 am

In Attendance

Dr. Peter Stevenson-Moore, President
Dr. David Tobias, Vice President
Dr. Erik Hutton, Treasurer
Dr. Ben Balevi
Mr. Dan De Vita
Dr. Dustin Holben
Ms. Julie Johal

Mr. Richard Lemon
Mr. Samson Lim
Ms. Elaine Maxwell
Dr. Kerim Ozcan
Dr. Jonathan Suzuki
Dr. Jan Versendaal
Dr. Eli Whitney

Regrets

Dr. Darren Buschel
Ms. Melanie Crombie
Mr. David Pusey
Ms. Sherry Messenger

Staff in Attendance

Mr. Jerome Marburg, Registrar & CEO
Mr. Greg Cavouras, Staff Lawyer
Ms. Nancy Crosby, Sr. Assistant to the Registrar
Dr. Garry Sutton, Practice Advice and Early Resolution
Ms. Anita Wilks, Sr. Manager of Communications
Ms. Carmel Wiseman, Director of Professional Regulation
Mr. Dan Zeng, Sr. Manager of Finance and Administration



1. Meeting Called to Order and Welcoming Remarks
2. Consent Agenda
 - a. Approve Agenda for December 14, 2013
 - b. Approval of Board Minutes of September 21, 2013
 - c. Receipt of Reports from Committees
 - d. Receipt of Media Clippings for information

MOTION:

That the items on the Consent Agenda for the December 14, 2013 Board meeting be approved.

Carried

3. Business Arising from the Consent Agenda

There were no items arising from the Consent Agenda.

4. Committee Membership

- Specialist to the Inquiry Committee

Dr. Bertrand Chan, a specialist in oral medicine, has been recommended for membership to the Inquiry Committee.

MOTION:

That the Board approve the appointment of Dr. Bertrand Chan, a specialist in oral medicine, to the Inquiry Committee for a term ending August 31, 2015.

Carried

5. Executive Limitation Reports

CDSBC Governance policy requires that the CEO report regularly on matters identified by the Board through a series of Executive Limitations policies. This is one of the ways the Board discharges its oversight obligations without delving into operational issues. The CEO routinely submits these reports to the Board.



MOTION:

That the Board receives the following Monitoring Reports:

EL2: Treatment of the Public

EL3: Treatment of Registrants

EL5: Financial Planning and Budgeting

EL6: Financial Condition and Activities

Carried

6. Advertising and Promotional Activities Guidelines – Update

At its meeting on September 21, the Board approved a set of proposed new bylaws and interpretation guidelines for bylaws 12.01 and 12.05 for consultation with government, registrants and stakeholders. These bylaws deal with advertising and promotional activities. The document has been distributed. The consultation period will close on 31 January 2014 after which submissions will be considered by the Ethics Committee with an expectation that a final bylaw package will be tabled at the May 2014 Board meeting. The Registrar reported that to-date, 10 submissions have been received – none of which raise substantial issues. The BCDA has, however, indicated that it has concerns with the draft – seeking re-inclusion of provisions in the bylaw that protect the profession from advertising that would bring the profession into disrepute. The Registrar reported that these provisions were debated at length by the Ethics Committee and that the concepts are captured by the bylaw provision dealing with public interest and the interpretation guidelines that accompany that provision. That said, we await the formal submission from the BCDA. The Ethics Committee will consider their input carefully. The Registrar reported that wording that deals with their concerns, but phrased so as to frame the issues from the public interest perspective (a strong and healthy profession being in the public interest), could well be considered.

7. Sedation Guidelines Update

The Registrar reported that good progress has been made in analyzing the considerable feed-back received through the consultation period after the draft Minimal & Moderate Sedation in Non-hospital Facilities document was circulated to government, registrants and stakeholders for consultation. A final version of what will be termed Standards for Minimal and Moderate Sedation in Non-Hospital Facilities is expected to be tabled at the February 2014 Board meeting.



8. Standards & Guidelines Nomenclature

The Registrar reported on the need for the College to develop a consistent approach to the labelling of publications dealing with practice standards and guidelines. A number of documents published in recent years are termed “guidelines”, but they contain language that mandates registrants to do or not do certain things. “Mandatory” language (such as “registrants must do XYZ”) indicate a standard that must be followed, as opposed to guidelines that should be followed. The Registrar referred the Board to a policy submission on this subject included in the briefing book which more fully explained the logic.

The Board received this report and recommendations, authorizing the Registrar to adopt a consistent labelling schema of “CDSBC Standards and Guidelines” (or words to that effect) and to clearly define and explain whether the document contains standards, guidelines or a mixture of both – along with a description of what constitutes a standard and what constitutes a guideline. The Board further instructed the Registrar to consult with the Quality Assurance Committee in developing the schema and to report final wording of definitions back to the Board.

MOTION:

That CDSBC publications containing “standards” and/or “guidelines” be branded “Standards and Guidelines” and that each such document contain a description of what constitutes a standard and what constitutes a guideline.

Carried

MOTION:

That the Registrar consults with the Quality Assurance committee on nomenclature to be used around “Standards” and “Guidelines”.

Carried

On the topic of guidelines and standards, the Registrar informed the Board that the Sleep Apnea Guidelines are ready for publication. The Board approved of labelling this document using the nomenclature proposed by the Registrar. As this document contains guidelines for all but one item, it will be labelled as “Guidelines”. The head note will inform readers of the fact that the document is a set of guidelines and that one item is mandatory and therefore a standard. That item will be highlighted in the text.



9. President's Report

The President provided the Board with a comprehensive written report asking the Board for questions arising.

The focus of discussion arising from the report was the increasing attention that needs to be paid to policy development on the national and international scene. Given that this profession sets many of its accreditation, certification and registration standards on the national scale, and the fact that these core regulatory functions are mandated in our legislation as being the responsibility of the CDSBC, our active participation and consideration is required.

CDSBC management and Board will monitor the agenda/programmes for individual meetings such as ISQUA/CIDER to determine whether, when or who, if anyone from CDSBC should attend based on "cost vs. regulator need" analysis.

10. Management Report

The Registrar highlighted the items contained in the written Management report included in the meeting materials.

1. The online Dental Recordkeeping course which is now (formally) live. There is currently no cost to take the course, but as of March 2014, if anyone wants to receive CE credits, they will have to pay to register those credits. Management wants the course to be accessible but is also conscious of costs.
2. It was recognized that staff continue to take a leadership role, not only internally but externally. CDSBC's Leslie Riva has been appointed Vice President for the NDAEB.
3. The Registrar informed the Board that CDSBC organized a presentation to other regulators by Dr. David Vogt on a way to carry out quality assurance via an online community. There was a substantial amount of interest at the meeting from the attendees. A similar presentation to the Health Profession Regulators of BC is contemplated. The Quality Assurance Committee is very enthusiastic about this system and is keen to test it.

MOTION:

That the Board receive the Management Report.

Carried



THE OPEN MEETING CONCLUDED AT 10:30 am

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