



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

2018 ANNUAL REPORT





COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

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The College of Registered Dental Hygienists of Alberta exists so that Albertans receive safe high quality dental hygiene care from a continually advancing dental hygiene profession.

## PRESIDENT'S MESSAGE



As President of the College of Registered Dental Hygienists of Alberta (CRDHA), it is my privilege to submit the CRDHA Annual Report for the fiscal year ending October 31, 2018, as approved by the CRDHA Council.

The twelve-month period between November 1, 2017 to October 31, 2018 was a time of change and evolution for the CRDHA. On September 30, 2017 the College's long-time Registrar retired, preceded a few weeks earlier by the departure of the Deputy Registrar. An Acting Registrar/CEO was appointed until the hire of the new Registrar/CEO on February 8, 2018. The search for a Deputy Registrar commenced shortly after, and resulted in the hire of a new Deputy Registrar in July, 2018.

Throughout this transition period, CRDHA remained steadfast in its duty to ensure that Albertans received safe, high quality dental hygiene care from its regulated members. Thanks to the dedication, determination, and foresight of previous staff team and Council members, exemplary policies and standards for the CRDHA were already in place. These were supported by the commitment and due diligence of the current CRDHA staff team and my fellow Council members.

We honour the duty to continually advance the dental hygiene profession based on a shared and evidence-informed belief in the importance of oral health and its relationship to the holistic health of all Albertans.

Respectfully yours,

A handwritten signature in blue ink that reads "Denise Kokaram".

Denise Kokaram, RDH, MA  
President

## PUBLIC MEMBERS' MESSAGE



Anne Bello

We are extremely honoured and privileged to serve as Public Members on the Council of the College of Registered Dental Hygienists of Alberta (CRDHA) as mandated by the *Health Professions Act*. Our appointments as Public Members began in January and February of 2018. As voting members, we represent the public's interest on the Council as it governs the CRDHA in a manner that fulfills its mandate to protect and serve the public's interests. In these initial eight to nine months of our terms we have been engaged in revisions of the Standards of Practice as they impact regulated members as well as governance training.

The Council and staff of the CRDHA consistently demonstrate their commitment to protect and serve the public interest of all Albertans. They act with integrity and transparency in a fiscally responsible manner. With increasing emphasis on effective governance of Council and effective decision making that keeps the public interest at the forefront, we commend them for their professionalism. We are confident that Council fulfills its mandate of public protection.

This was a learning year for Council as they worked with a new Registrar and CEO subsequent to the retirement of their long-time Registrar. We commend the CRDHA Council as they continue to grow and develop while ensuring that their members provide quality patient care.

Moving forward we look to improving processes that encourage greater consultation with the general public, the government and all other stakeholders.

Respectfully submitted,

Anne Bello and Louise Mosier  
Public Members



Louise Mosier

# INTRODUCTION

## BACKGROUND

Dental hygienists have been providing oral health services to Albertans since 1951. The profession has been self-regulating since 1990 and is currently regulated under the *Health Professions Act* and the Dental Hygienists Profession Regulation.

## THE ROLE OF THE CRDHA

The *Health Professions Act* and Dental Hygienists Profession Regulation authorize the CRDHA to:

- set entry-to-practice requirements
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the CRDHA requires Alberta dental hygienists to:

- meet or exceed the requirements for registration and renewal of practice permits
- meet or exceed the requirements of the CRDHA's continuing competence program
- comply with the CRDHA's practice standards

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral health care services to their clients.

## OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

In their practice, dental hygienists do one or more of the following:

- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness
- provide restricted activities as authorized by the Regulations
- provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

Dental hygienists provide clinical services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist-owned practices, community health, continuing care and home care settings.

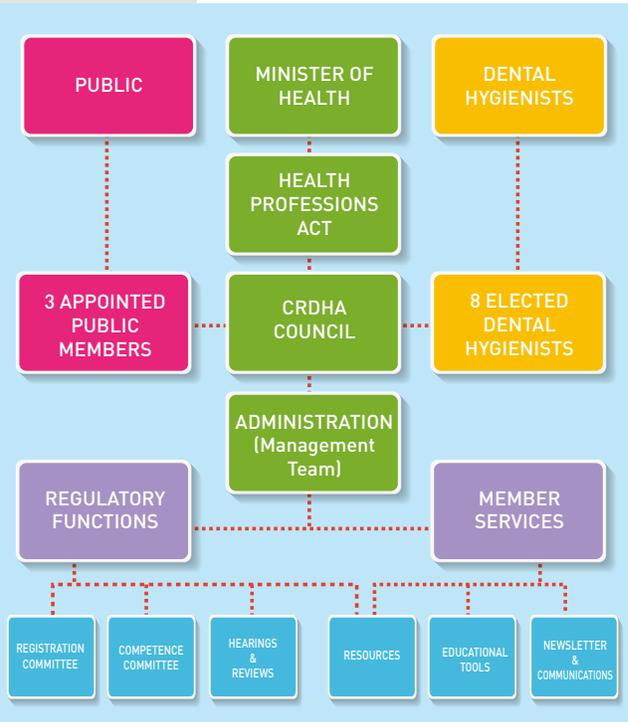
## PROTECTED TITLES

A regulated member of the CRDHA may use the following protected titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

# ORGANIZATIONAL STRUCTURE

Schedule 5 of the *Health Professions Act* (the Act) established the CRDHA as an organization. Council, committees and other positions are established in accordance with the Act and the CRDHA Bylaws. The organizational structure of the CRDHA is set out below.



## COUNCIL COMPOSITION

The Council is comprised of not fewer than eight regulated members of the CRDHA, elected in accordance with the Bylaws, and three members of the public appointed by Alberta’s Lieutenant Governor in Council. At October 31, 2018 there is one public member vacancy on the CRDHA Council.

Council appoints the Registrar, Complaints Director, Hearings Director, and members of the Registration and Competence Committees. Council also appoints individuals to a list of members available for Hearing Tribunals and Complaint Review Committees.

## MEMBERS OF COUNCIL



Denise Kokaram, RDH  
President



Jacqueline VanMalsen, RDH  
Vice President



Anne Bello  
Public Member



Allison Boone, RDH



Nicole Hannigan, RDH



Nadia Kobagi, RDH



Wendy Male, RDH



Louise Mosier  
Public Member



Laurie Smith, RDH



Salima Thawer, RDH

## REGISTRAR

The Registrar performs all duties designated to that position by the legislation as well as other management duties delegated by the Council.

## COMPLAINTS DIRECTOR

The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the alternate complaint resolution process, or referred to a hearing.

## HEARINGS DIRECTOR

The Hearings Director carries out key administrative and organizational duties related to professional conduct hearings and appeals.

## REGISTRATION COMMITTEE

The Registration Committee consists of no fewer than three members. The Committee members review registration issues referred to them by the Registrar.

### MEMBERS:

Alexandra Sheppard, Chair  
Sophy Bakker  
Ava Chow  
Sally Lockwood-Diebert

## COMPETENCE COMMITTEE

The Competence Committee consists of no fewer than four members. The Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal. The Committee also makes recommendations to Council regarding the Continuing Competence Program.

### MEMBERS:

Kimron Penner, Chair  
Gerry Cool  
Dipika Jain  
Sylvie Royer  
Kathleen Sauze

## MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more members from the appointed membership list are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate sanctions. Two or more members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an alternate complaint resolution process or to review the dismissal of a complaint, if requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

### MEMBER LIST:

Laureen Best	Rachelle Pratt
Lisa Kim	Kathleen Sauze
Sally Lockwood-Diebert	Sonya Spencer
Christine Martinello	Jeanette Trenchie
Heather Nelson	

## CRDHA MANAGEMENT TEAM

The management team is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the CRDHA Council's goals and objectives (Ends) through application of policies, procedures and activities.

Kelly Sloan	Registrar*
Dale Cooney	Acting Registrar**
Judy Clarke	Deputy Registrar
Rena Schafers	Registration Coordinator
Valerie Hill	Complaints Director
Marthe Benoit	Practice Advisor
Alysha Bailey	Practice Advisor
Bernadette Baron	Communications & Events Coordinator
Trudy Korner	Executive Assistant & Hearings Director***
Leona Farris	Interim Executive Assistant
Darla Kinniburgh	Administrative Assistant
Brittany Clarke	Office Assistant (temporary)

\*Appointed Registrar and CEO on February 8, 2018

\*\*Acting Registrar October 1, 2017 to February 7, 2018

\*\*\*On leave

# GOVERNANCE

## COUNCIL'S ROLE

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council under the Act and the Bylaws. The CRDHA Council operates under the Carver Model of Policy Governance®. The CRDHA's mission statement, Ends, governance and management policies provide direction to both Council and the management team. The Council creates policies that:

- Establish long and short term Ends for the College
- Guide the Council's own conduct and performance
- Delegate authority to the Registrar
- Set out a system for monitoring operations and achievement of Ends

Council held three in-person business meetings and two governance workshops between November 1, 2017 and October 31, 2018 to fulfill the responsibility of managing and conducting the business of the CRDHA. Ad hoc Council meetings via teleconference or videoconference were also held on an as-needed basis. The CRDHA Bylaws were amended in September of 2017 to eliminate the requirement for an Annual General Meeting.

## RESOURCE ALLOCATION

Funding for CRDHA programs and services primarily comes from member fees. For the fiscal period November 1, 2017 to October 31, 2018, the Council allocated resources to several key areas:

1. **Governance of the organization:** includes Council's operational expenses for meetings, member functions, the financial audit, insurances, and professional and consulting fees related to the Council's activities and responsibilities.
2. **High quality dental hygiene care:** includes all expenses incurred in fulfilling the CRDHA's regulatory responsibilities including registration, complaints, and continuing competence processes.
3. **Access and advancement:** includes expenses for initiatives that provide oral health information for the public, practice resources for members, increased recognition of the profession, and member and student awards and scholarships.

# REGULATING THE PROFESSION

## ENTRY-TO-PRACTICE EXAMINATIONS

### National Written Exam

Successful completion of the National Dental Hygiene Certification Board's (NDHCB) National Dental Hygiene Certification Exam (NDHCE) is required for registration with the CRDHA. The examination is offered three times each year in sites across Canada. The CRDHA has a voting member on the NDHCB and Alberta regulated members sit on NDHCE development committees.

### CRDHA Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete an on-line jurisprudence examination that increases their knowledge of the provincial legislation and the CRDHA's practice standards, practice guidelines and code of ethics. Current members who were not required to complete the jurisprudence examination may do so as a continuing competence learning activity.

### CRDHA Performance Exam

To assist in determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta program at the University of Alberta, applicants for registration may be required to complete a performance exam or other testing and assessment activities. The challenge to evaluating clinical competency is establishing testing processes that are fair, valid, reliable, transparent, legally defensible and adhere to best practices. An additional complicating factor is that once a candidate receives registration in one province, they are eligible to apply for registration in other provinces as per interprovincial trade agreements. For these reasons and more, Canada's three largest dental hygiene regulators, CRDHA and the College of Dental Hygienists of Ontario and the College of Dental Hygienists of British Columbia, collaborated to develop a standardized clinical performance exam. This process began in 2012. The resulting exam was named the Canadian Performance Exam in Dental Hygiene, or CPEDH.

In September of 2017, CRDHA Council approved the use of the CPEDH as the exam standard for use when clinical competency must be demonstrated by a new registrant in Alberta.

In the year ending October 31, 2018, one individual was required to complete the CPEDH. One exam sitting was offered.

### Canadian Performance Exam in Dental Hygiene Results (CPEDH) in the year ending October 31, 2017

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
November 4 - 5, 2017	1	0	0	1

## PRACTICE STANDARDS AND CODE OF ETHICS

Practice standards and codes of ethics provide direction to health professionals in the practice of their profession. The Act considers contravention of a college's code of ethics or practice standards to be unprofessional conduct.

In 2016 the CRDHA began the process to amend its *Practice Standards* and *Code of Ethics*. Amendments were approved by Council in February, 2018, and Member consultations regarding the amendments were subsequently conducted. The revised amendments were approved for submission to the Alberta Ministry of Health for government approval. Changes to the *Practice Standards* also incorporated policy on leaving or closing a dental hygiene practice and changes to the *Code of Ethics* included incorporation of advertising standards.

CRDHA has the following standards documents in place and published on its website: *Code of Ethics*, *Practice Standards*, *Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation*, *Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice*.

## CONTINUING COMPETENCE PROGRAM

Each regulated member must meet the mandatory continuing competence program (CCP) requirements. A member must earn 45 CCP credits and complete a minimum of 600 practice hours in each three-year reporting period. A registrant's reporting period begins on November 1 immediately following their initial date of registration with the CRDHA.

CRDHA conducts an ongoing CCP audit. Each request for CCP credit is reviewed for eligibility under the CCP Rules. At annual renewal, all applications are reviewed for compliance with the CCP. When a member fails to meet the CCP requirements, application for a practice permit is denied.

## REGULATED MEMBER STATISTICS

The Dental Hygienists Profession Regulation establishes a General member register and a Courtesy member register. General and Courtesy members hold a practice permit and may use the protected titles set out in the Act. Courtesy members may hold a practice permit for up to 60 days.

### Regulated Members

AS AT OCTOBER 31, 2018

	2014	2015	2016	2017	2018
General	2897	3078	3133	3176	3249
Courtesy	0	0	0	0	1
Total	2897	3078	3133	3176	3250

### New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2014	2015	2016	2017	2018
Received	207	195	174	164	185

### New Registrations Completed

NOVEMBER 1 TO OCTOBER 31

	2014	2015	2016	2017	2018
U of A Graduates	37	40	43	37	39
Other Canadian Graduates	176	138	126	129	135
International Graduates (USA)	8	13	6	3	7
Total	221	191	175	169	181

### Conditional Registrations

NOVEMBER 1 TO OCTOBER 31

	2014	2015	2016	2017	2018
Issued	12	6	3	4	2
Conditions Met by October 31	2	2	1	1	1
Conditional Registrations Revoked	7	3	1	3	1

### Transfers and Reinstatements

NOVEMBER 1 TO OCTOBER 31

	2018
Transfers from Non-Regulated to Regulated	9
Reinstatements to Regulated	12

## REVIEWS BY COUNCIL

There were no requests for review of registration decisions in this year.

## RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify they have achieved competence to perform the restricted activities set out in the Regulation are authorized to perform those activities. If authorized by the CRDHA, Courtesy members may also perform restricted activities.

### Members Authorized to:

	2016	2017	2018
Administer local anaesthesia by injection	2119	2150	2208
Perform restorative procedures of a permanent nature in collaboration with a dentist	57	57	57
Prescribe a limited subset of Schedule 1 drugs	77	81	86
Prescribe or administer nitrous oxide/oxygen conscious sedation	279	290	311
Perform orthodontic procedures in collaboration with a dentist	81	89	87

## NON-REGULATED MEMBER STATISTICS

The CRDHA Bylaws establish four non-regulated member registers: Non-practicing, Student, Life, and Honourary. Each non-regulated membership category is briefly described below.

Non-practicing members do not hold a practice permit and are not authorized to use the protected titles.

Non-practicing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field.

Student membership is open to students enrolled in the University of Alberta Dental Hygiene Undergraduate Program.

Life membership may be granted to a dental hygienist who has been a registered member in good standing in the CRDHA or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honourary membership may be granted to any person who has made outstanding contributions to the CRDHA or the practice of dental hygiene who would not be eligible for registration as a regulated or non-regulated member.

### Non-regulated Members

AS AT OCTOBER 31

	2014	2015	2016	2017	2018
Non-Practicing	146	199	189	180	151
Student	0	40	40	57	0*
Life	3	3	3	3	3
Total	149	242	232	240	154

\* As there was a fee for Student Membership most students elected not to register until the year of their expected graduation. There will be no student graduates in 2019. See page 14 for details. In the meantime, Council elected to waive Student Membership fees beginning November 1, 2018.



## INSPECTIONS

The CRDHA's council-appointed inspectors conduct inspections in accordance with Part 3.1 of the *Health Professions Act*. Inspectors assess the work environment in general, infection prevention and control in all areas of the practice and conduct chart audits. Inspections focus on independent dental hygiene practitioners and are primarily viewed as an opportunity to mentor and assist practitioners to make adjustments to their practice where deficiencies are detected. However, matters will be referred to the Complaints Director where there is evidence of unprofessional conduct.

### Inspections Information

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018
Inspections initiated	12	14(12*)	14(10*)
Inspections resulting in minor recommendations for change	1	1	4
Inspections resulting in follow-up visits to ensure compliance*	10 (5*)	2(1*)	1
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	2	1	0
Referrals to Complaints Director	0	0	0
Referrals to AHS Environmental Health Officer	1	1	0

\*Includes inspections conducted prior to official practice openings. Those numbers indicated with an asterisk in the column.

## COMPLAINTS DIRECTOR REPORT

The CRDHA manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to complaints about the practice or conduct of regulated members from all sources including members of the public, members of other health professions, employers, and members of the CRDHA.

## Complaints Information

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018
New complaints received	12	12	3
Complaints carried forward from previous years	8	12	9
Complaints withdrawn	0	0	0
Complaints resolved by Complaints Director	1	8	8
Complaints dismissed	9	4	0
Request for review of dismissal of complaint	*4	*1	0
Referred to a Hearing Tribunal	3	0	0
Number of complaints closed	8	15	9
Number of complaints still open	12	9	3
Number of members dealt with under s.118	0	0	0
Number of complaints alleging sexual abuse or misconduct	0	0	0

\*Three of these Complaint Review Committee reviews took place in the 2017 reporting period. The remaining review was postponed until 2018. See Hearings Director's Report for results.

### Nature of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018
Advertising/business operations	3	2	0
Conduct - non sexual in nature	0	0	1
Communication/consent	2	3	2
Ethical issues	1	1	0
Record Keeping	3	1	0
Sexual abuse or sexual misconduct	0	0	0
Skills/practice/knowledge	2	5	0
Total Complaints Received	12	12	3

### Source of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018
Client	9	5	0
Complaints Director	1	4	1
CRDHA member	0	1	2
Employer	0	1	0
Other (agency, professional body, other health professional)	0	0	0
Public/family member	2	1	0
Total Complaints Received	12	12	3

## HEARINGS DIRECTOR REPORT

CRDHA Hearings are open to the public and generally proceed by way of consent agreements between the member and the CRDHA. Hearing Tribunal findings are published in the CRDHA *InTouch* newsletter.

### Hearings, Appeals and Reviews Conducted

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018
Findings based in whole or in part on sexual abuse	0	0	0
Findings based in whole or in part on sexual misconduct	0	0	0
Hearings	1	2	0
Hearings partly or completely closed to the public	0	0	0
Appeal of hearing tribunal decision to council	0	0	0
Complaint Review Committee review of decision to dismiss a complaint	1	3	1

### Outcomes of Hearings, Appeals and Reviews

NOVEMBER 1 TO OCTOBER 31

Complaint Review Committee review of a complaint dismissal:

March 14, 2018

The Complaint Review Committee upheld the Complaint Director's decision to dismiss complaint.



## FACILITATING ACCESS AND ADVANCEMENT

### PROMOTING CONTINUING COMPETENCE

The CRDHA has committed to ensuring that members have opportunities for quality, relevant continuing education.

### ANNUAL CONTINUING COMPETENCE EVENT

The CRDHA held its Annual Continuing Competence Event in Calgary, April 26, 27 and 28, 2018. A record 436 Registered Dental Hygienists attended this event, which included scientific sessions and workshops relating to the theme, *“Mouth, Mind and Body Connections”*. These sessions provided evidence-based information on the inter-connectivity of oral health, systemic health and mental health and well-being.

A workshop dedicated to starting or growing an independent dental hygiene practice was held during the conference with support from the Canadian Dental Hygienists Association. The workshop was so successful several requests for a repeat workshop were received.

The tradeshow portion of the event, titled Community Connections Showcase, provided attendees with product information and practice resources from dental suppliers, community organizations and government agencies.

The CRDHA was also pleased to feature the University of Alberta Dental Hygiene Program’s staff, student and graduate student research posters as part of the event. A photovoice project, *“The Power of Visual Narratives from Dental Hygiene Student Practicums”* was also on display. Photovoice is a qualitative method used for community-based research to document and reflect reality.

### RECORDKEEPING COURSES

CRDHA co-sponsored with the University of Alberta’s Department of Continuing Dental Education, a course titled RecordKeeping which was held in Edmonton and Calgary in October.

### LOCAL ANAESTHETIC CONTINUING EDUCATION

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure annual delivery of the Council-approved local anaesthesia course for dental hygienists. The course is available to individuals who have completed an out-of-province dental hygiene program which did not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete an approved local anaesthesia course before the CRDHA will authorize them to perform this restricted activity.



2018 ACC Event *“Mouth, Mind and Body Connections”*

## ORTHODONTIC MODULE

The CRDHA and the two other College co-owners of the Orthodontic Module delivered by the Department of Continuing Dental Education (CDE) at the University of Alberta divested their interests in the module in May, 2018. CDE is now wholly responsible for the module. Regulated members continue to be required to successfully complete this course in order to be authorized to provide certain orthodontic procedures including the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

## ELEMENTS OF PRESCRIBING: A REFRESHER COURSE FOR DENTAL HYGIENISTS

Dental hygienists are required to successfully complete the CRDHA's comprehensive Elements of Prescribing Course before being entered on the CRDHA's roster of members authorized to prescribe the Schedule 1 drugs used in dental hygiene practice.

## OTHER INITIATIVES

In November of 2017, CRDHA sponsored presentation of a regulated member's research project at the Primary Care Network (PCN) conference in Calgary. The feedback provided was there was general awareness among the audience that oral health is important and related to systemic health but limited awareness of the

evidence suggesting increased risk of cardiovascular disease and exacerbation of Type II Diabetes is related to poor oral health. Some were aware that oral health is poor in institutionalized settings, such a long-term care. The conclusion was there may be worthwhile potential for some of the services provided by dental hygienists to be included in care that is triaged by the "medical home".

The CRDHA hosted a one-day informational event on April 10, 2018 at the Alberta Legislature Building in celebration of National Dental Hygienists Week™. MLAs had an opportunity to learn more about the dental hygiene profession and the CRDHA's role in regulation and public protection. The Honourable Sarah Hoffman proclaimed April 7 to 13, 2018 to be Dental Hygienist Week and the month of April, 2018 as Oral Health Month in Alberta.

In May, a two-day exhibit was hosted at the annual conference of the College of Licensed Practical Nurses of Alberta. Many queries about the new Alberta Oral Hygiene Policy for Continuing Care that became effective on January 15, 2018 were addressed.

In September, the CRDHA hosted a two-day exhibit at Diabetes Canada and Enoch Cree Nation Health Service's Diabetes Workshop and gave a formal presentation on the bi-directional relationship between diabetes and oral health. It was an opportunity to connect with other stakeholders



*Thomas Dang, MLA for Edmonton-South-West, Sarah Hoffman, MLA for Edmonton-Glenora, Minister of Health and Deputy Premier, and Brandy Payne, MLA for Calgary-Acadia and Associate Minister of Health, declare April 7 to 13, 2018, Dental Hygienist Week and April, 2018, Oral Health Month in Alberta.*

in the battle against this disease, which disproportionately affects our Indigenous population, as well as share oral health information. In conjunction with this event, an information resource was developed which is suitable for a wide audience.

Also in September, CRDHA participated in Interprofessional Day at the University of Alberta. Students from the health programs participate in this annual event designed to promote interprofessional collaboration in the real world. CRDHA selected oral cancer, cleft palate and head trauma as the conditions to explore for collaboration.

The CRDHA also hosted an exhibit booth at the Edmonton and District Dental Society's Northwest Dental Exposition. All five oral health professions come together at this event to learn from a variety of speakers and access the latest product information from industry suppliers.

#### **INFECTION PREVENTION AND CONTROL MANUAL**

In 2018 the CRDHA continued development of an Infection Prevention and Control Manual Template to guide independent practitioners in the development of new infection prevention and control manuals or further customization of existing manuals for their dental hygiene practices.

#### **NEWSLETTER**

Four editions of the *InTouch* newsletter were published and distributed to the members. *InTouch* continues to provide members with information about dental hygiene practice, health promotion, legislative changes, employment issues, occupational health and safety information plus other timely educational topics.

#### **EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS**

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards. A thorough revision of the handbook began in 2018.

#### **THE INFORMED ENTREPRENEUR: A PRIMER FOR THE BUSINESS OF DENTAL HYGIENE**

This resource was developed for members interested in setting up an independent dental hygiene practice.

#### **WEBSITE**

##### **[WWW.CRDHA.CA](http://WWW.CRDHA.CA)**

The site provides a variety of information about the roles and responsibilities of the CRDHA and its regulated members, about dental hygiene education, registration to practice dental hygiene, professional standards of practice, and the professional conduct complaint process. The website also displays CRDHA news and publications, notice of continuing competence events, employment listings, a list of independent dental hygiene practices and links to other useful websites.



2018 Grad Brunch

# RECOGNIZING EXCELLENCE

## GRADUATE FUNCTION

The CRDHA sponsored its annual convocation recognition function on April 8, 2018, for the University of Alberta dental hygiene graduating class of 2018. 2018 marked the last year the University of Alberta Dental Hygiene Program will graduate students with a Diploma in Dental Hygiene. There will be no graduation class in 2019. Beginning in 2020, all graduates of the University of Alberta Dental Hygiene Program will graduate with a Bachelor of Science (Dental Hygiene Specialization) Degree.

## AWARDS & SCHOLARSHIPS

The following CRDHA sponsored awards and scholarships were conferred this year:

MARILYN PAWLUK MABEY AWARD:

**Wendy Male**

JOANNE CLOVIS AWARD:

**Arlynn Brodie**

STUDENT AWARD OF MERIT:

**Alysha Wagner**

CRDHA FIRST YEAR SCHOLARSHIP:

**Katie Parker**

CRDHA AWARD FOR LEADERSHIP  
IN DENTAL HYGIENE II:

**Janelle Laing**

CRDHA GOLD SCHOLARSHIP  
IN DENTAL HYGIENE:

**Daniel Wong**

CRDHA SILVER SCHOLARSHIP:

**Jaime Foisy**

CRDHA AWARD FOR LEADERSHIP  
IN DENTAL HYGIENE III:

**Celina Ellingwood**

CRDHA SCHOLARSHIP FOR FOURTH YEAR  
BSC - DENTAL HYGIENE SPECIALIZATION:

**Samiha Rahman**

**Lisa Tran**

40TH ANNIVERSARY AWARD:

**Megan Rolfe**

CRDHA GOLD MEDAL:

**Celine Dinel**

CRDHA AWARD IN HONOUR OF  
MARGARET BERRY MACLEAN:

**Rachelle Wild**

DR. CHARL ELS/CRDHA PRIZE IN  
ADDICTION AWARENESS AND BRIEF  
INTERVENTIONS:

**Madison Howey**



Allison Boone and Wendy Male (R)



Alysha Wagner (L)



Janelle Laing (R)



Katie Parker (L)



Arlynn Brodie



Student Award winners and CRDHA Deputy Registrar Judy Clarke (R)

## AUDITOR'S REPORT

TO THE MEMBERS OF COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA:

We have audited the accompanying financial statements of the **College of Registered Dental Hygienists** of Alberta which consist of the statement of financial position at October 31, 2018, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of the **College of Registered Dental Hygienists of Alberta** October 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

 Yvonnechuk & Annicchiarico LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

EDMONTON, ALBERTA

MARCH 1, 2019

# STATEMENT OF FINANCIAL POSITION

AS AT OCTOBER 31, 2018

	2018	2017
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash	\$ 2,748,546	\$ 2,387,975
Due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	–	17,400
Investments and Accrued Interest	333,178	320,239
Prepaid Expenses	23,173	21,906
Total Current Assets	3,104,897	2,747,520
Investments and Accrued Interest (Note 4)	2,882,532	2,814,458
Equipment (Note 3)	96,208	94,350
Total	\$ 6,083,637	\$ 5,656,328

## LIABILITIES AND NET ASSETS

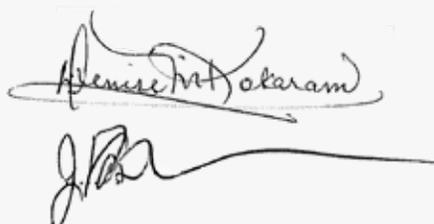
### CURRENT LIABILITIES:

Accounts Payable and Accrued Liabilities	\$ 93,634	\$ 97,872
Prepaid Membership Fees		
- Canadian Dental Hygienists Association	626,473	637,655
- College of Registered Dental Hygienists of Alberta	1,845,489	1,817,963
Total Current Liabilities	2,565,596	2,553,490

### NET ASSETS:

Invested in Equipment	96,208	94,350
Internally Restricted (Note 4)	2,882,532	2,814,458
Unrestricted	539,301	194,030
Total Net Assets	3,518,041	3,102,838
Total	\$ 6,083,637	\$ 5,656,838

APPROVED BY  
THE COUNCIL:



The image shows two handwritten signatures in black ink. The top signature is more legible and appears to read 'Denise M. Karam'. The bottom signature is more stylized and less legible.

## STATEMENT OF CHANGES IN NET ASSETS

	FOR THE YEAR ENDED OCTOBER 31, 2018				
	Invested In Equipment	Internally Restricted (Note 4)	Unrestricted	2018 Total	2017 Total
Balance at beginning of year	\$ 94,350	\$ 2,814,458	\$ 194,030	\$ 3,102,838	\$ 3,012,131
Excess of revenue (expenses) for the year	(27,392)	(2,782)	445,377	415,203	90,707
Purchase of equipment	29,250	–	(29,250)	–	–
Transfers:					
National Clinical Exam Project Contribution	–	20,856	(20,856)	–	–
Sustainability Fund	–	50,000	(50,000)	–	–
Balance at end of year	\$ 96,208	\$ 2,882,532	\$ 539,301	\$ 3,518,041	\$ 3,102,838

## STATEMENT OF OPERATIONS

	FOR THE YEAR ENDED OCTOBER 31, 2018	
	2018	2017
<b>REVENUE:</b>		
Membership fees	\$ 2,029,266	\$ 1,825,196
Continuing education - annual	148,935	138,886
- other programs	–	2,200
Examination fees	900	2,200
Grants - Alberta Provider Directory	–	231
- Occupational Health & Safety	–	1,585
Interest	70,651	55,259
Newsletter, website and other	12,777	71,135
Total revenue	2,262,529	2,096,692
<b>EXPENSES:</b>		
General and administrative - Schedule	1,847,326	2,002,049
Loss on disposal of equipment	–	3,936
Total expenses	1,847,326	2,005,985
EXCESS OF REVENUE FOR THE YEAR	\$ 415,203	\$ 90,707

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2018

	2018	2017
<b>OPERATING ACTIVITIES:</b>		
<b>CASH FROM OPERATIONS:</b>		
Excess of revenue for the year	\$ 415,203	\$ 90,707
Items not involving cash for operations:		
Amortization	27,392	29,707
Loss on disposal of equipment	–	3,936
	442,595	124,350
Increase in non-cash working capital balances related to operations:		
Prepaid expenses	(1,267)	(3,458)
Accounts payable and accrued liabilities	(4,238)	(2,642)
Prepaid membership fees	16,344	210,233
Deferred revenue	–	(18,971)
Net cash from operating activities	453,434	309,512
<b>INVESTING ACTIVITIES:</b>		
Purchase of equipment	(29,250)	(11,916)
Increase in investments - net	(81,013)	(49,725)
Net cash used in investing activities	(110,263)	(61,641)
<b>FINANCING ACTIVITIES:</b>		
Advances from the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	17,400	–
Expenditures incurred on behalf of the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	–	(83,234)
Net cash (used in) from financing activities	17,400	(83,234)
INCREASE IN CASH DURING THE YEAR	360,571	164,637
CASH AT BEGINNING OF THE YEAR	2,387,975	2,223,338
CASH AT END OF THE YEAR	\$ 2,748,546	\$ 2,387,975

# NOTES TO THE FINANCIAL STATEMENTS

## Note 1 – Purpose of College:

The College regulates the practice of dental hygiene in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession, and investigates and acts on complaints.

## Note 2 – Accounting Policies:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

### Revenue recognition:

Membership fees revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the event to which the revenue relates has occurred. Grant revenue is accounted for by the deferral method. Under this method, revenue is accounted for in the period in which the related expenditures are incurred. Unexpended funds are recorded as deferred revenue and will be recognized as revenue when the related expenditures are made.

### Donated services:

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

### Investments:

Investments consist of term deposits and money market funds. Investments are stated at amortized cost plus accrued interest.

### Equipment:

Equipment is stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Computer equipment	30%
Office equipment and furniture	20%

### Financial Instruments:

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

The College's financial instruments measured at amortized cost consists of cash, investments and accrued interest and accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

### Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments that can be readily converted to cash.

### Use of estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known.

## Note 3 – Equipment

The major categories of equipment and related accumulated amortization are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2018	2017
Computer equipment	\$ 205,613	\$ 136,877	\$ 68,736	\$ 64,456
Office equipment and furniture	130,865	103,393	27,472	29,894
	\$ 336,478	\$ 240,270	\$ 96,208	\$ 94,350

# NOTES TO THE FINANCIAL STATEMENTS

## Note 4 – Internally Restricted

By resolution of Council, net assets included in investments have been internally restricted as follows:

	2018	2017
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:		
Balance at beginning of the year	\$ 529,358	\$ 515,158
Interest earned	12,600	14,200
	<u>541,958</u>	<u>529,358</u>
b) <i>Health Professions Act</i> implementation fund established to finance the costs of implementing the <i>Health Professions Act</i> :		
Balance at beginning of the year	166,000	202,764
Member consultations	–	(36,764)
	<u>166,000</u>	<u>166,000</u>
c) New building fund established to finance costs of a future building:		
Balance at beginning of the year	1,115,250	1,085,450
Interest earned	27,100	29,800
	<u>1,142,350</u>	<u>1,115,250</u>
d) Registrar recruitment fund established for the registrar recruitment process:		
Balance at beginning of the year	28,850	50,000
Recruitment expenses	(19,926)	(21,150)
	<u>8,924</u>	<u>28,850</u>
e) U of A dental hygiene graduate student research fund established for donations to the U of A dental hygiene master's degree program:		
Balance at beginning of the year	25,000	50,000
Donations	(25,000)	(25,000)
	<u>–</u>	<u>25,000</u>
f) National clinical exam project contribution. The fund was established to continue development of a standardized national clinical exam in collaboration with the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario:		
Balance at beginning of the year	–	32,916
Contributions	20,856	8,700
Development costs	(20,856)	(41,616)
	<u>–</u>	<u>–</u>
g) Sustainability fund established to ensure the long term sustainability of the College of Registered Dental Hygienists of Alberta:		
Balance at beginning of the year	950,000	–
Contributions	50,000	950,000
Interest earned	23,300	–
	<u>1,023,300</u>	<u>950,000</u>
<b>Total</b>	<b>\$ 2,882,532</b>	<b>\$ 2,814,458</b>

# NOTES TO THE FINANCIAL STATEMENTS

## Note 5 – Commitments

- a) The College is committed to the rental of business premises under a lease agreement expiring March, 2020. The minimum rent payable is \$5,281 per month to March, 2020, plus the College's proportionate share of common area costs.
- b) The College is committed to the rental of office equipment under a lease agreement which expires June, 2022. The minimum lease payments are \$2,585 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2018, \$23,875 (\$764 per member) was paid to the Commission (2017 - \$25,994; \$8.20 per member). The commitment will be \$8.82 per member in 2019.

## Note 6 – Financial Instruments

The College is exposed to risk on certain financial instruments as follows:

### Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

### Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk on the investments and accrued interest. The fixed-rate instruments subject the College to a fair value risk.

### Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

## Note 7 – Income Tax Status

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

## Schedule General and Administrative Expenses

	FOR THE YEAR ENDED OCTOBER 31, 2018	
	2018	2017
Advertising and promotion	\$ 5,074	\$ 10,854
Amortization	27,392	29,707
Awards		
- members	2,273	4,297
- students	6,328	6,051
Commission on Dental Accreditation (Note 5)	23,875	25,994
Continuing education		
- annual	124,435	110,133
- other programs	1,000	44,146
Contract administration	48,300	12,075
Costs of investigations and discipline	130,543	136,930
Donations	29,900	26,997
Examinations	–	6,447
Functions	6,735	7,554
Grant expenses		
- Alberta Provider Directory	–	231
- Occupational Health & Safety	–	1,585
Inspections	101,499	128,647
Insurance		
- general liability	11,070	11,153
- property	4,912	4,789
Liaisons and committees	23,452	20,204
Meetings		
- governance	65,081	101,796
- travel and accommodation	21,777	22,812
National clinical exam development	20,856	41,616
Newsletter and website	43,154	40,252
Printing, postage and office	149,459	128,850
Professional fees	210,896	176,906
Recruiting	19,926	21,150
Rent (Note 5)	151,870	160,896
Salaries and benefits	603,628	702,544
Telephone	13,891	17,433
<b>Total</b>	<b>\$ 1,847,326</b>	<b>\$ 2,002,049</b>



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

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