

College of Registered Dental Hygienists of Alberta

Policy and Requirements Regarding Entry onto the Roster of Members Authorized to Administer Local Anaesthesia

Legislative Reference

Section 13(1) of the Dental Hygienists Profession Regulation (the "Regulation") authorizes General members and Courtesy members to perform certain restricted activities in the practice of dental hygiene and in accordance with the standards of practice approved by the Council. Administration of local anaesthesia is considered a restricted activity under s.13(1)(a) of the Regulation.

Section 14(1) of the Regulation requires that regulated members restrict themselves in performing restricted activities to those activities that they are competent to perform and to those that are appropriate to the member's area of practice and the procedure being performed.

Entry onto the Roster of Authorized Members

The College of Registered Dental Hygienists of Alberta (CRDHA) Policy for Entry onto the Roster of Members Authorized to Administer Local Anaesthesia is based on a combination of:

- Appropriate education related to the performance of this restricted activity;
- The length of time that has elapsed since an applicant successfully completed their education related to administration of local anaesthesia; and
- The length of time that has passed since the applicant last administered local anaesthesia on a regular basis.

Appropriate education is the acquisition of the competencies (knowledge, skills, attitude and judgment) required to perform the restricted activity at an entry-level standard of competence. Appropriate education provides sufficient theoretical foundation and clinical experience for the practitioner to practice in a competent, legal, ethical and professional manner.

Eligibility

The Registrar's office may accept applications for entry onto the Roster of members authorized to administer local anaesthesia from CRDHA registrants who have successfully completed one of the following:

- The CRDHA Council-approved University of Alberta (U of A) Dental Hygiene Program
- The CRDHA Council-approved U of A Local Anaesthesia Continuing Education Course for dental hygienists
- A local anaesthesia course delivered by an out-of-province dental or dental hygiene educational program accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (ADA/CODA)

Local Anaesthesia Courses Currently Deemed CRDHA Council-Approved

- The U of A Dental Hygiene Program
- The U of A Local Anaesthesia Continuing Education Course for Dental Hygienists

The above noted U of A local anaesthesia courses serve as the benchmark courses of study for authorization to perform the restricted activity of administering local anaesthesia in Alberta.

The CRDHA will assess the qualifications and competencies of graduates of local anaesthesia courses other than those delivered by the U of A, for the purpose of determining substantial equivalence to the qualifications and competencies required for successful completion of the Council-approved courses.

Qualifications and Competencies Currently Deemed Substantially Equivalent

The qualifications and competencies acquired through successful completion of local anaesthesia courses delivered as a component of the following accredited dental hygiene programs are currently considered substantially equivalent:

- Camosun College, Victoria, BC
- College of New Caledonia, Prince George, BC
- Saskatchewan Polytechnic, Regina, SK (formerly Wascana Institute, SIAST Dental Hygiene Program)
- University of British Columbia, Vancouver, BC
- University of Manitoba, Winnipeg, MN
- Vancouver Community College, Vancouver, BC
- Vancouver Island University, Nanaimo, BC

The qualifications and competencies acquired through completion of local anaesthesia continuing education courses delivered by the following accredited dental hygiene programs are currently considered substantially equivalent:

- Camosun College, Victoria, BC
- Saskatchewan Polytechnic, Regina, SK (formerly Wascana Institute, SIAST Extension Local Anaesthesia Course)
- Saskatchewan Polytechnic, Regina, SK (formerly Wascana Institute, SIAST Extension Local Anaesthesia Review Continuing Education Course)
- University of British Columbia Continuing Dental Education Local Anaesthesia Course for Dental Hygienists, Vancouver, BC
- University of Manitoba, School of Dental Hygiene, Local Anaesthesia Continuing Education Program

Application for Entry onto the CRDHA Roster

The information required as part of an application for entry onto the CRDHA Roster may vary depending on the length of time that has lapsed since the applicant completed the local anaesthesia course and whether the course has previously been deemed to be CRDHA Council-approved. Applicants should refer to sections A, B and C of this Policy and the application form to determine the required documentation.

A regulated member must not administer local anaesthesia until they have been notified in writing that their application has been approved and their name has been added to the CRDHA's Roster of dental hygienists who have been authorized to administer local anaesthesia. Members who are authorized to administer local anaesthesia will receive a CRDHA local anaesthesia certificate for display alongside their Practice Permit in a public viewing area of the office.

General Timeline for Review of Applications

If an application is complete, the local anaesthesia course is Council-approved or deemed substantially equivalent, and the regulated member meets the currency of practice criteria set out in this Policy, notification will generally be mailed within 7 to 10 working days of receipt of the application.

Courses or programs that are not currently on the Council-approved or substantially equivalent list will have to be reviewed. Detailed course information (ie. course outline, schedule, course syllabus, course manual) must accompany the application. After all required documents are received, applicants should expect a minimum of 4 to 6 weeks for review.

CRDHA staff and the volunteer Registration Committee will do the best they can to handle applications in an expedient fashion.

If the information provided with the application is incomplete or additional information is required, the process will take longer.

Applicants must determine which of the following Policy sections (A, B or C) applies to their situation and proceed accordingly.

Section A. If the applicant completed a local anaesthesia course 0 - 36 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to administer local anaesthesia, the application must proceed as follows:

Documentation to be submitted to CRDHA:

- A completed application for entry onto the CRDHA Roster of practitioners authorized to administer local anaesthesia.
- Evidence (as specified on the application form) of successful completion of appropriate education.
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

Processing of Applications

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant's educational course related to administration of local anaesthesia (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant's qualifications and competencies are substantially equivalent to those required for successful completion of the Council-approved course, the applicant's name will be entered on the CRDHA Roster and a CRDHA local anaesthesia certificate will be issued.
- If the Registrar or Registration Committee is not satisfied that the applicant's qualifications and competencies are substantially equivalent, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete a Council-approved local anaesthesia education course prior to re-applying for entry onto the CRDHA Roster (a refresher course will not be accepted).

- An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

Section B. *If the applicant completed a local anaesthesia course more than 36 months but not more than 72 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to administer local anaesthesia, the application must proceed as follows:*

Documentation to be submitted to CRDHA:

- A completed application for entry onto the CRDHA Roster of practitioners authorized to administer local anaesthesia.
- Evidence (as specified on the application form) of successful completion of appropriate education.
- Evidence of currency of practice in the administration of local anaesthesia in the form of a letter from the applicant’s employer(s) verifying that the applicant regularly administered local anaesthesia as part of the practice of dental hygiene.
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

Processing of Applications

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant’s educational course related to administration of local anaesthesia (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant’s qualifications and competencies are substantially equivalent to those required for successful completion of the Council-approved course, the applicant’s name will be entered on the CRDHA Roster and a CRDHA local anaesthesia certificate will be issued.
- If the Registrar or Registration Committee is satisfied that the applicant’s qualifications and competencies are substantially equivalent to those required for successful completion of the approved course, but more than 36 months have elapsed since the applicant last administered local anaesthesia on a regular basis, the applicant will be required to:
 - a. Successfully complete a Council-approved local anaesthesia refresher course prior to being reconsidered for recognition of local anaesthesia credentials, **or**
 - b. Successfully complete a written and clinical local anaesthesia challenge exam set by the CRDHA. The individual must successfully pass the written examination in order to proceed to the clinical examination.
 - i. criteria for the local anaesthesia challenge examinations will be consistent with the criteria established for examination of individuals who complete the approved U of A Local Anaesthesia Continuing Education Course.

- ii. no instructional time will be provided to individuals who choose to challenge the local anaesthesia examinations.
 - iii. in the event that the individual fails either the written or clinical examination, no supplemental examination will be allowed. The individual will be required to complete, at minimum, a Council-approved local anaesthesia refresher course prior to being reconsidered for recognition of local anaesthesia credentials.
- If the Registrar or Registration Committee is not satisfied that the applicant's qualifications and competencies are substantially equivalent, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete a Council-approved local anaesthesia education prior to re-applying for entry onto the CRDHA Roster (a refresher course will not be accepted).
 - An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

Section C. *If the applicant completed a local anaesthesia course more than 72 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to administer local anaesthesia, the application must proceed as follows:*

Documentation to be submitted to CRDHA:

- A completed application for entry onto the CRDHA Roster of practitioners authorized to administer local anaesthesia.
- Evidence (as specified on the application form) of successful completion of appropriate education.
- Evidence of currency of practice in the administration of local anaesthesia in the form of a letter from the applicant's employer(s) verifying that the applicant regularly administered local anaesthesia as part of the practice of dental hygiene.
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

Processing of Applications

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant's educational course related to administration of local anaesthesia (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant's qualifications and competencies are substantially equivalent to those required for successful completion of the Council-approved course, the applicant's name will be entered on the CRDHA Roster and a CRDHA local anaesthesia certificate will be issued.

- If the Registrar or Registration Committee is satisfied that the applicant's qualifications and competencies are substantially equivalent to those required for successful completion of the Council-approved course, but more than 36 months have elapsed since the applicant last administered local anaesthesia on a regular basis, the applicant will be required to:
 - a. Successfully complete a Council-approved local anaesthesia course (**a refresher course will not be accepted**) prior to being reconsidered for recognition of local anaesthesia credentials, **or**
 - b. Successfully complete a written and clinical local anaesthesia challenge exam set by the CRDHA. The individual must successfully pass the written examination in order to proceed to the clinical examination.
 - i. criteria for the local anaesthesia challenge examinations will be consistent with the criteria established for examination of individuals who complete the approved U of A Local Anaesthesia Continuing Education Course.
 - ii. no instructional time will be provided to individuals who choose to challenge the local anaesthesia examinations.
 - iii. in the event that the individual fails either the written or clinical examination, no supplemental examination will be allowed. The individual will be required to complete, at minimum, a Council-approved local anaesthesia refresher course prior to being reconsidered for recognition of local anaesthesia credentials.
- If the Registrar or Registration Committee is not satisfied that the applicant's qualifications and competencies are substantially equivalent, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete a Council-approved local anaesthesia education prior to re-applying for entry onto the CRDHA Roster (a refresher course will not be accepted).
- An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.