



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

2016 ANNUAL REPORT



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

CONTENTS

I	PRESIDENT'S MESSAGE
I	MEMBERS OF COUNCIL
2	PUBLIC MEMBERS' MESSAGE
3	INTRODUCTION
4	ORGANIZATIONAL STRUCTURE
6	GOVERNANCE
8	REGULATING THE PROFESSION
12	ACCESS AND ADVANCEMENT
15	RECOGNIZING EXCELLENCE
16	AUDITOR'S REPORT AND FINANCIAL STATEMENTS

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



Under the Health Professions Act, the College of Registered Dental Hygienists of Alberta (the “CRDHA”) has the privilege and responsibility of regulating the dental hygienists profession in the best interest of Albertans. The CRDHA and Council remain committed and actively engaged in fulfilling our mandate by setting and enforcing registration and continuing competence requirements and standards for provision of safe and effective care to Albertans.

Oral health is an essential part of overall health. The services provided by dental hygienists are integral to the health and wellbeing of Albertans. As primary care providers, dental hygienists provide client services that include advice to prevent oral disease; screening for dental decay, oral cancer and other oral problems, as well as treatment for periodontal disease.

We work in collaboration with other dental and health care providers in a wide variety of practice settings, including independent dental hygiene practices. Dental hygienists' commitment to collaboration and professionalism allows us to give our best to all Albertans.

It has been a privilege to serve two terms as President of the CRDHA and it is my pleasure to present this Annual Report for the fiscal year ending October 31, 2016.

Respectfully submitted,

A handwritten signature in black ink that reads "Laurie Smith". The signature is written in a cursive, flowing style.

Laurie Smith, RDH
President

MEMBERS OF COUNCIL

Laurie Smith, RDH, President

Arlynn Brodie, RDH, Vice President

Aimee Bradley, RDH, Past President

Jack Belkin, Public Member

Allison Boone, RDH

Rocell Gercio-Chad, RDH

Joshua Jackman, Public Member

Denise Kokaram, RDH

Wendy Male, RDH

Corinne Story, RDH

Jacqueline VanMalsen, RDH

PUBLIC MEMBERS' MESSAGE



Jack Belkin



Joshua Jackman

As public members on the council of the College of Registered Dental Hygienists of Alberta (CRDHA), we are happy to bring you this brief update on our role and how we have been working for you and the rest of Albertans over the last twelve months.

Public members are appointed by the Lieutenant Governor in Council to serve on the CRDHA council with a main focus on the best interests of Albertans. Public members are required to make up at least twenty five percent of the council body and we can say, with no hesitation, that our presence on the council has always been welcomed and received with express gratitude.

In our role, we help to balance the goals and vision of the CRDHA with the interest of Albertans, always making sure that all decisions consider their welfare and betterment. Given the privilege of acting in equal capacity with our other councillors, we are a trusted resource for external perspective and serve as a unique system of checks-and-balances for all queries and decisions that are brought forth. Our contributions serve to augment the existing discussion while encouraging constructive feedback and differing points of view.

Council is bound by a strict code of ethics that requires integrity, honesty, care, and proficiency. Furthermore, there is a strict expectation that public and elected councillors conduct our decision-making judiciously, guided by the principles of natural justice, devoid of any conflicts of interest. By encouraging open and honest conversation and pushing the boundaries of critical decision-making, the CRDHA council remains strong and steadfast in their mission to ensure that all Albertans receive high quality oral health care from regulated members of the CRDHA.

As always, we are extremely grateful for the support provided to us by the CRDHA; their administrative assistance and help comes in many forms and we are better councillors because of their kind and willing spirit. As public members, we will stand strong with our fellow councillors and continue to work diligently to ensure sound governance and nothing short of the very best for Albertans.

It is our great honour to serve you and the rest of the people of our great province.

With highest regards,

Jack Belkin and Joshua Jackman

Public Members

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 COLLEGE

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 the requirements of the CRDHA's continuing competence program
- comply with the CRDHA's standards of practice

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 authorized by the Regulations, and
- 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 practices, community health, continuing care and home care settings.

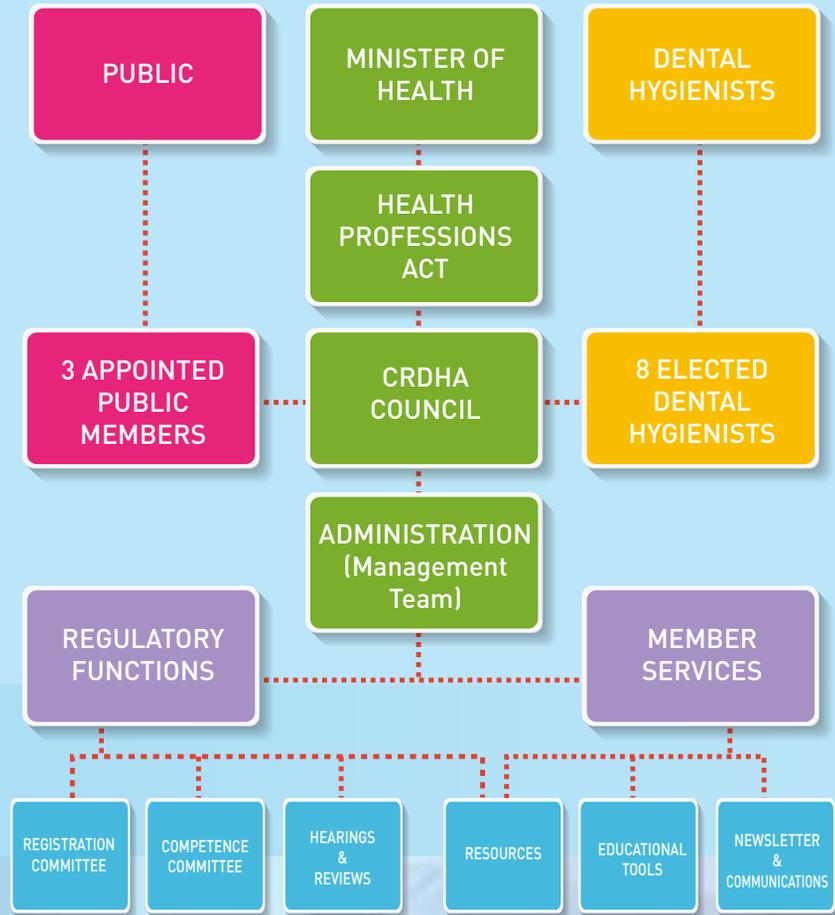
PROTECTED TITLES

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

- dental hygienist
- registered dental hygienist
- DH
- RDH

ORGANIZATIONAL STRUCTURE

The CRDHA is established through Schedule 5 of the *Health Professions Act* (the Act). Council, committees and other positions are established in accordance with the Act and the CRDHA Bylaws. The organizational structure of the College 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. There is currently 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.

REGISTRAR

The Registrar performs all duties designated to that position by the legislation and 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
Sally Lockwood

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
Dipika Jain
Sylvie Royer
Kathleen Sauze
Brittany Siry

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.

MEMBERS:

Lauren Best
Lisa Kim
Heather Nelson
Christine Martinello
Rachelle Pratt
Kathleen Sauze
Jeanette Trenchie

CRDHA MANAGEMENT TEAM

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

Brenda Walker	Registrar
Stacy Bryan	Deputy Registrar
Rena Schafers	Registration Coordinator
Valerie Hill	Complaints Director
Marthe Benoit	Practice Advisor
Alysha Ferguson	Practice Advisor
Bernadette Baron	Communications & Events Coordinator
Leona Farris	Administrative Assistant
Trudy Korner	Executive Assistant & Hearings Director
Kathy Rehill	Office Assistant

GOVERNANCE



Laurie Smith
President



Arlynn Brodie
Vice President



Aimee Bradley
Past President



Jack Belkin
Public Member



Allison
Boone



Rocell
Gercio-Chad

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, two governance workshops, and an Annual General Meeting between November 1, 2015 and October 31, 2016 to fulfill the responsibility of managing and conducting the business of the CRDHA.



Joshua Jackman
Public Member



Denise
Kokaram



Wendy
Male



Corinne
Story



Jacqueline
Van Malsen

RESOURCE ALLOCATION

Funding for CRDHA programs and services primarily comes from member fees. Some financial support for specific projects was provided by grants from government (e.g. Alberta Provider Directory, Occupational Health and Safety). For the fiscal period November 1, 2015 to October 31, 2016, 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.



BRENDA WALKER
REGISTRAR &
CHIEF ADMINISTRATIVE OFFICER

ENTRY-TO-PRACTICE EXAMINATIONS

National Written Examination

Successful completion of the National Dental Hygiene Certification Board (NDHCB) Examination 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 NDHCB exam 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 can complete the new Jurisprudence Examination as a continuing competence learning opportunity.

CRDHA Clinical Examination

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, applicants for registration may be required to complete the CRDHA clinical examination or other testing and assessment activities. In the year ending October 31, 2016, five individuals were required to complete the clinical examination. Two examination sittings were offered.

Alberta Clinical Exam Results in the year ending October 31, 2016

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
December 14 - 15, 2015	5	0	0	5
June 27 - 28, 2016	0	0	N/A	N/A

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

CRDHA has the following standards documents in place: *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, Policy on Leaving or Closing a Dental Hygiene Practice and Rules Respecting Advertising*. The College has adopted *Safety Code 30 – Radiation Protection in Dentistry* and the Alberta Dental Association and College's *Infection Prevention and Control Standards and Risk Management for Dentistry*.

CONTINUING COMPETENCE PROGRAM

Each regulated member must meet the mandatory continuing competence (CCP) program 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 the 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, 2016

	2012	2013	2014	2015	2016
General	2711	2799	2897	3078	3133
Courtesy	3	1	0	0	0
Total	2714	2800	2897	3078	3133

New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2012	2013	2014	2015	2016
Received		226	207	195	174

New Registrations Completed

NOVEMBER 1 TO OCTOBER 31

	2012	2013	2014	2015	2016
U of A Graduates	41	45	37	40	43
Other Canadian Graduates	212	156	176	138	126
International Graduates (USA)	16	11	8	13	6
Total	269	212	221	191	175

Conditional Registrations

NOVEMBER 1 TO OCTOBER 31

	2012	2013	2014	2015	2016
Issued	11	9	12	6	3
Conditions Met by October 31	4	3	2	2	1
Conditional Registrations Revoked	1	1	7	3	1

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:

	2014	2015	2016
Administer local anaesthesia by injection	1856	1954	2119
Perform restorative procedures of a permanent nature in collaboration with a dentist	45	48	57
Prescribe a limited subset of Schedule 1 drugs	82	78	77
Prescribe or administer nitrous oxide/oxygen conscious sedation	251	253	279
Perform orthodontic procedures in collaboration with a dentist	54	65	81

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 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, 2016

	2012	2013	2014	2015	2016
Non-Practicing	188	152	146	199	189
Student	1	0	0	40	40
Life	3	3	3	3	3
Total	192	155	149	242	232

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

	2014	2015	2016
Inspections initiated	12	11	12
Inspections resulting in minor recommendations for change	3	2	1
Inspections resulting in follow-up visits to ensure compliance*	7 (6*)	7 (5*)	10 (5*)
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	2	2	2
Referrals to Complaints Director	0	0	0
Referrals to AHS Environmental Health Officer	0	0	1

*Includes inspections conducted prior to official opening, number 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 written 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

	2014	2015	2016
New complaints received	5	6	12
Complaints carried forward from previous years	2	6	8
Complaints withdrawn	0	0	0
Complaints resolved by Complaints Director	0	3	1
Complaints dismissed	0	1	9
Request for review of dismissal of complaint	0	0	*4
Referred to a Hearing Tribunal	0	0	**3
Number of complaints closed	1	4	8
Number of complaints still open	6	8	12
Number of members dealt with under s.118	0	1	0

*September 29, 2016 CRC conducted one review. Dismissal of complaint upheld. Three CRC reviews scheduled in 2017.

**One Hearing held March 8, 2016. Two Hearings scheduled in 2017.

Nature of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2014	2015	2016
Advertising/business operations	0	3	3
Conduct	1	0	0
Communication/consent	0	0	2
Ethical issues	0	0	1
Record Keeping	0	0	3
Skills/practice/knowledge	4	3	2
Total Complaints Received	5	6	12

Source of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2014	2015	2016
Client	1	2	9
Complaints Director	1	0	1
CRDHA member	1	0	0
Employer	2	0	0
Other (agency, professional body, other health professional)	0	1	0
Public/family member	0	3	2
Total Complaints Received	5	6	12

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

	2015	2016
Hearings	0	1
Hearings partly or completely closed to the public	0	0
Appeal of hearing tribunal decision to council	0	0
Complaint Review Committee review of decision to dismiss a complaint	0	1

Outcomes of Hearings, Appeals and Reviews

NOVEMBER 1 TO OCTOBER 31

Hearing Tribunal March 8, 2016

Orders included a reprimand, undertaking, ethics education, review of CRDHA standards and guidelines, fines and costs.

Review Dismissal of Complaint September 29, 2016

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

ACCESS AND ADVANCEMENT

FACILITATING CONTINUING COMPETENCE

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

ANNUAL CONTINUING COMPETENCE EVENT

The CRDHA held a successful Annual Continuing Competence Event in Calgary, April 28-30, 2016. The event included scientific sessions and workshops relating to the theme, “ADPIE Back to the Basics”. These sessions provided information to support dental hygiene practice in a variety of practice settings.

A 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 student research posters as part of the event.

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 does not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete the U of A local anaesthesia course before the CRDHA will authorize them to perform this restricted activity.

ORTHODONTIC MODULE

The CRDHA is a co-owner of the Orthodontic Module delivered annually by the Department of Continuing Dental Education, University of Alberta. Regulated members must complete the 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. The CRDHA provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

OTHER INITIATIVES

With the support of a grant from Alberta Occupational Health and Safety to partially fund a project, the CRDHA is developing an Infection Prevention and Control Manual template to guide practitioners in the development of new manuals or customization of existing manuals for their dental hygiene practices.

The CRDHA continued its work with eleven other Health Regulatory Colleges/Associations on a collaborative project to close the gaps in standardized protocols for management of blood and body fluid exposure in community-based health care settings. The project received financial assistance through grants from Alberta Occupational Health and Safety and is expected to be complete in early 2017.

The CRDHA 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.

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 and other educational topics.

PROMOTIONAL OPPORTUNITIES

The CRDHA hosted a one-day informational event in the Federal Building at the Alberta Legislature during Dental Health Month, April 2016. Members of the Legislative Assembly had an opportunity to visit our information kiosk and learn about the dental hygienists profession.

In their communities, members worked to develop relationships with their local MLAs and educate them on the actual and potential contributions of dental hygienists to primary health care for Albertans.

The CRDHA provides promotional displays that volunteers and staff use at in-person community events. The displays focus on the regulatory and educational aspects of the profession and provide oral health information.

**EMPLOYMENT HANDBOOK FOR
DENTAL HYGIENISTS**

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards.

**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

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.

RECOGNIZING EXCELLENCE

GRADUATE FUNCTION

The CRDHA sponsored its annual graduate recognition function on April 3, 2016, for the University of Alberta dental hygiene graduating class of 2016.

AWARDS & SCHOLARSHIPS

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

MARILYN PAWLUK MABEY AWARD:
Rachelle Pratt

STUDENT AWARD OF MERIT:
Sarah Dery

CRDHA FIRST YEAR SCHOLARSHIP:
Kimberly Beattie

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE II:
Ilona Kaliszuk

CRDHA GOLD SCHOLARSHIP
IN DENTAL HYGIENE:
Karley Larocque

CRDHA SILVER SCHOLARSHIP:
Christina Chute

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE III:
Hella May Azuela

CRDHA SCHOLARSHIP FOR FOURTH YEAR
BSc - DENTAL HYGIENE SPECIALIZATION:
Sarah Dery

40TH ANNIVERSARY AWARD:
Lisa Herchen

CRDHA GOLD MEDAL:
Taylor Taschuk

CRDHA JAN PIMLOTT AWARD:
Lori Lupul

CRDHA AWARD IN HONOUR OF
MARGARET BERRY MACLEAN:
Mikaela Primeau

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



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, 2016, 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** as at October 31, 2016, 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.

 Yaremchuk & Annicchiarico LLP

CHARTERED ACCOUNTANTS

EDMONTON, ALBERTA

FEBRUARY 18, 2017

STATEMENT OF FINANCIAL POSITION

AS AT OCTOBER 31, 2016

	2016	2015
ASSETS		
CURRENT ASSETS:		
Cash	\$ 2,223,338	\$ 2,084,295
Due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	–	15,318
Investments and Accrued Interest	1,148,152	1,098,633
Prepaid Expenses	18,448	41,673
Total Current Assets	3,389,938	3,239,919
Investments and Accrued Interest (Note 6)	1,936,820	1,925,713
Equipment (Note 3)	116,077	136,874
Total	\$ 5,442,835	\$ 5,302,506

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

Accounts Payable and Accrued Liabilities	\$ 100,514	\$ 172,648
Due to College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario (Note 4)	65,834	–
Prepaid Membership Fees	2,245,385	2,103,631
Deferred Revenue (Note 5)	18,971	–
Total Current Liabilities	2,430,704	2,276,279

NET ASSETS:

Invested in Equipment	116,077	136,874
Internally Restricted (Note 5)	1,936,820	1,925,713
Unrestricted	959,234	963,640
Total Net Assets	3,012,131	3,026,227
Total	\$ 5,442,835	\$ 5,302,506

APPROVED BY
THE COUNCIL:



STATEMENT OF CHANGES IN NET ASSETS

	FOR THE YEAR ENDED OCTOBER 31, 2016				
	Invested In Equipment	Internally Restricted (Note 6)	Unrestricted	2016 Total	2015 Total
Balance at beginning of year	\$136,874	\$ 1,925,713	\$ 963,640	\$ 3,026,227	\$ 3,141,103
Excess of (expenses) revenue for the year	(38,852)	10,575	14,181	(14,096)	(114,876)
Purchase of equipment	18,055	-	(18,055)	-	-
Balance at end of year	\$116,077	\$ 1,936,288	\$ 959,766	\$ 3,012,131	\$ 3,026,227

STATEMENT OF OPERATIONS

	FOR THE YEAR ENDED OCTOBER 31, 2016	
	2016	2015
REVENUE:		
Membership fees	\$ 1,725,750	\$ 1,664,978
Continuing education - annual	160,676	128,867
- other programs	-	42,750
Examination fees	12,200	9,800
Grants - Alberta Provider Directory	3,054	-
- Employment and Immigration Innovation Fund	-	18,113
- Occupational Health & Safety	17,975	18,107
Interest	64,085	65,160
Newsletter, website and other	22,442	13,369
Total revenue	2,006,182	1,961,144
EXPENSES:		
GOVERNANCE - Schedule 1	173,785	192,005
HIGH QUALITY - Schedule 2	1,418,435	1,413,804
ADVANCEMENT - Schedule 3	427,451	461,833
Loss on disposal of equipment	607	8,378
Total expenses	2,020,278	2,076,020
EXCESS OF (EXPENSES) REVENUE FOR THE YEAR	\$ (14,096)	\$ (114,876)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2016

	2016	2015
OPERATING ACTIVITIES:		
Cash receipts:		
Membership fees	\$ 1,867,504	\$ 1,805,021
Continuing education - annual	160,676	128,867
- other programs	-	42,750
Examination fees	12,200	9,800
Grants	40,000	10,240
Interest	64,085	65,160
Newsletter, website and other	22,442	13,369
	<u>2,166,907</u>	<u>2,075,207</u>
Cash disbursements	1,949,183	2,033,084
Net cash from operating activities	<u>217,724</u>	<u>42,123</u>
INVESTING ACTIVITIES:		
Purchase of equipment	(18,055)	(115,724)
(Increase) decrease in investments - net	(60,626)	132,615
Net cash used in investing activities	<u>(78,681)</u>	<u>16,891</u>
INCREASE IN CASH DURING THE YEAR	139,043	59,014
CASH AT BEGINNING OF THE YEAR	<u>2,084,295</u>	<u>2,025,281</u>
CASH AT END OF THE YEAR	<u>\$ 2,223,338</u>	<u>\$ 2,084,295</u>

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%

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2016 or 2015).

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, accounts payable and accrued liabilities and due to College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario.

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.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3. EQUIPMENT:

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

	Cost	Accumulated Amortization	Net Book Value	
			2016	2015
Computer equipment	\$ 181,928	\$ 98,925	\$ 83,003	\$ 111,827
Office equipment and furniture	127,679	94,605	33,074	25,047
	<u>\$ 309,607</u>	<u>\$ 193,530</u>	<u>\$ 116,077</u>	<u>\$ 136,874</u>

NOTE 4. DUE TO COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA AND COLLEGE OF DENTAL HYGIENISTS OF ONTARIO

In 2012, the College of Registered Dental Hygienists of Alberta, College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario entered into a collaborative project to develop a standardized national clinical examination with grant funds received from Alberta Innovation. At the end of the grant period, the three provincial regulatory authorities committed up to \$100,000 each to continue the project. The College of Registered Dental Hygienists of Alberta agreed to manage the project funds.

	Expenditures Incurred	Funds Provided	Balance At	
			OCT 31, 2016	OCT 31, 2015
College of Registered Dental Hygienists of Alberta (Note 6)	\$ 67,084	\$ 67,084	\$ -	\$ -
College of Dental Hygienists of British Columbia	\$ 67,083	\$ 100,000	(32,917)	\$ 7,659
College of Dental Hygienists of Ontario	\$ 67,083	\$ 100,000	(32,917)	\$ 7,659
	<u>\$ 201,250</u>	<u>\$ 267,084</u>	<u>\$ (65,834)</u>	<u>\$ 15,318</u>

NOTE 5. DEFERRED REVENUE:

Deferred revenue consists of:

	2016	2015
Occupational Health & Safety grant	\$ 2,025	\$ -
Alberta Provider Directory grant	16,946	-
	<u>\$ 18,971</u>	<u>\$ -</u>

NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. NET ASSETS - INTERNALLY RESTRICTED:

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

	2016	2015
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:		
Balance at beginning of the year	\$ 500,658	\$ 548,558
Interest earned	14,500	16,100
Costs of investigation and discipline	-	(64,000)
	\$ 515,158	\$ 500,658
b) Health Professions Act implementation fund established to finance the costs of implementing the <i>Health Professions Act</i> :		
Balance at beginning of the year	\$ 202,764	\$ 217,356
Member consultations	-	(14,592)
	\$ 202,764	\$ 202,764
c) New building fund established to finance costs of a future building:		
Balance at beginning of the year	\$ 1,054,950	\$ 1,024,750
Interest earned	30,500	30,200
	\$ 1,085,450	\$ 1,054,950
d) Registrar recruitment fund established for the registrar recruitment process:	\$ 50,000	\$ 50,000
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	\$ 75,000	\$ 100,000
Donations	(25,000)	(25,000)
	\$ 50,000	\$ 75,000
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	\$ 42,341	\$ -
Contributions	-	\$ 100,000
Development costs	(9,425)	(57,659)
	\$ 32,916	\$ 42,341
Total	\$ 1,936,288	\$ 1,925,713

NOTES TO THE FINANCIAL STATEMENTS

NOTE 7. COMMITMENTS:

- a) The College is committed to the rental of business premises under a lease agreement expiring November, 2017. The minimum rent payable is \$6,667 per month to November, 2017, 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 February, 2019. The minimum lease payments are \$2,871 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2016, \$19,834 (\$6.76 per member) was paid to the Commission (2015 - \$16,941; \$5.86 per member). The commitment will be \$8.20 per member in 2017.

NOTE 8. 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 9. 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 I. GOVERNANCE EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2016	
	2016	2015
Insurance	\$ 11,231	\$ 11,225
Meeting expenses	98,278	111,864
Professional fees - audit, consulting	64,187	57,473
Reviews and appeals	89	11,443
Total	\$ 173,785	\$ 192,005

NOTES TO THE FINANCIAL STATEMENTS

SCHEDULE 2. HIGH QUALITY EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2016	
	2016	2015
Advertising and promotion	\$ 7,386	\$ 16,788
Amortization	28,684	16,739
Commission on Dental Accreditation (Note 7)	19,834	16,941
Continuing education - annual	71,279	61,591
- other programs	14,219	28,122
Costs of investigations and discipline	164,377	100,653
Examinations	7,355	11,107
Grant expenses		
- Alberta Provider Directory	3,054	-
- Employment and Immigration Innovation Fund	-	18,113
- Occupational Health & Safety	17,975	18,107
Inspections	92,031	63,672
Insurance	3,472	3,440
Liaisons and committees	12,819	14,264
Meetings		
- travel and accommodation	18,275	23,804
Member consultations	-	14,592
National clinical exam development	9,425	57,659
Newsletter and website	21,205	17,913
Printing, postage and office	85,981	104,248
Professional fees		
- legal, consulting, accounting and computer	77,639	101,820
Rent (Note 7)	117,710	117,245
Salaries and benefits	635,759	592,965
Telephone	9,956	14,021
Total	\$ 1,418,435	\$ 1,413,804

NOTES TO THE FINANCIAL STATEMENTS

SCHEDULE 3. ADVANCEMENT EXPENSES:

FOR THE YEAR ENDED OCTOBER 31, 2016

	2016	2015
Amortization	\$ 9,561	\$ 7,174
Awards - members	6,498	2,044
- students	5,304	4,761
Continuing education - annual	70,921	61,591
- other programs	-	4,261
Dental hygiene promotion	22,285	24,038
Donations	32,002	31,500
Functions	6,639	5,605
Insurance	1,157	1,147
Meetings - travel and accommodation	2,470	2,560
Newsletter and website	21,244	17,854
Printing, postage and office	54,471	54,104
Professional fees	33,774	36,901
Rent	39,237	39,082
Salaries and benefits	114,461	164,604
Telephone	7,427	4,607
Total	\$ 427,451	\$ 461,833



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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