

**Provincial Dental Board of Nova Scotia
Meeting 2022 – 05**

Via Zoom Videoconference

Friday September 23, 2022 – 8:30am

A meeting of the Provincial Dental Board of Nova Scotia was held on Friday, September 23, 2022 via Zoom Videoconference.

In Attendance: Dr. Shelly Anderson (Chair)
Dr. Russell MacSween (Vice Chair)
Dr. Daniel Albert
Dr. Kevin Walsh
Dr. Sunita Sharma
Dr. Terrie Logue
Dr. April Nason
Dr. Sachin Seth
Ms. Donna Rushton
Ms. Marina Crawford
Mr. David Melvin
Mr. Greg Fevens
Dr. Doug Mackey (Registrar)
Ms. Jane Donovan (Executive Assistant)
Ms. Valerie Benoit (Administrative Assistant)

Observers: Dr. Jennifer MacLellan, Past-President, NSDA, joined the meeting for agenda items 1-9

Regrets: Dr. Curtis Gregoire (Deputy Registrar)
Dr. Ben Davis, Dean, Faculty of Dentistry, Dalhousie University
Ms. Melanie Kelloway, Dental Assisting Program Director, Cape Breton Business College

Agenda 1. Call to Order

At 8:33 am the Chair welcomed Board members and guest Dr. Jennifer MacLellan to the meeting. General instructions regarding the proceedings were provided. The Chair thanked those present for pivoting from an in-person to a virtual format for the meeting in light of the impending hurricane.

Agenda 2. Conflict of Interest Declaration

The Chair asked the Board if they had or were aware of any other Board members who had a conflict of interest with today's agenda. No conflicts of interest were identified.

Agenda 3. Approval of the Agenda

The Chair reviewed the agenda and noted a change to the format moving agenda item 12 to follow agenda item 9. As well, due to the impending hurricane, a small number of items were deleted from the agenda and will be carried forward to a future meeting. No additions were noted.

It was moved and seconded – Dr. April Nason and Dr. Sachin Seth

Motion 2022 - 52

"That the agenda be approved as amended."

Motion Carried

Agenda 4. Minutes of the May 27, 2022 Board Meeting

a) Errors and/or Omissions

The Chair asked if there were any errors or omissions in the minutes from the May 27, 2022 meeting. No errors or omissions were identified.

It was moved and seconded – Dr. Russell MacSween and Dr. Daniel Albert

Motion 2022 – 53

"That the minutes of the May 27, 2022 meeting be approved as presented."

Motion Carried

b) Business Arising

Business arising is incorporated into the agenda.

Agenda 5. Dean's Report

Dr. Ben Davis, Dean, Faculty of Dentistry, Dalhousie University was not able to attend today's meeting. The Dean's report was featured in the resource material for today's meeting.

Agenda 6. Cape Breton Business College Report

Ms. Melanie Kelloway, Dental Assisting Program Director, Cape Breton Business College (CBBC) was not able to attend today's meeting. The CBBC's report was featured in the resources for today's meeting.

Agenda 7. NSDA Report

A report was submitted from the Nova Scotia Dental Association (NSDA) and was featured in the resource material for today's meeting.

Dr. Jennifer MacLellan, Past-President of the NSDA was in attendance for this meeting.

There was an overview in the NSDA Report about the new proposed federal initiative for a national dental program which Dr. MacLellan highlighted.

Dr. MacLellan also noted the Governing Council election for a new member and said votes must be submitted by September 30, 2022.

Agenda 8. NSDAA Report

Ms. Donna Rushton noted that her report was submitted for today's meeting and attached were the key findings of the Canadian Dental Assistants' Association (CDA) National Dental Assistants' Mental Health survey. She was happy to answer any questions or redirect them for feedback if necessary.

Agenda 9. Licensing Update

Ms. Jane Donovan provided the licensing report and noted that the PDBNS office experienced a very busy summer licensing dentists, students and registered dental assistants. To date in 2022, there have been 35 new dentists, 9 post-graduate dental students, and 44 new dental assistants registered and licensed in 2022. Also, 20 dentists and 42 dental assistants have relinquished in 2022.

The DDS license renewal invoices will be emailed out around October 10. The format will be similar to last year and will occur using an on-line renewal form. One notable

difference is there will be some information pre-populated which should make the renewal process easier for registrants to complete.

Agenda 12. Board Committee Reports

a) Finance and Audit Committee

There was a motion to move *in camera*

It was moved and seconded – Dr. April Nason and Mr. Greg Fevens

Motion 2022 – 54

“That the meeting be moved *in camera*.”

Motion Carried

i) Financials to July 31, 2022

Dr. Logue discussed the financials year to date and said that it looks like we are on track and that it appears that the Board is on budget at this point.

ii) Proposed Budget and Fees 2022-23

Dr. Logue provided a review of the proposed budget for 2022 as well as proposed fees for 2022-2023. The Finance Committee recommends that there be no change to the fees for 2022-2023. There was Board discussion and there was consensus to not change the current fees.

It was moved and seconded – Dr. Daniel Albert and Mr. Greg Fevens

Motion 2022 - 55

“That there be no change in fees for 2022-23.”

Motion Carried

It was moved and seconded – Dr. Terrie Logue and Dr. Sachin Seth

Motion 2022 - 56

“That the proposed budget for 2023 be approved.”

Motion Carried

iii) Directors / Officers, Errors & Omissions Insurance

Dr. Logue presented the Directors/Officers, Errors & Omissions Insurance policy for renewal. The cost will be \$32,890 + HST for the period of October 5, 2022 to October 5, 2023.

It was moved and seconded – Dr. Terrie Logue and Mr. David Melvin

Motion 2022 – 57

“That the Directors and Officers Liability Insurance Proposal at the cost of \$32,890 + HST for the period of October 5, 2022 to October 5, 2023 be approved.”

Motion Carried

iv) Travel Insurance

Dr. Logue presented the Travel Insurance Policy for renewal.

It was moved and seconded – Dr. Terrie Logue and Dr. Daniel Albert

Motion 2022 – 58

“That the Travel Insurance policy at a cost of \$1150.00 for the period of October 5, 2022 to October 5, 2023 be approved.”

Motion Carried

There was a motion to move out of *in camera*

It was moved and seconded – Dr. Russell MacSween and Dr. April Nason

Motion 2022 – 59

“That the *in camera* session be ended.”

Motion Carried

b) Human Resources and Governance Committee

i) Appointments / Reappointments

There is one appointment to the Complaints Committee as Dr. Rick Raftus will be retiring. Dr. Clare Champoux has agreed to be removed from the Registration and Appeals Committee and let her name stand for appointment to the Complaints Committee effective October 10, 2022.

It was moved and seconded – Dr. Sunita Sharma and Mr. David Melvin

Motion 2022 – 60

“That Dr. Clare Champoux be removed from the Registration Appeals Committee and appointed to the Complaints Committee effective October 10, 2022.”

Motion Carried

There is one reappointment to the Complaints Committee required. Ms. Alma Layden agreed to let her name stand for reappointment.

There are also two reappointments to the MCDE Committee required. Ms. Jackie Snooks and Dr. Erin Hennessy agreed to let their names stand for reappointment.

It was moved and seconded – Dr. Kevin Walsh and Ms. Donna Rushton

Motion 2022 – 61

“That Ms. Alma Layden be reappointed to the Complaints Committee, that Ms. Jackie Snooks be reappointed to the MCDE Committee, and that Dr. Erin Hennessy be reappointed as Chair to the MCDE Committee.”

Motion Carried

ii) Date for Staff Performance Reviews

Date for staff performance reviews has yet to be determined.

iii) Equity, Diversity, Inclusion and Access Committee

Since the last meeting of the PDBNS in May, the new *ad hoc* Committee has met twice over the summer to discuss and work on the framework for the development of an Equity, Diversity, Inclusion and Access (EDIA) document. There was discussion and it has been decided to have a guest speaker attend the PDBNS meeting in November to provide a presentation to the Board members on this topic.

c) Standards and Guidelines Committee

i) Infection Control and Prevention Standard

The IPAC Committee met over the summer and did a thorough review of the document and made some excellent suggestions for edits. The document was then brought back to the other three oral health regulators for review who also provided feedback. The changes have been incorporated and the draft IPAC document is included in the resources for the Board's approval.

It was moved and seconded – Dr. April Nason and Dr. Sunita Sharma

Motion 2022 – 62

“That the 2022 PDBNS Infection Control and Prevention Standard be approved as amended.”

Motion Carried

Following the approval of the IPAC document there was Board discussion around the timeline in which the standard should be enforced. It was agreed that the Infection Control and Prevention Standard be enforceable 3 months following the date of publication.

It was moved and seconded – Dr. April Nason and Dr. Kevin Walsh

Motion 2022 – 63

“That the 2022 PDBNS Infection Control and Prevention Standard be enforceable 3-months following the date of publication.”

Motion Carried

ii) Oral Radiology Guidelines (Update)

Dr. Mackey noted that there was no update since the May PDBNS Board meeting. The hope is that the *ad hoc* committee will meet in October or November to review a draft version of this guideline.

Agenda 10. Registrar's Report

a) Functional Committees Update

iii. Mandatory Continuing Dental Education (MCDE)

There have been no meetings of the MCDE Committee since the May Board meeting. However, members of the Committee participated in the pilot run of the course on the Management of Medical Emergencies in the Dental Office and gave valuable input.

As of the May Board meeting there were 3 dentists who had yet to fulfill the requirements for their audit for the cycle ending in December 2021. Presently, 1 of them has fulfilled their requirements and 2 have yet to do so to be eligible for licence renewal in the fall.

The PDBNS online course on the Management of Medical Emergencies in the Dental Office launched on September 1, 2022. As of September 16, 2022, 73 individuals had registered to take the course: 38 PDBNS-licensed RDAs, 27 PDBNS-licensed Dentists, and 8 non-registrants (all from out of province). The New Brunswick Dental Society was eager to share information on this course with their members and featured the course in its September 8, 2022, newsletter. To date, we are not aware of any technical glitches with registration (except for one which was operator-dependent).

Despite the development of the website taking longer than anticipated, QB Marketing's fee was only slightly over the estimate and has already been covered by registration fees.

b) Canadian Dental Regulatory Authorities Federation (CDRAF)

ii. NDSE

Work continues on transitioning the specialty certification examinations back to Royal College of Dentists of Canada (RCDC). At the August 19, 2022 CDRAF meeting in Montreal, Dr. Carolyn Mason (RCDC) presented an updated proposal which is included in Resource 10(b)(ii). The feedback was generally quite positive. There were some suggestions regarding the composition and role of the proposed Standing Committee which were well-received by Dr. Mason and were to be taken back to the working group.

iv. Pathways to Licensure

There was significant discussion around pathways to licensure for internationally trained health care professionals. In some provinces there is mounting pressure for colleges to significantly streamline and shorten the timeframe for credential assessment and licensure. There was agreement that the Canadian provincial DRAs should consider ways to work with NDEB to proactively address this.

It was moved and seconded – Dr. Kevin Walsh and Dr. Terrie Logue

Motion 2022 - 64

“That Dr. Sachin Seth be appointed as PDBNS Representative on the Multi-Stakeholder Working Group to review certification processes for graduates of International Dental Programs.”

Motion Carried

e) Commission on Dental Accreditation of Canada (CDAC)

i. Governance Update

The work of the CDAC Governance Review Steering Committee (GRSC) was presented at the July 2022 CEOs and Registrar’s Meeting by CDAC Chair, Dr. Debora Matthews and at the August 19, 2022 CDRAF meeting. The CDAC May 2022 report to the PDBNS is included in the resources for reference.

The presentation made by CDAC is in the resources. CDAC is seeking the provincial DRA’s approval of the proposed new governance structure.

It was moved and seconded – Dr. Terrie Logue and Dr. Russell MacSween

Motion 2022 - 65

“That the PDBNS approves in principle CDAC’s new proposed governance model with emphasis placed on increased transparency of accreditation standards and reports.”

Motion Carried

ii. Dalhousie Accreditation Site Visit March 2022

CDAC has requested an observer from the PDBNS to take part in Dalhousie Dentistry’s accreditation site visit from March 27-31, 2022. Dr. April Nason has agreed to represent the PDBNS pending the Board’s approval.

It was moved and seconded – Dr. Sachin Seth and Mr. David Melvin

Motion 2022 - 66

“That Dr. April Nason be appointed as the PDBNS Representative on the survey team for the March 2023 accreditation site visit at Dalhousie University.”

Motion Carried

g) Update on Legislative Amendments

At the time of submission of the Registrar's Report, there had been no news from government with respect to legislative changes since the series of consultation meetings which took place earlier in 2022. Dr. Mackey had reached out to Mark Lucas (DHW) for an update. Mr. Lucas indicated in his September 14 reply that he did not have any updates at that time.

Dr. Mackey received email communication from Mr. Lucas late yesterday, September 22 providing information on government's next steps on this project. Although there was insufficient time for a thorough review of the documentation for presentation of the materials at today's meeting, the Registrar indicated that government has requested the regulators' response to a series of questions with a fairly tight timeline.

Agenda 11. Chair

a) Chair's Report

The Chair's report was featured in the resource material for today's meeting. Dr. Anderson said her report was as submitted with the following addition:

Dr. Anderson attended the NSDA Governing Council meeting on September 16, 2022. She noted that the topics addressed there were previously highlighted by Dr. MacLellan earlier in the agenda. Additionally, Dr. Anderson shared that a member of the Governing Council expressed appreciation to the PDBNS for providing an opportunity to have an online medical emergencies course.

b) Board Effectiveness Survey

The Board effectiveness survey was circulated in August to all Board members for completion. Through this survey, insight is gained into Board performance and opportunities for improvement. The Chair thanked the Board members for taking the time to provide their valued input.

The survey results were reviewed. Dr. Anderson noted that overall, most of the results had a high score rating.

Some comments in the survey were highlighted which included:

- There was reiteration of the importance for members to wear their "Board hat" when sitting at the table (which Board members take seriously) as well as the importance of the conflict-of-interest declaration at each and every meeting (which occurs).
- There is recognition among the Board members that we are moving back to more "normal" meetings which are appreciated.
- Staff are doing a great job with getting the resources out in a timely manner
- The updates between the Board meetings are appreciated.
- There is improvement in attention to issues affecting RDAs.

- There were expressions of appreciation of the valuable input of the public members on the Board.

Challenges and opportunities for continued improvement included:

- Working to achieve and maintain diversity on the Board.
- Looking for ways to continue improving orientation of new Board members
- Challenges arising from the uncertainty around legislative changes.
- The loss of the institutional knowledge with a large portion of the Board members leaving at the same time.

d) Nominations Committee Report

At the May 2022 Board meeting a Nominating Committee was struck with the purpose of filling the upcoming positions of Chair and Vice-Chair when Dr. Anderson's final term on the Board concludes on December 31, 2022. The Committee consisted of the Registrar, Dr. Shelly Anderson, Dr. Kevin Walsh and Mr. David Melvin. A call for nominations was put forth to the Board over the summer. Nominations were reviewed and the Nominating Committee unanimously proposes the following candidates:

Dr. Russell MacSween as Chair
Dr. Sunita Sharma as Vice Chair

There were no further nominations from the floor after three calls for such.

It was moved and seconded – Mr. David Melvin and Dr. April Nason

Motion 2022 – 67

“That Dr. Russell MacSween be appointed PDBNS Chair effective January 1, 2023.”

Motion Carried

It was moved and seconded – Dr. Sachin Seth and Mr. David Melvin

Motion 2022 – 68

“That Dr. Sunita Sharma be appointed PDBNS Vice-Chair effective January 1, 2023.”

Motion Carried

Agenda 13. Old Business

a) Update on Member of Public Regarding Sedation Standard (FYI)

Dr. Mackey provided an update to the Board around communications stemming from a member of the public whose child experienced an unexpected incident while undergoing treatment with nitrous oxide sedation in February, 2021.

b) Database Management Proposal (Alinity)

The Alinity database management proposal from Softworks Inc. was included in the resources for the Board's review. Dr. Mackey provided a brief overview of the platform. A follow-up Board meeting dedicated to this issue will be held in October. The Registrar plans to ask Mr. Tim Edlund of Softworks to give a presentation to the Board at this meeting. As well, Mr. Paul Blanchard of the New Brunswick Dental Society has agreed to be present to share his organization's experience with this platform since adopting it in 2021.

c) Fees for Sedation Permits

Dr. Mackey had done a jurisdictional scan of Canadian Dental Regulators regarding their fee structures for sedation permits.

After some discussion among Board members, it was agreed that an *ad hoc* committee be formed to research and recommend a fee structure for sedation permits to be proposed to the Board.

The Committee will consist of Dr. Daniel Albert as Chair, Dr. Curtis Gregoire, Dr. Russell MacSween, and Dr. Terrie Logue.

It was moved and seconded – Dr. Sachin Seth and Dr. April Nason

Motion 2022 – 69

"That an *ad hoc* committee be formed to research and recommend a fee structure for the practice of sedation comprised of Dr. Daniel Albert (Chair), Dr. Curtis Gregoire, Dr. Russell MacSween and Dr. Terrie Logue."

Motion Carried

d) Dental Hygiene Scope of Practice (Local Anesthesia)

Response to DHW was included in the resource material for information purposes. This response was supportive of the notion that dental hygienists who are trained in the

administration of local anesthetic in their undergraduate training should be able to *“order, prescribe, and administer local anaesthetic and reversal agents (when needed), without a written order from the client’s dentist or physician”*.

The administration of local anesthesia is included in the “Entry to Practice Competencies and Standards for Canadian Dental Hygienists”.

It was felt that, based on dental hygienists’ level of training, there is no increased risk for dental hygienists to administer local anesthesia without the written order of a dentist or physician. This includes the use of reversal agents (which are not frequently employed clinically) and epinephrine (which is a standard component of most orally-administered local anesthetics).

e) Dental Hygiene Scope of Practice (Caries Diagnosis)

Letter to the College of Dental Hygienists of Nova Scotia (CDHNS) was included in the resource material for information purposes. This letter expressed the position of the PDBNS that the diagnosis of caries does not belong in the scope of practice for dental hygienists.

f) Presentation at the June 2022 NSDAA Meeting

Dr. Mackey and Dr. Gregoire gave a presentation at the NSDAA meeting in June 2022 to provide information on things such as the Medical Emergencies course, how fees are determined, and the complaints process. The Board received a few emails from dental assistants afterwards thanking them for the presentation.

i) Staff Protocol for Communication about License Renewal

As directed at the May 2022 Board meeting, at the time of license renewal staff will send an initial invitation to renew (including instructions and deadline) and one general follow-up reminder as the deadline approaches.

Agenda 14. New Business

a) Upcoming Board Meetings

- **November 26, 2022**
- **January 27, 2023**
- **May 26, 2023**
- **September 29, 2023**
- **November 25, 2023**

b) Custodianship of Dental Records

The Board was informed by a member of the public of destroyed dental records found on the roadside in Dartmouth. The Deputy Registrar, Dr. Gregoire retrieved the records

immediately and brought them back to the Dental Board office. An investigation is currently taking place.

c) Dentists' Responsibility to Provide Emergency Care

A reminder will be sent out in the next issue of Board Business reminding dentists of their responsibility to provide emergency care for their patients of record and to have their contact information available.

d) Temporary Academic Licensing for Uncertified Dentists

The Board had received email correspondence from the Faculty of Dentistry at Dalhousie University dated July 11, 2022. The email highlighted the challenges the faculty faces with incoming specialist faculty members who have not yet completed their certification process and do not have an NDEB certificate for general dentistry. As such, they cannot obtain a dental license in Nova Scotia and are therefore not permitted to supervise students in the clinic. The request was that these faculty members would be issued a temporary academic license while they awaited the results of their specialty examination. The Registrar's response was featured in the resource material for information purposes, and outlined the reasons why a dental license for uncertified dentists was not possible.

e) Allograft Data Collection

Following an agreement with the Nova Scotia Provincial Blood Coordinating Program, the PDBNS has been collecting allograft usage data from dentists and reporting back with the information. Staff has found this task onerous, and more data is being collected beyond the minimum requirement in the agreement. The Registrar will work toward simplifying this process for the November 2022 license renewal.

f) Office Space Lease Renewal

The lease for the PDBNS office space will expire in early 2024. Staff will engage the landlord to negotiate a new lease agreement for presentation to the Finance and Audit Committee and ultimately to the Board for approval.

Agenda 15. In Camera

There was a motion to move *in camera*

It was moved and seconded – Dr. Kevin Walsh and Mr. Greg Fevens

Motion 2022 – 70

“That the meeting be moved *in camera*.”

Motion Carried

Agenda 16. Adjournment

Being that there was no further business, the meeting was adjourned at 12:03 pm.

It was moved and seconded – Dr. Daniel Albert and Mr. David Melvin

Motion 2022 - 71

“That the meeting be adjourned.”

Motion Carried

Next Regular Board Meeting – Saturday, November 26, 2022

Approved,


Dr. Shelly Anderson, Chair


Date