

**Provincial Dental Board of Nova Scotia
Meeting 2020 - 11**

Via Zoom Videoconference

Friday, September 25, 2020 – 8:30am

A meeting of the Provincial Dental Board of Nova Scotia was held on September 25, 2020 via zoom videoconference.

In Attendance: Dr. Daniel Albert (Chair)
Dr. Shelly Anderson (Vice Chair)
Dr. Sunita Sharma
Dr. Kevin Walsh
Dr. Russell MacSween
Dr. Chris Baker
Ms. Donna Rushton
Ms. Marina Crawford
Mr. David Melvin
Mr. Greg Fevens
Dr. Martin Gillis (Registrar)
Ms. Jane Donovan (Executive Assistant)
Ms. Valerie Benoit (Receptionist)
Mr. Chris Holland (IT)

Observers: Mr. Steve Jennex, Executive Director, NSDA
Ms. Lynda Foran, Executive Director, NSDAA
Dr. Ben Davis, Dean of Dentistry, Dalhousie University
Mr. Jason Cooke (Legal Counsel) joined the meeting for Agenda Item 15.
Ms. Danielle Keating (Associate Legal Counsel) joined the meeting for Agenda Item 15.
Mr. Don Moors, Principal (Temple Scott Associates) joined the meeting for Agenda Item 15.

Regrets: Dr. David Dignan
Dr. Terrie Logue
Dr. Curtis Gregoire (Deputy Registrar)
Dr. Ferne Kraglund (Dalhousie University / Dental Consultant, DHW)

Agenda 1. Call to Order

At 8:31 am the Chair welcomed the Board members, and guests Dr. Ben Davis, Mr. Steve Jennex and Ms. Lynda Foran to the meeting. General instructions regarding the proceedings were provided.

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 the additions of agenda items 7 b), 10 d), e), and 11 a) i).

It was moved and seconded –Dr. Russell MacSween and Dr. Kevin Walsh

Motion 2020 - 63

“To approve the agenda as amended.”

Motion Carried

Agenda 4. Minutes of 2020-08 – 2020-10 (June 3, 2020 /June 29, 2020 / August 20,2020)

a) Errors and/or Omissions

The Chair asked if there were any errors or omissions in the minutes from June 3, 2020, June 29, 2020 and August 20, 2020 meetings. No errors or omissions were identified.

It was moved and seconded –Dr. Sunita Sharma and Dr. Shelly Anderson

Motion 2020 – 64

“To approve the minutes as presented.”

Motion Carried

b) Business arising

The business arising is incorporated into the agenda.

Agenda 5. Dean's Report

Dr. Ben Davis, Dean of Dentistry, Dalhousie University provided a report which was included in the resource material for information purposes. Dr. Davis highlighted some key areas of his report and informed the Board of the pressing matters for the faculty due to the pandemic:

- Very busy four months of emergency clinics, one of the first clinics to be allowed to open and provide emergency service to the province's population.
- Students have been able to return to campus (limited to about 25% occupancy compared to before the pandemic).
- Overall, Dalhousie enrollment has continued to be steady and at normal numbers. Very happy that students are receiving the experiential learning that is required for them to be able to graduate and be deemed competent.
- Patients are back to the clinic and are very comfortable
- Have to get through the pandemic and hopeful that the university will be back to person to person learning sometime in 2021.

Dr. Davis thanked the Provincial Dental Board for their tremendous assistance and collegiality that was demonstrated during the pandemic between the Board and the Faculty.

Agenda 6. NSDA Report

Mr. Steve Jennex provided a report from the Nova Scotia Dental Association (NSDA) which was featured in the resource material for information purposes. Mr. Jennex highlighted key areas of the report and added that the NSDA received masks which will be going out to all NSDA members with a wellness letter. Mr. Jennex thanked CSDPI who were the sole sponsors of this project.

- Governing council met for its fall meeting last week and they will not be meeting again face to face until the new year.
- NSDA has a strategic plan that was approved at annual meeting in June 2020.
- Greater focus on member wellness which is reflected in the report.
- Our standing committees are meeting; the Atlantic Presidents and CEO's of the Dental Associations and the CDA reps are meeting in Halifax next week.
- Dental ethics project – This has been about a year and a half in the making and ties in with the American College of Dentists. We were hoping to launch at the fall

welcome to the profession event for dental students but is not going to happen due to the pandemic.

- The June 2021 AGM is being planned for the Doubletree Hilton Hotel in Dartmouth.
- Next week the MSI town hall with members who have been raising concerns with the Children's Oral Health Program.

Agenda 7.

a) NSDAA Report

Ms. Donna Rushton provided a report from the Nova Scotia Dental Assistants Association (NSDAA). Ms. Rushton noted the following highlights:

- CDAA held their virtual AGM on Sunday, Sept 13, 2020.
- NSDAA will be holding their virtual AGM on Saturday, Oct 17, 2020. Due to not being able to have a face-to-face AGM the NSDAA Board decided to postpone the membership vote of the Nova Scotia remaining and organizational member of CDAA until the AGM in 2021.
- The NSDAA is in the process of revamping their website and a survey is out to members at the present time for their input.
- NSDAA membership renewal forms will be going out to the members in the middle of October for the 2021 membership.
- NSDAA will be doing a salary survey later this fall.

b) NDAEB Report

Ms. Donna Rushton provided the National Dental Assisting Examining Board (NDAEB) report.

Last Friday, the NDAEB launched a practice exam for members who are going to write the exam and noted that it has been greeted with great response in the first week. Still trying to fight the way through COVID as the pandemic hit the Board at their hardest time with respect to the exams. Getting back on track, an exam is scheduled for next weekend with over 700 students anticipated to write the exam across the country.

Ms. Ruston noted that the NDAEB has increased the cost of the exams by \$100.00 and that it was something that had to be done as opposed to something that they wanted to do. This action was taken by NDAEB as a cost recovery measure because of the closure of exams and the cost to go to video and computer.

The next NDAEB meeting is scheduled for October 29, 2020.

Agenda 8. Licensing Update

Ms. Jane Donovan provided the licensing report and noted that on December 31, 2019 there were 560 licensed dentists and to date there are 561. Since January 2020, 17 dentists have relinquished their license and sadly 2 passed away.

Due to the pandemic the RDA license fees were paid by the Provincial Dental Board on their behalf and payment for reimbursing the fees are deferred until October 31, 2020. To date there are 537 RDAs who have paid their fees. There are approximately 282 that are still outstanding and out of that number, 198 have not sent back their fee agreement form or payment.

A number of dental assistants have been licensed from CBBC and Oulton College so far and we are expecting more applications from students at NSCC upon completion of their program.

A total of 20 new dentists and 14 new dental assistants were licensed since January 2020.

Due to the pandemic, the Board has been completing the licensing process for new registrants through zoom call and Ms. Donovan noted that this has been working very well.

The Provincial Dental Board will be preparing to send out invoices to dentists in mid-October for license renewal.

Agenda 9. Registrar's Report

a) Functional Committees Update

Mandatory Continuing Education (MCDE) Committee

Dr. Gillis provided an update on the MCDE Committee and noted that the MCDE guidelines were included in the resource material. The MCDE Committee was scheduled to meet in March 2020 to perform the audit for dentists; however, this meeting was

postponed due to the pandemic. Subsequent MCDE business meetings were held by videoconference to address issues created by the pandemic.

The Committee met on August 17, 2020 via zoom call. The Committee recognized that due to the pandemic, registrants face challenges in meeting Category 1 CDE requirements due to the lack of attendance courses. As a result, the MCDE Committee recommended changes to the MCDE Guidelines to make the fulfillment of meeting Category 1 requirements possible.

The proposed changes include:

- a) Live webinars hosted by approved sponsors to qualify for Category 1 credits;
- b) On-line courses with a test component that were previously categorized as Category 2 be categorized as Category 1; and
- c) Registered Study Clubs be able to meet virtually and that the virtual meetings would be considered equivalent to an attendance meeting.

It was moved and seconded –Dr. Chris Baker and Dr. Kevin Walsh

Motion 2020 – 65

“To accept the revisions of the guidelines as recommended by the MCDE Committee.”

Motion Carried

Complaints Committee

September 18, 2020

A meeting of the Complaints Committee was held on September 18, 2020 to hear one case.

Case 1: Settlement agreement accepted and forwarded to discipline.

Dental Practice Review (DPR) Committee

The DPR Committee met virtually on August 6, 2020 to review the self-assessment forms. There was an addition incorporated into the site visit requesting that dentists chosen for the audit submit their COVID-19 Site-Specific Reopening Plan ahead of time for review. The primary focus of DPR site visits in 2020 is to review each office's COVID-19 Reopening Plan and to ensure that this plan is being properly implemented. The second phase of the audit is underway with site visits being conducted by the Registrar and Deputy Registrar.

Dr. Gillis noted that the visits which have taken place so far have been very good and that the site-specific plans that have been developed are being implemented.

b) CDRAF

The CDRAF draft minutes of the Board meeting held on April 22, 2020 are featured in the resources for information purposes. Registrars hold frequent meetings to discuss COVID-19 and how DRAs are managing in each of their jurisdictions. The last Registrars call was held on September 21, 2020. Dr. Gillis provided an update to the Board members with respect as to what was discussed.

c) National Dental Examining Board (NDEB)

Dr. Gillis provided an update on the NDEB. A virtual AGM will be held in October 2020.

d) Network

Dr. Gillis noted that there will be a virtual Network meeting in October 2020. The Network has been developing competency standards for health regulators over the past year. The document is being reviewed for possible approval at the upcoming Network meeting.

e) Nova Scotia Prescription Monitoring Program (NSPMP)

A virtual meeting will be held next month with the NSPMP. Dr. Gillis noted that dentists still have the ability to do telephone prescribing for controlled drugs. The PMP will monitor this method of prescribing on an ongoing basis.

The Provincial Dental Board is looking at a guideline for prescribing and dispensing controlled drugs. The draft guidelines will be distributed to the PMP Board members for feedback.

f) Dental Consultant DHW

Dr. Ferne Kraglund, Dental Consultant for the Department of Health and Wellness (DHW) was not able to attend today's meeting. Dr. Kraglund will provide a report at the Provincial Dental Board's meeting in November.

Agenda 10. Chair's Report

a) COVID-19 Update

Dr. Albert provided an update on COVID-19:

- Dental practices are busy.

- We are fortunate to be living in Atlantic Canada as there has been very low numbers of COVID and no community spread allowing dentists to perform comprehensive care to their patients. The profession has responded well to meet the challenges the pandemic has created.
- Last week the NSDA / PDB executive had a meeting at the NSDA's request to discuss what was done/how it went/what could have been improved during last spring with regards to COVID (the NSDA president expressed that things could have been better). Dr. Albert concluded by saying that we are well positioned if a second wave was to happen as the protocols are in place. Agreed to maintain open communication and coordinate messaging to avoid confusion by the members.
- During the pandemic, the DHW extended access to free PPE until it runs out.
- The Provincial Dental Board has reviewed and updated the frequently asked questions (FAQs) to the Board's website on September 24, 2020.

b) Board Effectiveness Survey – Results

The Board Effectiveness Survey was conducted online. The Chair thanked all the Board members for completing the survey and providing their feedback. The survey results were reviewed and discussed. Dr. Albert noted that most of the results were very favorable with a high score rating. Some of the comments suggested in the survey were regarding some feeling that they were not kept up-to-date with information during COVID, the orientation of new members, and around access to meeting resources.

c) Nominating Committee (NDEB Representative)

The term of the Provincial Dental Board's representative to the National Dental Examining Board (NDEB) will come to an end following the NDEB Annual Meeting on October 24, 2020. The current representative, Dr. Doug Mackey, has served in this capacity for the Board for several years including a two-year term as NDEB President from October 2016- October 2018. The Board would like to thank Dr. Mackey for his hard work and dedication during this time.

The Board sent out an Advisory to registrants (dentists) on August 31, 2020 informing them of the upcoming position. Dentists (who are registered and currently licensed to practice dentistry in Nova Scotia) who were interested in becoming the next NDEB representative were asked to submit a letter expressing their interest and their current CV by September 15, 2020.

Dr. Albert noted that there was considerable interest for this position.

A Nominating Committee has been composed of Dr. Martin Gillis, Dr. Shelly Anderson, as Chair, Dr. David Dignan and Mr. David Melvin.

It was moved and seconded – Mr. Greg Fevens and Dr. Russell MacSween

Motion 2020 – 66

“To approve the Nominating members as Dr. Martin Gillis, Dr. Shelly Anderson, Chair, Dr. David Dignan and Mr. David Melvin.”

Motion Carried

The Nominating Committee will review the list of candidates to the criteria set out in the *Policy on Appointments to Outside Organizations* and recommend an individual to the Board or recommend that an election be held to determine which candidate will fill the position.

A virtual voting process will be set up for candidates if the Nominating Committee recommends that there be an election.

d) Government Appointments to the PDBNS

Dr. Albert provided an update on the Government Appointments to the PDBNS. After tremendous service, Dr. Chris Baker and Dr. David Dignan’s final terms are ending in November 2020 with the Provincial Dental Board.

Dr. Sunita Sharma and Ms. Marina Crawford’s current terms are ending November 2020 and will be up for reappointment. The Department of Health and Wellness has informed the Board that things are on track for new appointments and reappointments by November.

e) Nova Scotia Dental Association Governing Council Meeting Report

Dr. Shelly Anderson provided a report on the NSDA Governing Council Meeting which was held on September 18, 2020 at the Lord Nelson.

- NSDA is looking to hire a public relations firm to help with government relations.
- A town hall meeting scheduled for September 29, 2020 to discuss some of the members concerns.
- As our Chair mentioned, the NSDA has concerns regarding communications between the Board and NSDA and would appreciate enhanced communication in the future.

There was a motion to move *in camera*

It was moved and seconded – Mr. Greg Fevens and Dr. Sunita Sharma

Motion 2020 – 67

“To move the meeting *in camera*.”

Motion Carried

Agenda 11. Board Committee Reports

a) Finance and Audit Committee (*In Camera*)

i) Comparative Income Statement

Dr. Walsh reviewed the comparative income statement with the Board members and made the following observations:

- 2020 revenue is similar compared to 2019 noting higher number on discipline which relates to the number of hearings from year to year.
- payroll is very similar, staff expenses decreased slightly mainly because the Board decided not to hire a summer student due to the pandemic.
- there was a substantial increase in expenses due to COVID, due mostly to remuneration of Board members for COVID activities and an increase in consultation fees (communications and legal).
- Software expenses almost doubled relating to our transition to Guild.
- an increase in education costs paid to Dalhousie.
- increased honoraria paid to Board members due to additional Board meeting held during the pandemic.

ii) Directors / Officers, Errors & Omissions Insurance

Dr. Walsh presented the Directors/Officers, Errors & Omissions insurance policy for renewal. Hub International is proposing an increase of \$965.00 or 3.7% for 2020 – 2021.

It was moved and seconded – Mr. David Melvin and Dr. Shelly Anderson

Motion 2020 – 68

“To approve the Directors/Officers, Errors & Omissions insurance.”

Motion Carried

iii) Travel Insurance

Dr. Walsh presented the Travel Insurance policy for renewal. There has been no change in the travel insurance rate. The premium remains the same at \$1150.00.

It was moved and seconded – Mr. Greg Fevens and Dr. Russell MacSween

Motion 2020 – 69

“To approve the Travel Insurance as presented.”

Motion Carried

b) Human Resources and Governance Committee

i) Appointments / Reappointments

There are eleven Board reappointments to the Discipline Committee for another 3-year term. The Committee members accepted for reappointment are Dr. Tom Boyle, Dr. Janet Cullinan, Dr. Wayne Ramier, Dr. Natalie Brothers, Dr. Peter Thomson, Dr. William Whyte, Dr. Stuart Kirby, Dr. David Quigley, Dr. Mark Sutherland, Ms. Michelle Fowler, RDA and Mr. Michael Muise. All Committee members have agreed to stand for reappointment.

It was moved and seconded – Dr. Chris Baker and Mr. David Melvin

Motion 2020 – 70

"To approve the reappointments of Dr. Tom Boyle, Dr. Janet Cullinan, Dr. Wayne Ramier, Dr. Natalie Brothers, Dr. Peter Thomson, Dr. William Whyte, Dr. Stuart Kirby, Dr. David Quigley, Dr. Mark Sutherland, Ms. Michelle Fowler, RDA and Mr. Michael Muike to the Discipline Committee."

Motion Carried

There are ten Board reappointments to the Complaints Committee for another 3-year term. The Committee members accepted for reappointment are Dr. Rick Raftus, Dr. Nada Haidar, Dr. Paul MacEachern, Dr. Claire Karst, Dr. Earle Carson, Dr. Blair Raddall, Ms. Donna Dickie, RDA, Ms. Shirlene Dancause, RDA, Mr. Bill Watson and Ms. Janelle Gray. All Committee members have agreed to stand for reappointment.

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

Motion 2020 – 71

"To approve the reappointment of Dr. Rick Raftus, Dr. Nada Haidar, Dr. Paul MacEachern, Dr. Claire Karst, Dr. Earle Carson, Dr. Blair Raddall, Ms. Donna Dickie, RDA, Ms. Shirlene Dancause, RDA, Mr. Bill Watson and Ms. Janelle Gray to the Complaints Committee."

Motion Carried

There are two Board reappointments to the MCDE Committee for another 2-year term. The Committee members accepted for reappointment are Dr. Erin Hennessy and Ms. Jackie Snooks, RDA. Both Committee members have agreed to stand for reappointment.

It was moved and seconded – Ms. Donna Rushton and Dr. Chris Baker

Motion 2020 – 72

"To approve the reappointment of Dr. Erin Hennessy and Ms. Jackie Snooks, RDA to the Mandatory Continuing Dental Education Committee."

Motion Carried

At the NSDA Governing Council meeting on September 18, 2020 the Nova Scotia Dental Association re-appointed Dr. Terrie Logue and Dr. Russell MacSween. Dr. Logue will commence her third term and Dr. MacSween will commence his second term on January 1, 2021.

ii) Date for Staff Performance Reviews

The Staff Performance Reviews have a tentative date of Thursday, November 19, 2020 for staff and Friday, November 20, 2020 for Dr. Martin Gillis, Registrar and Dr. Curtis Gregoire, Deputy Registrar via zoom call.

c) Standards and Guidelines Committee

i) CBCT Standard

Dr. MacSween provided an update on the CBCT guideline. Due to the COVID-19 pandemic the CBCT guidelines standard document was put on hold. As things are starting to get back to a new normal the document is being completed and the final draft will go back to the working group for recommendation and sent to the Board for approval. This guideline is anticipated to be launched by the end of 2020.

ii) Obstructive Sleep Apnea Standard

Dr. Baker provided an update on Obstructive Sleep Apnea Standard (OSA). The OSA Standard has been put on hold due to the pandemic. Dr. Baker noted that the OSA working group will reconvene once clarification is received from an expert reviewer.

Agenda 12. Registration Review Committee

2020-21 License Renewal Form

Dr. Chris Baker reviewed the changes that have been made to the dentist license renewal form:

- The indication that was added to the form last year regarding the DHW mandatory survey has been removed.
- Additional languages have been added to section 10.

It was moved and seconded – Dr. Chris Baker and Ms. Donna Rushton

Motion 2020 – 73

“To accept the changes to the license renewal form for dentists.”

Motion Carried

Dr. Gillis provided an update on Guild to the Board members with respect to the online license renewal which was anticipated to start this fall with dentist renewal. Due to technical concerns, the Board will perform license renewal for dentists in the traditional manner by distributing paper invoices, but it is expected that Registered Dental Assistants will be able to renew their licenses using the online platform in the spring 2021. Guild to provide an update at the November Board meeting.

Agenda 13. Old Business

a) FRPA Progress Report 2019

Dr. Gillis provided an update on the 2019 FRPA progress report. One action item that came from the report was to be compliant with the provisions of the Canada Free Trade Agreement (CFTA) which required streamlining of the supporting documentation required for applicants currently registered by another Canadian Dental Regulatory Authority or Canadian Dental Assisting Regulatory Authority. These changes have been implemented and can be found on the Board's website. There are four recommendations which require implementation by 2022.

b) PDBNS Strategic Plan

Dr. Gillis provided an update on the Strategic Plan. At the June 29, 2020 meeting of the Provincial Dental Board Ms. Brenda Fair, Consultant, Fairwinds Training and Development reviewed the draft 2020-2022 Strategic Plan and Operational Plan with the Board members. There were a few minor modifications required which have been completed and the final draft was included in the resource material for today meeting.

It was moved and seconded – Ms. Marina Crawford and Mr. Greg Fevens

Motion 2020 – 74

“To adopt the Strategic Plan and Operational Plan as presented.”

Motion Carried

Agenda 14. New Business

a) 2021 Meetings

January 29, 2021, May 28, 2021, September 24, 2021, November 20, 2021

Dr. Albert discussed the dates for the Board meeting for 2021 and there were no issues with these dates.

Agenda 15. Legislative Amendments Update

Dr. Gillis, Mr. Jason Cooke, and Mr. Don Moors gave an update on the Legislative Amendments:

-On August 31, 2020, Dr. Gillis and Mr. Cooke held a meeting with Sir Harry Cayton regarding member assistance programs.

-On August 31, 2020, a meeting was held with Bruce Holmes, Executive Director of the Network regarding member assistance programs.

A timeline has been mapped out for the legislative amendments process.

A discussion paper which highlights the changes, will be shared with the stakeholders as an initial information sharing and gathering tool. The discussion paper is being finalized and will be distributed to the Board for approval before being sent to stakeholders.

The stakeholders will have 60 days to comment on the paper. There are a series of questions and concepts that are outlined and the rationale for all the changes that we are considering.

We will also conduct one on one meetings with stakeholders at their request. We will publish the paper on the Board website and conduct town halls(webinars) so that we can receive public commentary.

Once stakeholder feedback is received, we will meet with the Dept of Health and Wellness, brief them on the feedback, how we intend to incorporate it, and then publish a second paper which would basically outline what the new Act would look like. The Board would seek feedback from the same group and hold further consultations. This process will demonstrate to DHW that a thorough consultation was done and that there is a proper understanding of stakeholder concerns. This work should be completed by summer 2021.

Dr. Gillis noted that the discussion paper is nearing completion and a Board meeting will be held on Thursday, October 8 to finalize and have the Board pass a motion for the discussion paper to be adopted. Once adopted then it can be circulated to stakeholders and they will have 60 days to respond to it.

Agenda 16. In Camera

There was a motion to move *in camera*

It was moved and seconded – Dr. Russell MacSween and Dr. Chris Baker

Motion 2020 – 75

“To move the meeting *in camera*.”

Motion Carried

Agenda 17. Adjournment

Meeting was adjourned at 11:15 am.

It was moved and seconded –Mr. Greg Fevens and Dr. Sunita Sharma

Motion 2020 - 76

“To Adjourn the Meeting”

Motion Carried

Next Board Meeting – Saturday, November 28, 2020

Approved,



Dr. Daniel Albert, Chair

1 February 2021
Date