

Provincial Dental Board of Nova Scotia

Meeting 2021-01

Via Zoom Videoconference

Thursday, January 28, 2021 – 7:00 pm

A meeting of the Provincial Dental Board of Nova Scotia was held on January 28, 2021 via zoom videoconference.

In Attendance: Dr. Daniel Albert (Chair)

Dr. Shelly Anderson (Vice-Chair)

Dr. Kevin Walsh

Dr. Sunita Sharma

Dr. Terrie Logue

Dr. Russell MacSween

Dr. Sachin Seth

Dr. April Nason

Ms. Donna Rushton

Ms. Marina Crawford

Mr. David Melvin

Mr. Greg Fevens

Dr. Martin Gillis (Registrar)

Dr. Curtis Gregoire (Deputy Registrar)

Ms. Jane Donovan (Executive Assistant)

Ms. Valerie Benoit (Receptionist)

Mr. Chris Holland (IT)

Agenda 1. Call to Order

At 7:00pm the Chair called the meeting to order and welcomed the Board members to the meeting. General instructions regarding the proceedings were provided.

Agenda 2. Introductions

No introductions were required for today's meeting.

Agenda 3. 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 4. Confidentiality Statements

The Board members were asked to complete the conflict of interest and confidentiality statement documents for 2021 and return them back to the Dental Board office.

Agenda 5. Approval of the Agenda

The Chair reviewed the agenda and noted that agenda item 10 a) ii) was moved to the in-camera session.

It was moved and seconded – Dr. Sachin Seth and Dr. Kevin Walsh

Motion 2021 - 01

“To approve the agenda as amended”

Motion Carried

Agenda 6. Minutes of 2020-11 Meeting (Sept. 25, 2020), 2020-12 Meeting (Oct. 5, 2020), 2020-13 Meeting (Oct. 8, 2020) and 2020-14 Meeting (Nov. 26, 2020)

a) Errors and/or Omissions

The Chair asked if there were any errors or omissions in the minutes from the September 25, 2020, October 5, 2020, October 8, 2020 and November 26, 2020 meetings. No errors or omissions were identified.

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

Motion 2021 – 02

“To accept the minutes as presented”

Motion Carried

b) Business arising

The business arising is incorporated into the agenda.

Agenda 7. Licensing Update

Ms. Jane Donovan provided the licensing report. She noted that despite 2020 being a very busy year due to the pandemic, the dentist license renewals were completed, and the corporation renewals will soon be completed. Both renewals were done with paper invoices due to the delays in the implementation of the new online database.

The Registered Dental Assistants (RDAs) were granted an extension on their payment of the 2020-21 fees but were still required to return their completed invoice by April 15, 2020. The Board paid their fees on their behalf and finance agreement documents were sent out to RDAs in June 2020 for reimbursement of fees by October 31, 2020. Ms. Donovan noted that payments came in very slowly. To date, all but eight dental assistants have paid their 2020 license renewal fee. The remaining eight completed their renewal forms, sent them in by the due date and have indicated that they are working as a level II Registered Dental Assistant.

In 2020, the Provincial Dental Board licensed 43 new dental assistants and 38 new dentists which included 7 students. Most of this was done through Zoom videoconference.

RDAs Money Owing PDBNS

Due to the pandemic, RDAs were granted an extension on payment of fees for their 2020 – 21 license renewal which were to be reimbursed to the Board by October 31, 2020. To date, there are eight RDAs who have not yet paid their fees.

There was Board discussion with respect to cost recovery and it was agreed to send a letter to the eight RDAs to inform them that if payment is not received by March 1, 2021 that they will be sent to collections for recovery of money owing.

It was moved and seconded – Mr. David Melvin and Ms. Marina Crawford

Motion 2021 – 03

“That a registered letter be sent to the Registered Dental Assistants who have not paid back the Dental Board for the licensing fees that were paid on their behalf. Failure to pay by March 1, 2021 will result in the account being sent to a collection agency.”

Motion Carried

Agenda 8. Registrar’s Report

a) Functional Committees Update

Complaints Committee

November 18, 2020

Complaints Committee Meeting: Decision to suspend a registrant’s license under s. 34 of the *Dental Act*

December 21, 2020

Complaints Committee Meeting: Decision to suspend a registrant’s license under s. 34 of the *Dental Act*

January 12, 2021

Complaints Committee Meeting: Committee met with registrant suspended on December 21, 2020. Decision to terminate registrant’s suspension under s. 34 (3) of the *Dental Act*. Committee directed Registrar and Deputy Registrar to conduct dental practice reviews for all practice locations and report back to the Complaints Committee.

Discipline Committee

The Discipline Committee had no activity since the last meeting of the Provincial Dental Board.

Mandatory Continuing Education (MCDE) Committee

The MCDE Committee had no activity since the last meeting of the Provincial Dental Board.

The MCDE audit will occur in 2022 due to the one-year extension provided to registrants because of the pandemic.

Dental Practice Review (DPR) Committee

The remaining 2020 DPR site visits will be completed early in 2021. The 2021 DPR audit will be scheduled once the 2020 site visits are completed.

Registration Appeal Committee

The Registration Appeal Committee had no activity since the last meeting of the Provincial Dental Board.

b) CDRAF Invoice

The Registrar presented the 2021 invoice for CDRAF to the Board for approval. The fee per dentist registrant is \$10.00 based on the December 31, 2020 number of dentists licensed in Nova Scotia. The annual invoice amount is \$ 5670.00.

It was moved and seconded – Dr. Kevin Walsh and Dr. Shelly Anderson

Motion 2021 – 04

“To pay the 2021 invoice for annual dues to CDRAF in the amount of \$5670.00.”

Motion Carried

c) Prescription Monitoring Board of Nova Scotia (PMBNS) Jan 21, 2021

Dr. Gillis provided an update on the PMBNS. A PMBNS meeting was held on January 21, 2021. There was discussion regarding the changes in the governance structure of the PMB. The Chair, Dr. Grant is stepping down as well as the Vice Chair, Dr. Marco Chiarot who is the current representative for the Provincial Dental Board.

The PMP Board is represented by Physicians, Nurses, Pharmacy and Dentistry. The Registrars for those four colleges sit on the PMP Board and each of those regulatory colleges also have a representative. As Dr. Chiarot is stepping down the PDB will need a new representative. The approach will be to make a recommendation for the next representative to government and Governor in Council would make the appointment.

There will also be a new Registrar sitting on the PMB as Dr. Gillis will be retiring from the position of Registrar of the Provincial Dental Board of Nova Scotia on June 30, 2021.

d) Notification of Retirement

On January 15, 2021, Dr. Gillis announced his retirement from the position of Registrar of the Provincial Dental Board effective June 30, 2021. Letter of retirement is featured in the resource material.

Agenda 9. Chair's Report

Dr. Albert provided the Chair's report. The report is featured in the resource material.

The Board Executive has started the search for the new Registrar. This will be discussed further in the agenda.

Dr. Albert attended the NSDA governing council meeting on December 5, 2020.

Highlights:

- Fee guide presentation
- *Dental Act* discussion "in camera"

Dr. Albert also attended the NSDA webinar on the PDBNS discussion paper for the "New *Dental Act*" on January 11, 2021.

On January 10, 11, 23 and 24, 2021, Dr. Albert observed NDEB standard setting for written and OSCE exams.

Highlights:

- Panel of experts set the passing mark using the Anghoff method and considering what the minimally competent dentists would know;
- Impressive process that would be defensible should it be challenged;
- Strong East Coast presence on panel (Dr. Seth, Dr. Kraglund, Dr. Loney and Dr. Cleghorn); and
- NDEB remains unable to administer any exams at this point due to gathering limits. Dr. Marie Dagenais admits this is a problem as candidates are getting desperate to start their careers.

Dr. Albert and Dr. Gillis met via zoom call last week with the NSDAA Executive regarding their feedback on the legislative amendments. This will be discussed further in the agenda.

On January 25, 2021: Legislative Amendments re-engaged. This will be discussed further in the agenda.

COVID Update:

In December 2020, NSHA instituted mandatory CVD testing for patients going to the OR. The Dental Board CVD group met to discuss epidemiology and options and decided to stay the course as Nova Scotia remains in a low rate of cases.

Dr. Walsh as Chair of this group is diligently monitoring developments and will make modification to protocol and FAQs as required.

Agenda 10. Board Committee Reports

a) Human Resources and Governance Committee

i) Performance Reviews

The HR report was included in the resource material.

Performance reviews were conducted on Wednesday, January 13, 2021 via zoom call for Ms. Jane Donovan, Executive Assistant and Ms. Valerie Benoit, Receptionist and on January 14, 2021, for Dr. Curtis Gregoire, Deputy Registrar. Dr. Anderson noted that all reviews were very favorable. The goals were established for 2021 for Jane, Valerie and Dr. Gregoire and have been reviewed by everyone and approved. Dr. Anderson thanked everybody for a great job last year considering the unprecedented year 2020 proved to be.

The HR Committee recommended renewal of all staff contracts.

The Performance review for the Registrar was not performed as Dr. Gillis will be retiring as of June 30, 2021. The HR Chair said that it is with heavy hearts that they accept his resignation. Dr. Anderson expressed the Board's deep appreciation to Dr. Gillis. His work ethic, attention to detail and his ability to multi-task will be difficult to match. He has represented the Board both provincially and nationally and has done so with dedication and professionalism. He has put in countless hours in his position which has enabled the Board to accomplish a great deal over the years.

ii) Staff Compensation

This agenda item was moved to the in-camera session.

iii) Appointments to Functional Committees

There is one Board appointment to the Human Resources and Governance Committee. The committee member accepted for appointment is Dr. Sachin Seth.

It was moved and seconded – Mr. David Melvin and Dr. Russell MacSween

Motion 2021 – 05

“To appoint Dr. Sachin Seth to the Human Resources and Governance Committee.”

Motion Carried

There is one Board appointment to the Standards and Guidelines Committee. The committee member accepted for appointment is Dr. April Nason.

It was moved and seconded – Mr. Greg Fevens and Dr. Terrie Logue

Motion 2021 - 06

“To appoint Dr. April Nason to the Standards and Guidelines Committee.”

Motion Carried

iv) Succession Planning – Registrar

Search Firm

The Board has started the search for a new Registrar as Dr. Martin Gillis is retiring on June 30, 2021. The Executive has put together a Request For Proposals (RFP) and forwarded this to two firms.

After reviewing both recruitment firm proposals, the Board Executive has elected to choose Gerald Walsh Associates as the PDB’s search firm to assist in the hiring process.

It was moved and seconded – Dr. Terrie Logue and Mr. Greg Fevens

Motion 2021 - 07

“To approve the Board Executive’s recommendation to hire the recruitment firm of Gerald Walsh Associates to assist the Provincial Dental Board in the hiring process of a new Registrar.”

Motion Carried

Search Committee

A search committee was proposed consisting of the Executive, Dr. Shelly Anderson, as Chair, Dr. Albert and Dr. Walsh. Joining them will be Dr. Sharma, Ms. Marina Crawford and Mr. David Melvin with Dr. Gregoire as staff support.

It was moved and seconded – Dr. Sachin Seth and Dr. Russell MacSween

Motion 2021 - 08

“To appoint Dr. Shelly Anderson, as Chair and Dr. Albert, Dr. Walsh, Dr. Sharma, Ms. Marina Crawford and Mr. David Melvin to the Search Committee.”

Motion Carried

v) Social Media Behavior Policy

There was a motion to create a Social Media Behavior Policy Committee.

It was moved and seconded – Mr. Greg Fevens and Dr. Terrie Logue

Motion 2021 - 09

“To create a Social Media Committee.”

Motion Carried

There was a motion to appoint the members to the Social Media Committee.

It was moved and seconded – Mr. David Melvin and Dr. Kevin Walsh

Motion 2021 - 10

“To appoint Dr. Russell MacSween as Chair, Dr. Sunita Sharma, Dr. Sachin Seth and Ms. Marina Crawford to the Social Media Committee.”

Motion Carried

Terms of Reference

Terms of reference for the new PDBNS Social Media Committee were featured in the resource material. The objective is to develop a guideline that gives registrants direction in the use of social media. The first Committee meeting will be held in February 2021. A draft document is anticipated to be ready for the May Board meeting.

It was moved and seconded – Mr. David Melvin and Mr. Greg Fevens

Motion 2021 - 11

“To accept the terms of reference.”

Motion Carried

b) Finance and Audit Committee

i) Finance Update – Comparative Income Statement

The review of the Investment report that is generally done at the January meeting with Ms. Dana Scott, CDSPI and Mr. Gino Ciavarella, Cumberland has been postponed to the May meeting of the Provincial Dental Board.

COVID-19 costs were approximately \$80,000 higher than what was initially anticipated.

Dr. Logue reviewed the Comparative Income Statement with the Board members. The Board's operating costs fluctuate from year-to-year, and due to the pandemic Dr. Logue noted that for 2020, consultation fees and IT expenses were up significantly over the previous year. As well, Board honoraria had risen by almost 360%. There was a significant decrease in accommodations as Board meetings are being held via zoom videoconference instead of in person meetings.

In anticipation of the extra costs associated with COVID-19, money was transferred out of the Board's investment account last year. Current assets of the Board are down and liability and equity at year end is roughly \$ 400,000.00 less than last year.

c) Standards and Guidelines Committee

Dr. Gregoire spoke about the CBCT guideline which was passed on November 26, 2020.

There was discussion and it was agreed to allow dentists a two-year period (until December 2022) to obtain the appropriate CBCT training.

The guideline will be uploaded to the Board's website and a message will be sent out to dentists to notify them that they will have until December 31, 2022 to obtain their CBCT education requirements.

It was moved and seconded – Dr. Shelly Anderson and Dr. Sachin Seth

Motion 2021 – 12

“To give Registrants two-years (December 31, 2022) to get qualifications.”

Motion Carried

There are currently two Standards outstanding:

The *Obstructive Sleep Apnea Standard* which is anticipated to be ready for the next meeting of the PDB Board, and the

Opioid and Control Substances Standard which is also anticipated to be ready for the next Board meeting.

Next steps:

Dr. Gregoire mentioned that in about a year or so the Standards and Guidelines Committee will need to revisit both the Sedation and Botox guidelines that have already been published.

Agenda 11. Old Business

a) Feedback Draft NSDA IPAC Guidelines

The Nova Scotia Dental Association (NSDA) has been tasked with updating the 2013 Infection Prevention and Control (IPAC) guidelines. They have surveyed nationally and decided to mirror the Saskatchewan guidelines as a template. A draft copy has been provided to the Provincial Dental Board for input and feedback by January 29, 2021.

Dr. Albert and Dr. Gillis meet monthly with the NSDA, Mr. Steve Jennex and Dr. Chad Avery and will put this on the agenda to discuss how to move forward with this guideline.

There was direction for Dr. Albert and Dr. Gillis to get feedback from the NSDA and report back at the next PDB meeting.

b) Update: Guild

Dr. Albert provided an update on Guild (Database Management Services). Initially it was understood that the online registration for registrants would be ready for the dentist license renewal in November 2020 and corporations in December 2020. Due to ongoing delays in the implementation of the online database, both dentist and corporation renewals were performed by paper renewal.

Meetings have been held with Mr. Colin Gourlay, Guild, to discuss next steps. Guild said that the online database is very close to the finish line.

Despite the ongoing issues to date between the PDB and Guild, both parties agreed to collaborate. On February 15, 2021, mock accounts of dental assisting renewal forms will be provided from Guild to each Board member and staff member to do a beta test. From there, the Board will make a decision based on evidence to see where things stand with respect to moving forward.

c) Response: Mr. Brian MacArthur, CBBC

Letter of response was featured in the resource material.

Agenda 12. New Business

a) Correspondence NSDAA

Dr. Albert and Dr. Gillis spoke with the Nova Scotia Dental Assisting Association (NSDAA) Executive and their Executive Director on January 18, 2021 regarding the Nova Scotia Dental Act and the Discussion Paper presented by the Provincial Dental Board's (PDB) Legislative Amendments Committee. The Registrar requested that the NSDAA send a letter to the Board explaining their concern which would be addressed at the January Board meeting.

A letter from the NSDAA Board was received on January 20, 2021 and was presented today. The NSDAA is requesting that the PDB have two more dental assistants from the NSDAA Board of Directors on the Legislative Amendments Committee.

Following discussion, it was decided that the Legislative Amendments process will now proceed before the full Board and that the Legislative Amendments Committee will no longer be needed.

b) Correspondence ACD (Atlantic)

The Provincial Dental Board received a letter dated October 19, 2020 from Dr. Tom Raddall III, verifying that the ethics courses that the NSDA and the American College of Dentists (ACD) (Atlantic) are conducting would be eligible for mandatory CE credit hours. Dr. Gillis confirmed that this would qualify and that the ACD are a recognized sponsor. There was direction for Dr. Gillis to respond back to Dr. Raddall.

c) NDEB – Notification AFK

On January 21, 2021, the PDB received email correspondence from the NDEB with respect to the Assessment of Fundamental Knowledge (AFK) examinations. The AFK has been put on hold as it has been determined that examination was compromised. The NDEB is cancelling the examinations scheduled to be administered on February 5 and 17, 2021.

While the investigation remains ongoing, moving forward, the NDEB will be required to invest significant financial and human resources into the development of additional examination content for the AFK.

There was direction for Dr. Gillis to respond back to NDEB letting them know that the PDB is supportive of their decision.

Agenda 13. Legislative Amendments Update

The deadline for receiving stakeholder feedback on the discussion paper was January 18, 2021. Dr. Gillis noted that out of the 23 requests to stakeholders, 14 responses were received which he said was a good response rate.

The next step is for Temple Scott Associates (TSA) to collate the stakeholder feedback and create a document to be presented to the Board for review.

Dr. Albert and Dr. Gillis will be meeting with TSA and legal counsel every two weeks to advance this project.

Agenda 14. Next Meeting – TBA

Agenda 15. In Camera

There was a motion to move *in-camera*

It was moved and seconded – Mr. David Melvin and Dr. Russell MacSween

Motion 2021 - 13

"To move *in-camera*."

Motion Carried

Agenda 16. Adjournment

There being no further business, the meeting was adjourned at 9:25 pm.

It was moved and seconded – Dr. Kevin Walsh and Dr. Sachin Seth

Motion 2021 - 14

"To Adjourn the Meeting"

Motion Carried

Approved,



Dr. Daniel Albert, Chair



Date