

PROVINCIAL DENTAL BOARD OF NOVA SCOTIA

MEETING 2018-01

January 26, 2018

A meeting of the Provincial Dental Board of Nova Scotia was held on January 26, 2018 at the Burchell's LLP boardroom, 1801 Hollis St #1800, Halifax, Nova Scotia.

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

Observers:

Mr. Jacob Zuk joined the meeting for Agenda Items 1-14.
Ms. Sarah Hill joined the meeting for Agenda items 1-14.
Dr. Ben Davis joined the meeting for Agenda item 6(a).
Dr. Sachin Seth joined the meeting for Agenda item 6(b).
Ms. Catherine Lyle joined the meeting for Agenda item 6(b)
Dr. Jeff Bonang joined the meeting for Agenda 10.
Ms. Lynda Foran joined the meeting for Agenda item 11.
Mr. Jason Cooke joined the meeting for Agenda item 1-15.
Mr. Lee Harwood joined the meeting for Agenda item 16.

Agenda 1. **Call to Order and Roll Call**
At 8:32am the Chair welcomed the Board members and provided general instructions regarding the proceedings.

Agenda 2. **Introductions**
The Board welcomed Dr. Sunita Sharma and Dr. Russell MacSween as new members of the Board. Dr. Sharma is a government appointee. Dr. MacSween is an NSDA appointee.

Agenda 3. **Conflict of Interest Declaration**

The Chair asked the Board if any members had or knew of other Board members who had a conflict of interest with today's agenda. Mr. Jason Cooke discussed the concept of conflict of interest, and the Board's Confidentiality Agreement and Conflict of Interest documents were distributed, reviewed and signed.

Agenda 4.

Approval of the Agenda

The Chair reviewed the agenda and noted that items 12(a)(iv) and (v), "Performance Reviews" and "Staff Compensation" will be tabled, as time is needed for further discussion.

Item 13(b) "Long-term and Geriatric Dental Care" is tabled. The Board awaits information from the Irish Dental Counsel regarding LTC.

A discussion on the Program Advisory Committee for the NSCC was added under New Business as agenda 14(f).

The Gies Award was added to New Business as agenda 14(g).

It was moved and seconded – Mr. G. Fevens / Dr. S. Sharma

Motion 2018- 01

"To approve the agenda as amended."

Motion Carried

Agenda 5.

Minutes of 2017-04/2017-05 Board Meetings

a) Errors and/or Omissions

The Chair asked if there were any errors or omissions in the minutes from these meetings. Dr. Chris Baker called attention to an incorrect seconder in the 2017-05 meeting minutes. It was noted and amended.

It was moved and seconded – Dr. C. Baker/Mr. D. Melvin

Motion 2018-02

"Accept the minutes of the November 2018 meeting as amended."

b) Business Arising

The business arising from the previous minutes was incorporated into the agenda.

Agenda 6.

Dalhousie Faculty of Dentistry

a) **Dean's Report**

Dr. Ben Davis was appointed to a five-year term as Dean of the Faculty of Dentistry, on January 1, 2018. The Dean circulated a report regarding developments at Dalhousie during 2017 and plans for 2018. A number of significant awards have been bestowed upon past and present faculty. Dr. Jack Gerrow will be receiving the 2017 Gies Award for outstanding innovation, and Bill MacInnis will be receiving the 2018 ACDF award, which will be presented during Homecoming 2018. Deborah Matthews has received the ICDR leadership excellence award in 2017.

Dr. Davis thanked Greenshield for a \$250,000 donation to the Faculty, which has significantly increased the number of patients Dalhousie is able to treat in their ISANS (Immigration Services Association of Nova Scotia) Clinic. The Clinic is now treating patients and is 95% toward being fully completed.

The Dean encouraged Board members to attend the Dalhousie 2018 Homecoming celebrations, where a variety of lectures, clinics and other events will be held. Dalhousie has plans to expand a mentorship program for dentists and dental students in marginalized Nova Scotian communities in 2018.

b) **Continuing Professional Development**

Ms. Catherine Lyle and Dr. Sachin Seth gave updates on the dental school's new Remediation Program for dentists as sanctioned by the Provincial Dental Board's Discipline Committee. The program starts with an initial report from the Registrar on the areas of deficiency so that the instructor can assess these deficiencies so as to develop a remedial plan. The Remediation Program is then implemented and culminates with an exam or test, and a follow-up report to the Registrar indicating that remediation was successful. Ms. Lyle and Dr. Seth expressed an interest in expanding the program to accommodate and remediate other disciplines such as periodontics and oral surgery. The Registrar noted that secondary to remediation are office visits in order to ensure sustained standard of care.

Ms. Lyle and Dr. Seth also gave a short report on the status of a recordkeeping "Webinar" program for dentists, noting that recordkeeping deficiencies are a frequent cause for complaints. The goal is to launch the webinars in late February. The Registrar proposed that the Board could move away from traditional forms of Continuing Education and towards on-line webinars as a means of approaching

continuing competency. Webinars focusing on core competencies for all dentists and webinars pertaining to competencies in procedures that are permit based and could be developed in the future.

Agenda 7.

Registrar's Report

a)

Licensing Update

Ms. Jane Donovan provided the Licensing Report dated December 31, 2017.

There are 559 dentists, 18 students, 789 dental assistants and 393 corporations licensed with the Board. The Board re-licensed dentists this year using the new renewal form with additional questions. The Board also requested proof of NSDA membership. Two dentists were struck for non-payment of fees. One dentist was re-instated upon payment, while the other remains unlicensed for 2018. A registered letter was sent to the licensee and their employer was contacted by the Registrar. Corporation renewal is almost complete. Dental assistants will be invoiced in mid-March 2018.

b)

Functional Committees Update

Complaints Committee

October 30, 2017

A meeting of the Complaints Committee was held on October 30, 2017 to hear one proposed Settlement Agreement and three cases.

Settlement Agreement 1: Settlement Agreement accepted and referred to Discipline for review.

Case 1: Dismissed, publish on a no-name basis.

Case 2, Counsel, publish on a no-name basis.

Case 3: Tabled.

November 27, 2017

A meeting of the Complaints Committee was held on November 27, 2017 to hear four cases.

Case 1: Referred to Discipline, publish on a no-name basis.

Case 2: Dismissed, publish on a no-name basis.

Case 3: Dismissed, publish on a no-name basis.

Case 4: Dismissed, publish on a no-name basis.

Discipline Committee

The Discipline Committee met on November 21, 2017 to hear two proposed Settlement Agreements. The Settlement Agreements were accepted by the Discipline Panel and will be published on a no-name basis in an upcoming edition of Board Business.

Mandatory Continuing Dental Education (MCDE) Committee

The 2018 MCDE audit for the January 1, 2015 – December 31, 2017 cycle is underway. The MCDE Committee will be meeting on Friday, February 2, 2018 to review the submissions from the dentists and dental assistants selected in the audit. A question was asked about pre-approval of Continuing Education courses. The Registrar responded that the Committee does not practice pre-approval for MCDE. However, licensees who inquire about whether or not a course would be approved is informed that the Committee in previous audits would have approved or declined such a course.

Dental Practice Review

The 2018 DPR audit is underway. Dentists chosen for the self-assessment phase of the audit are being notified of their selection and these dentists will need to return the completed self-assessment documents for the Committee to review. The DPR Committee will meet in April 2018 for the audit.

Registration Appeal Committee

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

- c) **Fair Registration Practices Act (FRPA)**
The Registrar gave a presentation at the FRPA breakfast meeting in December on the observation program that is being developed. There is an IEDP meeting in early February.

- d) **Canadian Dental Regulatory Authorities Federation (CDRAF)**
The Board received a letter from Diane Legault, who accepted a new position with the Quebec government. The Registrars had a conference call regarding Dr. Legault's successor. After discussions on this matter, Dr. Jack Gerrow was selected as the new Executive Director of CDRAF. The first CDRAF Board meeting with Dr. Gerrow as the Executive Director is scheduled for February 8-9, 201..

- e) **Commission on Dental Accreditation of Canada (CDAC)**
Donna Rushton will be a member of the survey team for the NSCC accreditation site visit in June 2018. In 2018 CDAC will undertake the development of a new strategic plan. Ms. Brenda Fair, Fairwinds Consulting will facilitate its development. The Registrar will provide updates to the Board as this process moves forward.

- f) **Royal College of Dentists of Canada (RCDC)**

Peter McCutcheon suggested in his letter to the Board that requiring candidates to challenge both Component I and Component II of the National Dental Specialty Exam (NSDE) would allow them to demonstrate their knowledge of the specialty in a written exam before being required to demonstrate how they would apply that knowledge in an oral exam. Concerns about the appeal process for students who are unable to pass the exams were also raised by Peter McCutcheon. It was recommended that the Board and the RCDC collaborate to create a plan for the appeals process with clear roles and responsibilities for each organization.

- g) National Dental Examining Board (NDEB)**
Resource material was provided for information purposes. The NDEB will have a strategic planning session at the next NDEB Interim Board Meeting in May 2018. The Registrar will provide an update at the May PDBNS Board meeting.
- h) Canadian Dental Association (CDA)**
The CDA issued a report on the upcoming 2018 Conference on Dentist Wellness, scheduled to be held on April 21, 2018 in Ottawa. The overall goal of the conference is to ensure that the dental profession continues to contribute to a culture of support and understanding within dentistry regarding mental health issues including addiction and stress. The feedback from participants, to date, is that the focus of the conference should be on prevention of issues. The CDA hopes to have a draft agenda for the conference prepared for the February Board meeting. The Registrar feels that the conference is timely, given extensive “fitness to practice” components being proposed in its draft legislation.
- i) Prescription Monitoring Board of Nova Scotia (PMBNS)**
The Prescription Monitoring Board is working on a “risk score” system for dentists which will identify practitioners who have aberrant prescribing concerns. The Registrar notes that risk-scoring needs to take into account the nuances of dentistry, as opposed to medicine. Particular attention is being paid to opioids. The Registrar met with the new Manager of the Prescription Monitoring Program, Heather McPeake, who provided a summary of profession-specific prescribing. In the upcoming months, the Registrar will continue to work with Ms. McPeake to determine an appropriate risk-score for dentists. The Registrar will invite Ms. McPeake to provide a presentation to the PDBNS Board at the May 2018 meeting.
- j) Nova Scotia Regulated Health Professions Network (Network)**
The Office of the Information and Privacy Commissioner (OIPC) and the Network are addressing issues related to Criminal Record Checks. The

Network has struck a working group which will report back to the Network on its findings.

- k) **Manitoba Dental Association (MDA)**
Acting Registrar Dr. Patricia Ling was selected as the new full-time Registrar for the MDA.

- l) **Nova Scotia College of Pharmacists**
The Board notes a letter received from Dr. Beverly Zwicker, the Registrar of the Nova Scotia College of Pharmacists. Dr. Zwicker advocates for a shift in thinking about the opioid crisis toward recognizing psychological and societal causes for addiction. The Registrar noted that particular care needs to be taken with patients who are suffering an opioid addiction, and that tapering is the preferred method of treatment. It was also noted there is an emerging focus on prescribing practices and issues surrounding benzodiazepines, which are only recently being monitored. The Registrar will be closely monitoring developments regarding both opioid and benzodiazepine prescriptions.

- m) **Registrar's Activities**
The Registrar provided a written report for information purposes.

Agenda 8. Chair's Report

- a) **Changes to the Provincial Dental Board**
The Provincial Dental Board welcomes two new members – Dr. Sunita Sharma, government appointee and Dr. Russell MacSween, NSDA appointee. Doctors Sharma and MacSween take over for Dr. Raddall III and Dr. Champoux who completed their third and final terms in 2017. The Board thanks them for their years of excellent service. As of January 1, 2018 Dr. Daniel Albert takes over the role of Vice-chair, Dr. Chris Baker will be Past Chair and Dr. Kevin Walsh assumes the role of Chair. These executive positions are two-year terms.

A new "Executive Committee" has been formed. The Committee consists of the past Chair, the current Chair, Vice-chair and the Registrar. The Committee meets with the Registrar as necessary and prior to Board meetings to discuss the agenda and resources.

- b) **Board Meetings**
The Provincial Dental Board typically holds three meetings a year (the last Friday in January, May and September). In 2017, an extra meeting was held on November 25, 2017 which included a half-day of professional development for Board Members. Topics included a review of the

Strategic Plan, Risk Management and Understanding Financial Statements.

- c) **Canadian Dental Regulatory Authorities Federation (CDRAF)**
Dr. Martin Gillis (Registrar) and Dr. Kevin Walsh (Acting Chair) attended the CDRAF annual Board meeting in Montreal on October 13, 2017. During the meeting a new governance model was approved, which sees the Registrars of the Provincial Dental Regulatory Authorities becoming the Board. This change is expected to improve the efficiency of the organization.
- d) **National Dental Examining Board (NDEB)**
The NDEB conducted the Assessment of Clinical Judgement (ACJ) examination at Dalhousie on December 1, 2017, and the Assessment of Clinical Skills (ACS) on December 2-3, 2017. The results of the ACS were evaluated January 12-14, 2018 in Ottawa. Past Chair Dr. Chris Baker and Chair Dr. Kevin Walsh were in attendance as invigilators to evaluate the submissions from 390 foreign trained dentists.
- e) **Joint ESDC-IRCC Conference**
A conference was held in Halifax on October 2, 2017 on Eliminating Barriers to Foreign Qualifications Recognition (FQR): Emerging and Best Practices Conference. This was hosted by Employment and Social Development Canada (ESDC) and Immigration Refugee and Citizenship Canada (IRCC). Dr. Diane Legault (Executive Director, CDRAF, Dr. Dennis Fuchs (NDEB), and the Registrar attended this conference along with many other national bodies and stakeholders.
- f) **Legislative Amendments**
The *Dental Act* (1992) is in the process of being rewritten. Stakeholders are being consulted, and modifications are being made to the new *Act*. The Board had a joint meeting with the NSDA on November 23, 2017, to discuss the draft documents.
- g) **Sedation Guidelines**
The Sedation Guidelines will be discussed later in the Agenda by Dr. Albert.
- h) **Botox Policy Review**
Botox and Esthetic Therapies will be discussed later in the Agenda by Dr. Shelley Anderson.
- i) **Mandatory Continuing Education Guideline Revision**

In response to dentists' concerns pertaining to on-line CE hours counting towards Category 2, the PDB has clarified the wording of the "self-study" section to read: "(g) Individual self-study courses, **including online courses**, qualify for credit hours if the licensee successfully completes a monitored post-course examination."

j) **Recordkeeping Guidelines**

At the November Board meeting, the new Recordkeeping Guidelines document was approved. The document was revised after stakeholder feedback, and the Board feels that it is now clear and up to date. Additionally, there is a separate Informed Consent Guideline. Both documents are now available on the Board website.

k) **Observership Program**

The Observership Program for International Educated Dental Professionals (IEDPs) in Dental Offices and Clinics was approved in November, 2017. The program will provide the opportunity for IEDPs to get first hand contact with dental care as practiced in Nova Scotia. It is a volunteer arrangement between IEDP observers and a host dentist, whereby a host dentist may earn up to 5 credit hours of category 3 CDE per calendar year. The program will be launched in 2018.

l) **Budget**

The Finance Committee forwarded a balanced Budget for 2018, which was adopted at the September 2017 meeting. The PDBNS approved a 3% increase in fees in all licensing categories for 2018, resulting in the following licensing fees: Dentists - \$1145.00; Dental Assistants - \$235.00; Students - \$66.00; and Corporation Permit Fees - \$176.00.

Agenda 9.

Board Proceedings 2017

Each year the Board develops an annual report titled *Board Proceedings*. It is presented to government and posted on the Board website. A few minor edits and omissions were made.

It was moved and seconded – Dr. C. Baker / Dr. D. Albert

Motion 2018-03

"To accept the 2016 issue of Board Proceedings, and present it as a public document"

Motion Carried

Agenda 10.

Nova Scotia Dental Association (NSDA)

The NSDA President, Dr. Jeff Bonang gave an update on activities of the NSDA in 2017. The NSDA has recently been contacted by the denturists regarding their scope-of-practice legislation. The NSDA has assembled a committee to review the denturists' draft legislation. The Committee's review of the legislation will be undertaken with a focus on the principles of best patient outcomes and safe provision of care. The Committee expects to provide a report on the legislation to the Provincial Dental Board before it is submitted to the denturists.

The NSDA Professional Development Committee, the Nova Scotia Dental Assistants Association (NSDAA) and the Nova Scotia Community College (NSCC) have had discussions regarding expanding the number of certified assistants available to the Atlantic dental community. The NSDA has been in contact with Vancouver Community College (VCC), which operates an accredited dental assisting program with online learning components and in-classroom activities. Both colleges have expressed interest in a partnership, whereby Atlantic students could pursue certification via Vancouver's online and NSCC's in-class training. Dr. Bonang reported that the partnership is in its early stages, but that it shows significant promise.

Toward the end of 2017, the NSDA began meeting with individual members of the Nova Scotia legislature and presenting to party caucuses on the need to reform the children's oral health program. The NSDA's intent is to have the program restricted to provide a better standard of care for children in lower socioeconomic situations without access to proper dental care.

In April 2018, the NSDA will publish its fourth annual Nova Scotia Public Oral Health Report. The focus for the 2018 report will be access to oral care for the disabled. Further, the NSDA is involved in a fight to maintain fluoridated water supplies in both the Cape Breton Regional Municipality and the town of Wolfville. Along with its coalition to support fluoridated water, the NSDA has responded to both jurisdictions with an updated fluoride support document.

The NSDA will be concluding their governance review in early 2018, and a consultant's report with recommendations will be delivered to Governing Council. Moreover, 2018 is an election year for the voting members of the NSDA's Governing Council and elections are underway in all electoral districts.

Agenda 11.

Nova Scotia Dental Assisting Association (NSDAA)

Ms. Lynda Foran, Executive Director of NSDAA, presented an update for the NSDAA. The NSDAA has completed their membership renewal. There are presently 761 regular members.

The NSDAA accepted e-transfer for the second straight year. It continued to be a success, as over 50% of members chose to pay via e-transfer. This marked a 100% increase in payments via e-transfer from 2016-2017. Ms. Foran expects the use of e-transfer for membership renewal payments to continually increase in the coming years.

The NSDAA is expecting that its members will soon be required to submit their membership fee receipt to the PDBNS during the license renewal process. This is the current practice for dentists, and the Registrar has indicated that the Board would like to keep licensing practices for dentists and dental assistants consistent.

As previously mentioned, the NSDAA, the NSDA and the Board are working in concert to encourage a partnership between the Nova Scotia Community College and Vancouver Community College. The NSDAA feels as though any effort to maximize the use of space and resources through collaboration is beneficial to all parties.

Agenda 12.

Board Committee Reports

a) Human Resources and Governance Committee – *In Camera*

Due to the confidential information in the next two agenda items the session was moved to proceed *in camera*.

It was moved and seconded – Mr. D. Melvin / Dr. R. MacSween

Motion 2018-04

“To proceed *in camera* for agenda item 12 Human Resources and Governance Committee.”

i) Board Committee Appointments

Dr. Russell MacSween will be joining the Human Resources and Governance Committee in 2018. Dr. Sunita Sharma will be joining the Standards and Guidelines Committee in 2018. The Finance Committee will remain the same throughout 2018.

It was moved and seconded – Dr. D. Albert / Dr. D. Dignan

Motion 2018-05

“To accepted the proposed appointments to Board Committees by Dr. Shelley Anderson and the Human Resources Committee.”

Motion Carried

ii) Functional Committee Appointments/Reappointments

Dr. Doug Mackey was reappointed as chair of the Mandatory Continuing Dental Education Committee (MCDE) and Ms. Krista Emino-Savoury was reappointed as a member of the MCDE Committee. Both reappointments will be the third and final terms for Dr. Mackey and Ms. Emino-Savoury.

Dr. Joanne Thomas returns for a second term as the Chair of the Dental Practice Review Committee. Dr. Thomas will step down as Chair upon assuming the role of NSDA President. Her replacement will be named and appointed at that time.

Ms. Michelle Fowler and Mr. Michael Muise are both reappointed to the Discipline Committee.

It was moved and seconded – Dr. D. Albert / Dr. D. Dignan

Motion 2018-05

“To accept the proposed appointments and reappointments to Functional Committees as presented by Dr. Anderson and the HR - Governance Committee.”

Motion Carried

iii) Strategic Plan Update

Dr. Anderson gave an update on 2018 objectives for the Strategic Action Plan which was reviewed at the November 2017 Board meeting. The overall consensus is that the plan is functioning well and that the Board is on track to meet its significant goals going forward. Two areas of concern were highlighted: first, is the need for a Deputy Registrar in to assist the Registrar and be in place for any future succession plan when it arises; and second, the need for an editor-in-chief of *Board Business* to prepare and disseminate the publication.

The Registrar noted that in the past, the Strategic Plan review has taken place after the staff Performance Reviews. The Registrar proposed that this practice be reversed, so that a review of the Strategic Plan can

inform the Performance Reviews. The Board aims to schedule the Strategic Plan review before the Performance Reviews in 2018.

iv) Performance Reviews

Agenda item 12(iv) "Performance Reviews" was tabled.

v) Staff Compensation

Agenda item 12(v) "Staff Compensation" was tabled.

vi) Summer Student 2018 – Application for funding

The Board has had great success in hiring Dalhousie Law Students over the past two years. The Board intends to hire one Summer Law Student for 2018. Jane Donovan has submitted the required documents for funding.

It was moved and seconded – Mr. G. Fevens / Ms. D. Rushton

Motion 2018 -07

"To hire a Summer Student for the Provincial Dental Board in 2018."

Motion Carried

vii) CDA Secure Send

CDA Secure Send is being offered to the Board, free of charge, for two years. The service is marketed as a safe and effective way of sharing electronic medical records as opposed to email sharing. The Board agreed that a move to CDA Secure Send is likely the best way to comply with relevant privacy legislation going forward. The issue will be discussed again at the May 2018 Board meeting.

viii) Risk Management / Communications: TSA

A risk management communication meeting is being held on January 27, 2018. Dr. Anderson will be in attendance, along with the Chair, Vice-chair and Registrar of the Board. The meeting will be a hands-on seminar on risk management and media training.

ix) Database Report

Jane Donovan gave an update on the status of the Board's databases. Over the summer, the Board's students assisted in uploading every license renewal form and supporting documentation for both dentists and dental assistants. This influx of data caused the Board's database to reach capacity. The Board is currently in the process of expanding both

the physical database and the cloud-storage. Going forward, every incoming document will be stored electronically.

It was moved and seconded – Dr. D. Dignan / Mr. G. Fevens

Motion 2018 -08

“To move out of *in camera*.”

Motion Carried

b) Standards and Guidelines Committee

Dr. Dignan opened the discussion on Standards and Guidelines Committee activities for 2017.

i) Update: Radiography Inspections

The results of the radiography inspections in offices outside of HRM were received in late 2016. The result of the reports was overwhelmingly positive, and there was 100% compliance for those offices inspected in 2016.

In 2017, Dan Hansen returned to Nova Scotia to complete radiography inspections for the HRM offices. The Board is waiting on the completed reports for the HRM office inspections which should be received February- March 2018. The Registrar is confident that there will be compliance with any recommendations made pursuant to Dan Hansen’s reports.

The Registrar suggested that there should be Continuing Education focused on radiography offered to licensees in the future. This would address the issue that in addition to equipment functioning properly; that equipment is operated appropriately.

ii) Registration Review Committee

Dr. Walsh gave an update on license renewal procedures for 2018. The renewal form now requires dental assistants to provide the NSDAA receipt as proof of current membership. This is in line with the dentists’ license renewal form as dentists need to provide the NSDA receipt as proof of current membership.

It was moved and seconded – Dr. S. Sharma / Ms. D. Rushton

Motion 2018 -09

“To accept as presented the newly amended Dental Assistant renewal form.”

Motion Carried

The Board discussed the possibility of allowing e-transfer payments for license renewal. Jane Donovan pointed out that e-transfer is a problematic method of payment for the Board, as a signed “Statement of Practice” is required during the renewal process. Until there is a practical electronic method of attaining a signature from licensees, the Board will not allow e-transfer payments.

iii) Sedation Guideline Update

Dr. Daniel Albert gave an update on the status of Sedation Guidelines. The Sedation Guideline Committee has broken the previous document into three separate areas: patients under fourteen, minimal/moderate/deep sedation, and for general anaesthesia. The Committee reported that the general anaesthesia guideline is complete, while the minimal/moderate/deep sedation guidelines still under review.

The Committee will be meeting in early 2018 to contemplate final changes. Following this meeting, the Committee plans to send the document to a graphic designer. Ultimately, the Committee plans to launch the finalized Sedation Guidelines in late 2018.

iv) Botox and Esthetic Therapies

Dr. Shelley Anderson gave an update on the Botox and Esthetic Therapies Guidelines. The Committee has an initial document drafted that will be sent to stakeholders in early 2018.

It was moved and seconded – Dr. D. Albert / Dr. C. Baker

Motion 2018 -10

“To send the newly drafted Botox document to stakeholders for feedback.”

Motion Carried

c) Finance and Audit Committee

Due to the sensitive and confidential nature of the next agenda, it was moved to proceed *in camera*.

It was moved and seconded – Mr. D. Melvin / Dr. R. MacSween

Motion 2018 -11

“To address item 15(c)(i) Finance Update and 15(c)(ii) Payroll Management – Ceridian, *in camera*.”

Motion Carried

Under item 15(c)(ii), there was a motion to adopt Ceridian as the payroll manager for the PDBNS.

It was moved and seconded – Mr. G. Fevens / Mr. D. Melvin

Motion 2018 -12

“To accept Ceridian as the payroll management company for the Provincial Dental Board of Nova Scotia.”

Motion Carried

Agenda 13.

Old Business

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

It was moved and seconded – Dr. D. Albert / Dr. R. MacSween

Motion 2018 -13

“To move out of *in camera*.”

Motion Carried

a) Update: Denturists Act

The Board is waiting on the NSDA’s expert report on legislative amendments to the Denturists Act before making any statements or decisions. The amendment process was initiated in 2014, and the Registrar anticipates that it may be ongoing for some time. The discussion will be reopened when the NSDA expert report is received.

- b) NSDA Feedback: Draft fee schedule for dental geriatric / Long-term care**
Agenda item 13(b) “Geriatric and LTC” is tabled for further discussion. The Board is waiting for information from the Irish Dental Council on their fee schedule for long-term and geriatric care.

- c) Feedback – Draft Guideline on the Prevention of Transmission of Bloodborne Viruses in Healthcare Settings**
 Dr. Blaine Cleghorn declined the Registrar’s invitation to provide feedback on the document as he is currently part of the guideline group. Dr. Cleghorn suggested that Dr. Tammy Wright provide feedback. Dr. Wright attended a webinar, reviewed the document, and provided feedback to the Public Health Agency of Canada as requested. The Registrar is hopeful that the finished document will be returned to the Board in 2018.
- d) Letter of response: Dr. Tim Giddens**
 The response was discussed and finalized following the November, 2017 Board Meeting, after other provincial regulatory bodies were consulted.
- e) Letter of response: Ms. Samantha Hall**
 Ms. Hall wrote the Board with concerns regarding a conditional license that was issued to her in 2015. The Board responded to Ms. Hall by informing her that she is now eligible to be fully licensed when she returns from maternity leave.
- f) Letters of response: Scope of Dental Practice**
 The Board received a letter from Ms. Donna Rushton concerning whether or not Registered Dental Assistants were able to take digital impressions. It was determined by the Board that digital impressions fall within the scope of practice of Registered Dental Assistants, while under the direct supervision of a licensed dentist.
- The Board also received a letter from Ms. Nicole Kenny concerning whether or not Registered Dental Assistants were able to take PVS impressions and whether or not Registered Dental Assistants were able to place orthodontic wires. It was determined by the Board that PVS impressions do fall within the scope of Registered Dental Assistants, while under the direct supervision of a licensed dentist. However, the Board also determined that the placement of orthodontic wires does not fall within the scope of practice of Registered Dental Assistants.
- g) Review of draft dental resources NSDA – draft letter of response**
 The Board wrote Mr. Steve Jennex with a response to three documents provided by the NSDA: Child Abuse and Dentistry’s Role in Detection and Reporting; Breastfeeding and Early Childhood Decay; and a Guide for the Conversion of Analog Health Records to Digital. The Board responded by indicating that the NSDA documents are consistent with relevant documents the Board is developing. The Registrar would like the NSDA to

continue to develop each document in alignment with the corresponding Board document.

The Board will also be forwarding Dr. Ross D. Anderson's feedback on the Breastfeeding and Early Childhood Decay document to the NSDA.

- h) Follow-up: CDHNS – Dental hygienists administering emergency drugs**
The Registrar composed a letter to Patricia Grant with respect to Dental Assistants administering drugs during a medical emergency. The Registrar is waiting for a response and will report back to the Board at a future meeting.
- i) Request to Dr. James Taylor, CDOC**
The Board sought feedback from Dr. Taylor on the use of therapy dogs, and on the practice of de-identifying radiographs for specialist use. The therapy dog issue is on the agenda for the next CDRAF meeting. The Registrar will give updates on both issues at the next Board meeting.
- j) Letter to Dr. Greg Jones: Clarification of request FNIHB – Health Canada: Clinic Inspections**
Health Canada has requested site visits and inspections for clinics on First Nations' reserves in Nova Scotia. The Registrar notes that the Board has never undertaken an inspection of this nature, and that preparation would need to be extensive. In the past CDAC has undertaken site visits for the Armed Forces clinics. The Registrar suggests that the Armed Forces inspection could be used as a blueprint for a First Nations clinic inspection.
- k) Letter of response: Dr. Blaine Cleghorn: Scope of Practice**
Dr. Cleghorn inquired about the scope of practice restrictions surrounding both maxillary sinusitis and flu vaccinations. The Board responded to Dr. Cleghorn that treatment of maxillary sinusitis is within the scope of practice of dentists. The Board also responded that flu vaccinations are not currently within the scope of practice of dentists. The Board does not see a need for the administration of vaccinations in dental offices, as the need is met in a variety of other settings.
- l) Letter of response: Ms. Pamela Swanigan-Graves – Invisalign Certification**
Ms. Graves inquired about the credentials required for dentists to perform orthodontic treatment. The Board informed Ms. Swanigan-Graves that orthodontics is within the scope of practice of dentists.

a) 2017 FRPA Progress Report

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. The Registrar reported that the Board met all the requirements under the previous report. Template documents have been created for the 2018 FRPA review, so the groundwork is laid for the progress report. FRPA is interested above all in the Board's procedures regarding licensing and discipline. The Registrar stressed the importance that processes undertaken by the Board are defensible.

b) Question: Address Requirements on Registers

Regulations under the current Dental Act require the Board Register to contain an "address" for both dental assistants and dentists. The Board considered whether or not the address contained in the Register should be a work address or a home address. The Registrar suggested that only a work address should be made public through the Register. A home address for dentists and dental assistants would be retained by the Board in order to contact individuals who either are not practicing, or who practice in multiple locations.

c) Maintenance Enforcement Program – Reporting to Professional Entity

The Director of Maintenance Enforcement now has the power pursuant to the Maintenance Enforcement Act to inform a regulatory body when a licensee fails to make either a child support or alimony payment. It is currently unclear whether any Nova Scotian regulatory body has dealt with this issue thus far. The Registrar and Board counsel will be monitoring any developments regarding maintenance enforcement closely.

d) CDRAF 2018 Invoice

The Dental Board received an invoice for the payment of the CDRAF membership fees.

It was moved and seconded – Dr. D. Albert / Dr. C. Baker

Motion 2018-14

"To pay the CDRAF invoice of \$5.50 per dentist."

Motion Carried

e) 2018 Meetings

Board meetings are scheduled for April, May, September and November in 2018. The April meeting will be via teleconference. The Board meeting in September will be a half day meeting on September 28' 2018 in order to accommodate members who wish to participate in Dalhousie's 200th anniversary celebrations. The meeting on November 24' 2018 will be a full day meeting.

f) Program Advisory Committee

Dr. Erickson will soon be stepping down from the PAC. Dr. Chris Baker has offered to take his position on the committee.

It was moved and seconded – Ms. D. Rushton / Mr. G. Fevens

Motion 2018 -16

“To have Dr. Chris Baker replace Dr. Erickson on the Program Advisory Committee.”

Motion Carried

g) Gies Awards

The annual Gies Awards honor individuals and organizations that exemplify excellence in oral health and dental education, research and leadership. Dalhousie's Dr. Jack Gerrow will be receiving a 2018 award for outstanding innovation. A motion was put forward to have Dr. Daniel Albert attend the ceremony with Dr. Gerrow, as a Board representative.

It was moved and seconded – Mr. G. Fevens / Dr. S. Sharma

Motion 2018 -15

“To send Dr. Daniel Albert to the Gies Awards ceremony as a PDBNS representative.”

Motion Carried

Agenda 15.

Legislative Amendments

There was a motion to proceed *in camera*.

It was moved and seconded – Mr. D. Melvin / Dr. D. Dignan

Motion 2018 -17

"To proceed *in camera* for Agenda item 20: Legislative Amendments."

Motion Carried

Agenda 16. Investment Report

Mr. Lee Harwood gave a report on the Board's investments and overall financial health.

Agenda 17. In Camera

Agenda 18. Adjournment

It was moved and seconded – Dr. C. Baker / Mr. D. Melvin


Motion 2018-18

"To adjourn the meeting"

Motion Carried

Next Board Meeting – May 25, 2018

Approved,



Dr. Kevin Walsh, Chair

25 Jan 2019

Date *K.W.*