

**Provincial Dental Board of Nova Scotia
Meeting 2018-05**

**Dean's Board Room, 5th Floor
Faculty of Dentistry, Dalhousie University
Halifax, Nova Scotia**

Friday, September 28, 2018 – 8:00am

A meeting of the Provincial Dental Board of Nova Scotia was held on September 28, 2018 at the Dean's Board Room, 5th floor, Faculty of Dentistry, Dalhousie University, Halifax, Nova Scotia.

In Attendance: Dr. Kevin Walsh (Chair)

Dr. Sunita Sharma
Dr. David Dignan
Dr. Shelly Anderson
Dr. Terrie Logue
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)

Observers: Dr. Ben Davis (Dean, Dalhousie Faculty of Dentistry) joined the meeting for Agenda Item 1-5.
Mr. Steve Jennex, Executive Director, NSDA joined the meeting for Agenda Item 1-14.
Ms. Brenda Fair joined the meeting for Agenda 13.

Regrets: Dr. Daniel Albert (Vice Chair)

Agenda 1. Call to Order

At 8:00 am the Chair welcomed the Board members, and guests Mr. Steve Jennex and Dr. Ben Davis to the meeting. Ms. Valerie Benoit was introduced as the Provincial Dental Board's new receptionist. 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 no additions were noted.

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

Motion 2018-46

“To approve the agenda as presented”

Motion Carried

Agenda 4. Minutes of 2018-03 (May 25, 2018) and 2018-04 (June 27, 2018)

a) Errors and/or Omissions

The Chair asked if there were any errors or omissions in the minutes from the May 25, 2018 and June 27, 2018 meetings. It was noted to change the membership list from Acting Dean to Dean for Dr. Ben Davis.

It was moved and seconded –Dr. Russell MacSween and Dr. Shelly Anderson

Motion 2018 – 47

“To accept the minutes as amended”

Motion Carried

b) Business arising

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

Agenda 5. Dean's Report

Dean Ben Davis provided a report on the activities at the Dalhousie Faculty of Dentistry. The faculty welcomed Dr. Clare Champoux and Dr. Frances Tomkins who are leading two of the four student group practices. Dr. Bob Loney has returned from sabbatical, Dr.

Mark Filiaggi will be on six months administrative leave, Dr. Chad Robertson has been appointed the Chair of Oral and Maxillofacial Sciences (OMFS), Dr. Pierre-Luc Michaud, Dr. Curtis Gregoire and Dr. Yung-Hau Li were granted tenure and promotion.

Ms. Susan Keating Bekkers received the Gordon Archibald Award for Community Leadership, Dr. Debora Matthews received a Network for Canadian Oral Health Research (NCOHR) Leadership Award, Dr. Tracy Doyle led her group of faculty, staff, alumni and student volunteers who provided oral health education at the Special Smiles station of the National Special Olympics. Dr. David Precious dentistry alumnus was featured in Dal Original, the only faculty of dentistry member to be featured in this publication.

The Faculty is waiting on approval to extend the Qualifying Program to three years.

The Canadian Dental Hygiene Association's proposed Dental Therapist program will not move forward due to the financial implications of a non-funded program.

There are new outreach initiatives being undertaken by the faculty: an adult (oral health care) outreach clinic in Nelson Whynder Elementary School in North Preston; North Preston and Harbourview clinic upgrade; the ISANS clinic is going to be expanded; and the North End Community Health clinic may start a pediatric program.

Table clinics will be held on Friday, January 25, 2019.

Agenda 6. NSDA Report

Mr. Steve Jennex provided a report from the Nova Scotia Dental Association. On September 6th the NSDA and its Atlantic provincial neighbours hosted the annual Welcome to the Profession event with 132 dental students and guests. The theme was "Practice Choices" and each student was provided with a memory stick containing the NSDA's "Business of Dentistry". This event went very well and the students enjoyed it.

The NSDA is in the early stages of creating an online dental ethics website with assistance of the American College of Dentists (ACD) and expecting to have something by next spring.

The NSDA is working on a new website and is also developing a new digital community planned for early 2019.

The Canadian Dental Association received a final report looking at the future of the profession of dentistry, titled "Dentistry 2032", there were twenty-nine recommendations to change what we consider to be dentistry today.

The NSDA highlighted activities to look at over the next three to five years:

- Promoting the intrinsic importance of oral health and highlighting the relationship between oral health and systemic health taking all possible steps to ensure that basic oral health needs of the population are met.
- Ensuring that all dentists licensed to practice have an understanding of the principles of professionalism, ethics and empathic communication.
- Facilitating the provision of business education and resources for dentists that are appropriate for the chosen model of practice.
- Ensuring that graduates are aware of the full range of options available including alternative practice models.

Agenda 7. Licensing Update

Ms. Jane Donovan provided the licensing report and noted that there is an increase in numbers. The Board licensed forty-four new dental assistants since May and a total of forty-eight so far this year. There have been eight licensed dental students, one fellowship and twenty-six new dentists.

The Provincial Dental Board will be preparing to send out invoices to dentists in October for license renewal and to incorporations in November for renewal of corporate certificates.

Agenda 8. Registrar's Report

a) Functional Committees Update

Complaints Committee

June 25, 2018

The Complaints Committee met on June 25, 2018 with five cases being dismissed, one counsel and one letter of caution being issued.

Discipline Committee

The Discipline Committee has not held a session since the last meeting of the Provincial Dental Board.

Mandatory Continuing Education (MCDE) Committee

The MCDE Committee met on February 2, 2018 to review submissions from dentists and dental assistants selected in the audit. Ten dental assistants were audited and one was struck for not completing their CE requirements. All audits have been completed at this time.

Dental Practice Review (DPR) Committee

Site visits have taken place over the summer and will continue into the fall with Dr. Simone Abbass performing Halifax audits and Dr. Gillis performing audits in other regions of the province and as required outside of the audit process.

Registration Appeal Committee

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

b) CDRAF Board Meetings (June 6, 2018; September 5, 2018)

The CDRAF report on Board meetings held in June and September are featured in the resources.

c) Royal College of Dentists of Canada (RCDC)

Since the last meeting there is a significant change with the service agreement with respect to the National Dental Specialty Examination (NDSE) fees. It was identified that RCDC would have to increase the NDSE fees in 2019 by 45%, to offset a potential deficit of close to one-million dollars, and the 2019 NDSE budget still predicts a \$200,000 deficit which would exhaust the contingency fund. At the present time everything has been put on hold with the service agreement. A working group has been struck to look at alternative options to the RCDC NDSE.

d) National Dental Examining Board (NDEB)

The NDEB report is featured in the resources.

e) Commission on Dental Accreditation of Canada (CDAC)

The Commission is developing a strategic plan. The steering committee met in September 2018 and based on the outcomes of this meeting a draft strategic plan will be developed and presented at the Annual CDAC meeting in November. Following this meeting the draft strategic plan would be circulated to stakeholders for review and comments.

f) Network

The Network report is featured in resources.

g) Fair Registrations Practices Act (FRPA)

The FRPA newsletter is featured in resources.

- h) CDA – Wellness Conference Report**
A wellness conference was held during the CDA Annual meeting in April. A report was generated following the conference with recommendations related to enhancing Member Assistance Programs (MAP) especially in those jurisdictions with fewer dentists. Dr. Gillis will provide periodic updates with wellness initiatives.
- i) Legislative Amendments Update**
There is nothing to report with respect to the legislative amendments.
- j) Board Business – September 2018**
Board Business has been uploaded to the website and ready for viewing.
- k) Internationally Educated Dental Professionals (IEDP)**
IEDP material is featured in resources.

Agenda 9. Chair’s Report

- a) NSDA Governing Council**
The Provincial Government of Nova Scotia has changed the administration of the PDB’s appointments as of July 16, 2018. The responsibility has been transferred from the Department of Health and Wellness to the Executive Council Office. The new contact for appointments-related matters is Mora Stevens, ABC Coordinator.

Dr. Walsh attended the NSDA AGM on June 9, 2018. He also attended the recent Governing Council meeting held on September 14, 2018. Points of discussion included looking at the CDA task force and identifying priorities for the NSDA. The plan is to direct resources to these priorities, much like a strategic plan. Priorities include promoting the oral health/systemic health connection, ensuring basic oral health needs of the entire population, that dentists have a foundation in professionalism, are ethical and empathetic, facilitate the business education resources of dentists, and ensure dentists are aware of the full range of career options.

Larger priorities include working with other professional groups to improve overall health, embrace person-centred care, care to vulnerable patient groups, provide mentorship to new graduates, and establish a national body to certify continuing dental education courses.

There was a discussion on how to engage younger members and listen to what is important to them. A software program is being considered, called “Higher Logic” that is very much like a dentist specific LinkedIn to help the NSDA communicate with its new members in electronic formats, which may be more effective than traditional methods.

They are also creating a working group comprised of new graduates (1-5 years) to find out their interests and how to increase attendance at the AGM.

A Children's Oral Health Plan update was provided. Dr. Hennessy will have a winter meeting with government to discuss specifics.

Vice Chair Dr. Dan Albert, and Chair Dr. Walsh, attended the Welcome to the Profession Event 2018 hosted by the NSDA.

Dr. Gillis and Dr. Walsh attended the NDEB executive meeting on the weekend of September 7-9th. They inquired if we could access, as requested by the Department of Health, provincial data on success rates for IEDPs challenging the certification examinations.

b) Board Effectiveness Survey – Results

The Board Effectiveness Survey was conducted online. Ten Board members completed the survey. The Chair reviewed the survey results. There were comments made in the survey about the orientation of new Board members and the distribution of resource material for Board meetings. There was a suggestion to have the Chair of each committee provide a report one month in advance of Board meetings for review.

Agenda 10. Board Committee Reports

a) Finance and Audit Committee

i) 2017 Auditor's Report

Dr. Logue reviewed the Auditor's report which is contained in the resource material.

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

Motion 2018 –48

“To adopt the auditor's report as presented”

Motion Carried

ii) Review of Auditing Services and Recommendation

Dr. Logue gave a review of Auditing Service and Recommendation. The Finance & Audit Committee provided the Board with its recommendation following a review of all proposals submitted for audit and accounting advisory services. Collins Barrow was recommended to provide these services to the Provincial Dental Board. Collins Barrow's

proposal is to include a fixed fee option for a 3-year period with no increase in fees during that period.

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

Motion 2018 –49

“To assign Collins Barrow as auditors with a review in 3 years.”

Motion Carried

iii) Directors / Officers, Errors & Omissions Insurance

Dr. Logue presented the Directors/Officers, Errors & Omissions insurance policy for renewal.

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

Motion 2018 –50

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

Motion Carried

iv) Travel Insurance

Dr. Logue presented the Travel Insurance policy for renewal. There was a slight increase of \$150.00 due to the addition of the inspection teams to the plan.

It was moved and seconded – Dr. David Dignan and Ms. Donna Rushton

Motion 2018 –51

“To approve the Travel Insurance.”

Motion Carried

v) Investment Update

Dr. Logue gave an investment update and informed the Board that all investments have been transferred to Cumberland/CDSPI.

b) Human Resources and Governance Committee

i) Appointments / Reappointments

There are two Board appointments to the MCDE Committee. The two committee members accepted for appointment are Dr. Erin Hennessy and Ms. Jackie Snooks. Terms will begin Oct 2018.

It was moved and seconded –Dr. Terrie Logue and Ms. Donna Rushton

Motion 2018 – 52

“To approve the appointment of Dr. Erin Hennessy and Ms. Jackie Snooks RDA to the Mandatory Continuing Dental Education Committee.”

Motion Carried

ii) Deputy Registrar

On the June 27, 2018 conference call the Deputy Registrar’s position was discussed. A draft Service Agreement was presented to the Board.

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

Motion 2018 –53

“To accept the Service Agreement for the Deputy Registrar position.”

Motion Carried

There was a discussion to initiate the job search and to move forward in the hiring of a Deputy Registrar, looking at a time line of January 2019 for the hire.

It was moved and seconded – Dr. Shelly Anderson and Dr. Terrie Logue

Motion 2018 – 54

“To initiate the job search for hiring a Deputy Registrar.”

Motion Carried

iii) Summer Student

Mr. Ryan Christen was the Board’s summer student who was a great asset and has agreed to help the Board throughout the year.

iv) Date for Staff Performance Reviews

The Staff Performance Reviews are set for Friday November 23, 2018.

c) Standards and Guidelines Committee

Dr. Dignan discussed the need to develop CE in regards to the CBCT. Dr. Curtis Gregoire and Dalhousie developed a CE course which will run in November. An online course is in development for radiography safety.

i) Update: Radiography Inspections

Inspections were completed during the summers of 2016/17. Dr. Gillis noted that all inspections have been completed and all offices are now compliant. The next Radiography Inspections will occur in 2021.

Dalhousie is offering a course in November - "Applications and interpretation of small field of view cone beam computed tomography for dentistry".

Dr. Gillis will send out a letter to all dentists utilizing CBCT scans in their office about the upcoming CBCT course at Dalhousie.

ii) Registration Review Committee

Dr. Chris Baker reviewed some changes made to the License Renewal form:

Question #8 – As a result of the confusion with the corporation question last year, it was changed back to its previous version; and

Question #9 - a language question was added to the form.

Board members discussed the licensing renewal form and the due date of November 15, 2018 to allow the Board staff to process payments and forms in a timely manner before the deadline of November 30th. It was decided not to attach a late fee to the November 15th date for this year and remove the word "Friday" from the form. The early deadline change will be reviewed in 2019.

It was moved and seconded –Dr. Chris Baker and Dr. Sunita Sharma

Motion 2018 – 55

"License renewal form accepted as amended"

Motion Carried

iii) Update: Sedation Guidelines

Dr. Gillis provided an update on the Sedation Guidelines. The Committee is looking at a recent draft of the general anaesthesia guidelines and Quantum Communications will have more documents for the committee to review.

Agenda 11. Old Business

a) Policy: Criteria for appointing to outside organizations

There was a short discussion at the May Board meeting regarding this policy document. The Executive committee met and it was thought that a good addition to this document would be to add length of term that would be at the discretion of the Board. This would provide clarity in the length of term an individual would be appointed to an organization.

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

Motion 2018 – 56

“To approve length of term to be at the discretion of the Board as amended”

Motion Carried

b) Department of Health and Wellness: Dentistry Workforce

Dr. Gillis, Chris Holland (IT), and Ms. Jane Donovan (EA) met with Adrian MacKenzie, Manager, Health Workforce Planning and Scott Luff, Research and Statistical Officer to discuss the sharing of information about dentists and dental assistants with the Department of Health and Wellness for the purpose of workforce planning.

c) Data Migration from Server to Cloud

Following the Board approval for the PDBNS to move forward with “Canadian Web Hosting”, the installation and setup of the hosted server are complete, the applications along with the data have been migrated to the new hosted server.

Currently we have both the on-site and hosted systems running in parallel mode and a comparison of the content is performed on a regular basis to ensure the new hosted system is delivering the expected results.

The implementation of an in-house redundant backup system is underway.

d) Cannabis Legalization

There was a short discussion on the Cannabis Legalization. Dr. Burry’s article - CDA Oasis can be found in the resource material, also any questions can be answered through the Provincial website. There will be a course at Dalhousie University in November which Dr. Sharma will attend.

Agenda 12. New Business

a) Request: Success rates IEDPs Certification Exams

Dr. Kevin Walsh and Dr. Martin Gillis attended a NDEB executive meeting where there was some discussion in regards to the success rates of IEDPs in certification exams. The Minister of Department Health and Wellness is looking for information on the numbers and success rates of internationally educated health professionals on Canadian licensing exams. The Board approached the 3 organizations that provide the certification exams and was able to provide data to us, which can be found in the resource material. Marie Dagenais will attend a future board meeting to provide an update.

b) Review: Policy tooth whitening

Dr. Gillis gave a review on the policy of tooth whitening. The policy can be found in the resource material. Some direction to take would be to have an environmental scan on what is going on across Canada on the bleaching policy and based on that information make a decision on whether to amend the policy we have now or the possibility of eliminating the policy. Will revisit this policy at a future board meeting.

c) Opinion: Dental Hygienists finishing restorations

Dr. Gillis spoke with Stacy Bryan, Registrar, CDHNS, and she mentioned that Dental Hygienists in Nova Scotia can use the high-speed hand piece to remove sealant and ortho cement; this is taught at Dalhousie. Ontario is the only province which has restorative dental hygienists. In Nova Scotia a dental hygienist would finish a restoration if they are deemed to be competent to do so with the order of a dentist.

d) NDAEB / CDAA National Occupational Analysis 2019

The NDAEB / CDAA are conducting a National Occupational Analysis for Dental Assisting in 2019 and are requesting possible support options from each regulatory authority. The Board reviewed the points of consideration contained in the letter from NDAEB / CDAA dated August 21, 2018 and the Board's response to each point was:

1. The PDB has agreed to provide continuing dental education category 3 credits for those licensees completing the survey. The number of credit hours given will be at the discretion of the MCDE Committee for those individuals who provide verification to the Committee that they participated in the 2019 NOA survey.
2. The PDB would be open to hosting a focus group in Halifax in 2019.
3. The PDB would contribute \$1 per licensed Registered Dental Assistant for the 2019 NOA project.
4. The PDB would send a delegate to sit on the Steering Committee for the 2019 NOA project.

It was moved and seconded – Ms. Marina Crawford and Ms. Donna Rushton

Motion 2018 - 57

“To provide \$1.00 per Dental Assistant for the 2019 NOA project as presented”

Motion Carried

e) Request: Out of province prescribing

Dr. Gillis discussed the request of out of province prescribing. In Nova Scotia a pharmacist is able to dispense a prescription written by a prescriber licensed in a Canadian province outside of Nova Scotia. The exception would be for controlled drugs. In Nova Scotia, these need to be prescribed on a Nova Scotia Prescription Monitoring Program script. This requires an out-of-province prescriber to be registered with the Nova Scotia Prescription Monitoring Program and have been issued a NS PMP prescription pad in order for them to write a prescription that can be filled in Nova Scotia. Other provinces with prescription monitoring programs (e.g. NL, NB, AB) likely have the same restriction.

f) Obstructive Sleep Apnea Course

Dr. Gillis discussed the sleep apnea course taking place in October at Dalhousie. Dr. Gillis and Dr. Baker will be attending this course to gather information pertaining to the development of an Obstructive Sleep Apnea guideline for the Board.

Agenda 13. Strategic Plan Update

Ms. Brenda Fair gave an update on the Strategic Plan. She discussed the main goals of the strategic plan which can be found in the resource material and made notes of the changes discussed by the Board. Ms. Fair will provide the Board with an updated list following the Board meeting.

Agenda 14. Board Meeting Dates 2019 (Fri. Jan 25, Fri. May 31, Fri. Sept 27, Sat. Nov 23)

Dr. Walsh discussed the dates for the Board meeting for 2019 and there were no issues with these dates.

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

Motion 2018 – 58

“To approve the dates for 2019 Board meetings as presented”

Motion Carried

Agenda 15. In Camera

Agenda 16. Adjournment

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

Motion 2018 - 59

“To Adjourn the Meeting”

Motion Carried

Next Board Meeting –

Approved,



Dr. Kevin Walsh, Chair

29 Jan 2019

Date