

**PROVINCIAL DENTAL BOARD OF NOVA SCOTIA**

**MEETING 2016-04**

**September 29-30, 2016**

A meeting of the Provincial Dental Board of Nova Scotia was held on September 29 and 30, 2016 at the Provincial Dental Board boardroom, 1559 Brunswick St, Halifax, Nova Scotia.

**In Attendance:** Dr. Chris Baker (Chair)  
Dr. Kevin Walsh (Vice-chair)  
Dr. Shelly Anderson  
Dr. Clare Champoux  
Dr. David Dignan  
Dr. Terrie Logue  
Dr. Tom Raddall III  
Ms. Marina Crawford  
Ms. Donna Rushton  
Dr. Martin Gillis (Registrar)  
Ms. Jane Donovan (Executive Assistant)

**Observers:** Dr. Tom Boran joined the meeting for Agenda item 6.  
Ms. Catherine MacPhee joined the meeting for Agenda item 11.  
Ms. Ann Smith joined the meeting for Agenda items 1-5.  
Ms. Morgan Knickle-Smith joined the meeting for Agenda Items 1-13.

**Agenda 1.** **Call to Order**  
At 6:30pm the Chair welcomed the Board members and provided general instructions regarding the proceedings.

**Agenda 2.** **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. No conflict of interest was reported.

**Agenda 3.** **Approval of the Agenda**  
The Chair reviewed the agenda and noted the addition of two items to "New Business." The HOPES program and the Consortium letter to CDAC were added to the agenda as items 13b and 13c.

It was moved and seconded – Dr. C. Champoux/ Dr. D. Dignan

**Motion 2016- 38**

“To approve the agenda as amended.”

**Motion Carried**

**Agenda 4.**

**Minutes of 2016-03 Board Meeting**

**a) Errors and/or Omissions**

The Chair asked if there were any errors or omissions in the minutes from these meetings. A few minor grammatical corrections were made.

It was moved and seconded – Dr. K. Walsh/ Dr. T. Logue

**Motion 2016 - 39**

“Accept the minutes of the May, 27, 2016 Board Meeting as amended.”

**Motion Carried**

**b) Business Arising**

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

**Agenda 5.**

**Legislative Amendments**

**a) Legislative Amendment Update**

Ms. Ann Smith provided an update on the Legislative Amendments Committee. The Committee has a working draft of the new *Dental Act* and some regulations. Other regulations, including advertising and corporations, have not been drafted yet.

Mandatory NSDA membership will remain a requirement for licensure. The scope of practice will not be changed. Dental assistants will still be covered under the *Dental Act*.

There are a number of items that will be significantly changed:

- (1) The NSDA will no longer be governed under the *Dental Act*.
- (2) The establishment of a "college" or "council" that is the decision-making authority of the larger body. The Dental Board is currently a body corporate.
- (3) Increased jurisdiction of the Registrar to deal with complaints.
- (4) The requirement that the Registrar must be a dentist will be removed. A dentist may be the best candidate, but it is not necessarily a requirement to do the job.
- (5) The Council (Board) will be given the ability to pass by-laws.
- (6) The Council (Board) will be given the ability to appoint its own public members.
- (7) There will be new definitions of key concepts that are undefined in the current *Act*. These include: unprofessional conduct, infamous conduct, breach of the standards of ethics, and breach of advertising standards.
- (8) The code of ethics for dentists referenced in the *Act* is the 1991 CDA code of ethics; this will be revised to adopt a more current code. A code of ethics for dental assistants will also be specified.
- (9) The Registrar will have a greater ability to deal with issues around capacity and incapacity to practice.
- (10) The Registrar will have an increased role regarding complaints.
- (11) The role of the Investigation Committee (currently the Complaints Committee) will be given increased authority. The Investigation Committee will have many of the same powers as the Registrar, including the authority to require the licensee to submit to examinations.
- (12) There will be a Registration Appeals Committee in the case that a licensee wants to appeal a licensing decision of the Registrar. There will be an Independent Review Committee if a member of the public wishes to appeal the decision of the Registrar to dismiss a complaint.

There was a discussion about incorporation requirements. There was also a discussion about who the relevant stakeholders are in the new legislation. The NSDA, NSDAA, and Faculty of Dentistry were mentioned as stakeholders.

**b) Policy Respecting Self-Regulated Professions**

The Nova Scotia Government has created a formal corporate policy for determining when self-regulation will be granted and what form it will take.

**Agenda 6.**

**Dean's Report**

Dean Boran provided a report from the Faculty of Dentistry, Dalhousie University. The faculty welcomed Dr. Brenden Leund, Dr. Tanya Cook, and Dr. Nader Hamdan as new faculty members. Dr. John Cox and Dr. Ron Bannerman retired from full-time teaching.

The Faculty of Dentistry prepared and completed accreditation site visits in February, March, and April, a Senate Unit Review and a Graduate Program Review in Oral and Maxillofacial Surgery and Periodontics. All initial reports indicate the Faculty has been successful in their endeavours.

The Convocation for the Class of 2016 took place on June 2, 2016. The White Coat Ceremony took place on September 25, 2016. This year the ceremony was separated from the academic awards and was student-led. The qualifying students also attended the ceremony. An International Restorative Justice Conference took place in Halifax on June 27-28, 2016. Community outreach continues to be a focus of the Faculty of Dentistry. Dean Boran extended his appreciation to the Board for their continued financial support that has made many of the community outreach initiatives possible.

The 2016-2017 Continuing Dental Education Program provides an excellent catalogue on programs/courses for the dental practitioner. In the past year, the course offering has been expanded and re-developed.

Research initiatives remain very robust in the areas of population health/oral health biomaterials, clinical dentistry, dental education, oral and maxillofacial surgery and periodontics.

Dr. Sayed Mirbod received this year's Outstanding Teacher in Graduate Periodontics Award. Dr. Bob Loney presented the "OSCE Test Construction" program at the Arthur A. Dugoni School of Dentistry, University of the

Pacific. Dr. Jennifer MacLellan of the Division of Paediatric Dentistry presented "First Visit, First Tooth" at the NSDA-AGM in June.

Dr. Mary McNally has been appointed Acting Assistant Dean Research effective July 1, 2016 to June 30, 2018. Dr. Mark Filiaggi will be filling in for her until she returns from sabbatical.

The Faculty of Dentistry took part in two successful Health Science Camps for African Nova Scotian and Aboriginal Students over the summer.

Dr. John Christie received the WW Wood Award for Excellence in Dental Education. Kora-Lee Cormier received the 2016 Gladys Littler Award. Khlated Albusairi, DDS 4<sup>th</sup> year student, was elected Chair of the National Union of Kuwaiti Students in Canada.

The four-year clinic renewal project has continued to progress. Dean Boran gave a presentation showing the progress made to the clinic thus far.

#### **Agenda 7.**

##### **Registrars Report**

###### **a) Licensing Update**

Ms. Jane Donovan provided the Licensing Report dated September 27, 2016. There are 550 dentists, 19 students, 776 dental assistants, and 392 corporations licensed with the Board. Numbers have remained consistent. There were no issues with the new dental assistant application form. Renewal forms for dentists and dental students will be sent out in mid-October. Forms for the corporations will be sent in November.

###### **b) Functional Committees Update**

###### **i) Complaints Committee**

###### **June 6, 2016**

A meeting of the Complaints Committee was held on June 6, 2016. Seven cases were heard. All seven were dismissed and published on a no-name basis.

###### **September 19, 2016**

A meeting of the Complaints Committee was held on September 19, 2016. Two cases were heard.

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

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

**ii) Discipline Committee**

The Discipline Committee was scheduled to meet on June 29, 2016 to hear four Settlement Agreements. The meeting was adjourned.

**iii) Mandatory Continuing Dental Education (MCDE) Committee**

Audit Update

Dental Assistants – Complete: 17; Incomplete: 1 (Struck)

Dentists – Complete: 20; Incomplete 1 (Complete by 11/30) (1 Relinquished)

MCDE Guidelines Review – The Registrar met with Dr. Mackey (Chair, MCDE) on September 1, 2016 to review the MCDE Guidelines which were last updated in 2003. At the May 30, 2016 Board meeting, issues were brought to the attention of the Board by the Registrar involving study clubs, course sponsorship, and qualification for category 3 credit hours as areas of concern. The Board directed the Registrar to review and provide an update. Edits will be presented to the Board later in the agenda.

**Dental Practice Review (DPR) Committee**

Audit Update:

Self-assessments: Complete: 78 Incomplete: 0

Site-visits: Complete: 15 Incomplete: 4 (1 retired)

The final terms for Dr. Opie (Chair) and Dr. Anderson will expire on December 31, 2016. Two dentists will need to join the Committee in 2017.

**Registration Appeal Committee**

No activity since the last Board meeting.

**c) CDRAF Registrars Meeting (July 2016)**

The first CDRAF Registrars Meeting took place in July. The meeting went well; another is scheduled for October. The meeting was attended exclusively by the Registrars, no Board members attended. Strategic planning was discussed. Updates on the CDRAF annual meeting will be addressed later in the agenda.

**d) RCDC Education Committee Meeting (Sept 25, 2016)**

The inaugural meeting of the RCDC Education Committee went well. This committee was formed because of strategic planning that RCDC undertook

this year. There were concerns from the provincial Registrars that there was no representation at education level, and no opportunities to give feedback on education programs/certification exams. Moving forward, regulators can communicate to RCDC on matters of concern.

**e) NDEB**

The NDEB Board meeting will take place in October 22, 2016. Dr. Jack Gerrow has announced his retirement as Registrar and Executive Director. Ms. Marie Dagenais has requested that a representative from the Board attend the standard setting workshop that is going to be taking place on October 29-30. Dr. Kevin Walsh will attend if possible.

It was moved and seconded – Dr. D. Dignan/ Dr. C. Champoux

**Motion 2016 - 40**

“To send a representative to the NDEB Standard Setting workshop, October 29-30, 2016.”

**Motion Carried**

**f) CDAC Board**

The CDAC annual meeting is coming up in November. There will also be a meeting of the Educational Committee, who will be reviewing the reports performed by the survey teams in 2016.

CDAC has requested a Board representative to become part of the site visit team evaluating the Dental Assisting Program at Cape Breton Business College. Ms. Donna Rushton agreed to represent the PDBNS.

It was moved and seconded – Dr. T. Logue/ Ms. M. Crawford

**Motion 2016 - 41**

“To send a delegate, at the request of CDAC, to join the accreditation team for the survey of the dental assisting program at Cape Breton Business College.”

**Motion Carried**

**g) CEOs – Registrars Meeting (Nov-Dec 2016)**

The next CEOs Registrars meeting will take place November 29-December 2, 2016. These are valuable meetings with a lot of interaction and discussion between regulators. Some provinces have challenges attending meetings in the U.S. This coming year neither Quebec nor Ontario will be attending. Ms. Diane Legault, the Executive Director of CDRAF will be attending. Because of the challenges for other provinces to attend the meeting, there was a request for a motion to allow Dr. Gillis to attend the meeting.

It was moved and seconded – Dr. C. Champoux/ Dr. K. Walsh

**Motion 2016 – 42**

“To give direction to the Registrar to attend the CEO and Registrars meeting.”

**Motion Carried**

**h) FRPA – Breakfast Meeting (Sept, 2016)**

The Board had a FRPA review a few years ago and recommendations were made at that time. These were undertaken and remedied with website changes, and the registration and appeals process. There is currently no protocol in place for re-assessing initial reviews. FRPA will determine the re-assessment protocol in 2017, and re-assessment will likely take place at that time.

**i) Network – (June 25, 2015, Sept 7, 2016)**

The government proposed policy on self-regulation dominated the Network meeting in September. The Board’s responses to the Committee have been submitted. Concerns were expressed by the Board and other Network members about the number of public members required to sit on boards and committees under the new policy.

**j) IEDP**

The IEDP working group has routinely met throughout the past few years. Last year a Rubber Dam Workshop was designed, but did not take place due to insufficient numbers. The working group will likely be put on hold temporarily before resuming further projects. The ISANS Observership Program and the involvement of the Board/NSDA was discussed briefly.



- k) **ADA + C – Retirement function Dr. Gordon Thompson**  
There is an upcoming gala for the Alberta Dental Association and College to recognize Dr. Gordon Thompson's retirement. Dr. Randall Croutze is the new CEO and Registrar of the ADA + C. Dr. Gillis suggested it would be nice gesture to send a representative from the Board. Dr. Eric Hatfield's name was put forward, and he is already planning to attend the Gala.

It was moved and seconded – Dr. T. Raddall/ Dr. T. Logue

**Motion 2016 - 43**

"To approach Dr. Eric Hatfield to have him represent the Provincial Dental Board at the ADA+C Anniversary Gala."

**Motion Carried**

- l) **NSDA – Principles of Ethical Practice (Oct 28, 2016)**  
The Registrar will attend the NSDA Principles of Ethical Practice meeting on October 28, 2016. There will be representatives from the dental school, NSDA, and American College of Dentists. The purpose of the meeting is to discuss how to deal with upcoming ethics issues including the new codes of ethics and promoting ethics within the profession. The Registrar will provide more details at the Board meeting in January.
- m) **Board Business (August 2016)**  
There was an issue of "Board Business" in August. No major updates were noted.

**Agenda 8.**

**Chair's Report**

- a) **Legislative Amendments**  
The Legislative Amendments are moving forward, and are discussed in detail earlier in the agenda.
- b) **Radiography Inspections**  
Radiography inspections will be discussed further in the agenda.
- c) **Strategic Planning**  
The strategic plan was adopted at the full Board meeting on May 27, 2016. A full update will be given later in the agenda by the Human Resources Committee.

- d) **Regulatory Compliance – Guidelines**  
The Sedation Guidelines, Recordkeeping Guidelines, Mandatory Continuing Education Guidelines, and Botox Policy Review will all be reviewed in later in the agenda.
- e) **Collaboration and Communication**
- i) NSDA  
The Chair attended the NSDA “Welcome to the Profession Night” on September 9, 2016. The event was very well attended by Dalhousie Dentistry Students and all four Atlantic dental associations were present.
- ii) NSDA Governing Council  
The Chair gave a presentation at the NSDA Governing Council Meeting on September 16, 2016. The Association has been busy, and the NSDA is moving forward with their independent legislation. Other initiatives include relocation of premises to Bedford, and liaising between government and membership to resolve the difficulties being experienced with the Children’s Oral Health Care Program.
- iii) CTOSS  
After meeting with Ms. Catherine MacPhee, CTOSS Coordinator, the Board has collaboratively assisted in creating a database of users at the request of the Department of Health and Wellness. Maintenance of the database will be ongoing
- iv) CDRAF Board Meeting (Oct 2016)  
The next Canadian Dental Regulatory Authorities Federation Board meeting will take place in Vancouver on October 14-15, 2016. CDRAF will undertake the preliminaries of a Strategic Planning initiative at this meeting.
- v) NDEB-Equivalency Exam Dates  
The National Dental Examining Board will conduct the Assessment of Clinic Judgement (ACJ) examination on December 2, 2016, and the Assessment of Clinical Skills (ACS) examination on December 3-4, 2016 at Dalhousie and other dental faculty sites.
- vi) Meeting with the Minister DHW (Fall 2016)

The Chair, Vice, Chair, and Registrar are planning to meet with the Minister and Deputy Minister of Health and Wellness this fall to provide an annual update on the Board activities.

**f) Operations**

**i) Summer Student**

The employment of a summer student, Ms. Morgan Knickle-Smith (3rd year Law, Dalhousie) was a significant benefit to the Board. The summer student will be discussed further during the Human Resources update.

**g) IDEALS Conference**

The Chair and Registrar attended the 11<sup>th</sup> International Dental Ethics and Law Society (IDEALS) Conference in August 2016. Both felt it was a very worthwhile experience. A separate report is provided.

**h) Board Effectiveness Survey – Results**

The Board effectiveness survey was conducted online. Ten Board members completed and returned their responses. The lack of public members was consistently noted as an issue. There was a suggestion to engage experts when drafting the regulatory guidelines, which is currently being done. Overall, the Committee work has been good.

Making the agenda at meetings more manageable was raised. The Board decided to have two conference calls to address issues that can be remedied between Board meetings. It was decided to move “New Business” items up in the agenda to improve meeting effectiveness.

The orientation of new Board members was discussed. The Network is developing modules for governance which may be useful. Dr. Dignan suggested the Chairs of the Functional Committees talk to new Board members to explain their roles and functions. There was also discussion of an evening orientation in January for new Board members. There were some concerns raised that Committees consistently use the same members, and that new members do not get sufficient exposure.

There were comments made in the survey about the disconnect felt between the Board and specifically the Complaints/Discipline Committees. The Registrar explained that it is necessary to have the Complaints process at an arm’s length given its confidential nature. Furthermore, there will be more knowledge about complaints decisions in the new regulatory model.

It was decided that having the Associations present at the Board would be beneficial.

It was moved and seconded – Dr. T. Raddall/ Dr. K. Walsh

**Motion 2016 - 44**

“To provide the President of the NSDA and NSDAA with an open-invitation to present at Provincial Dental Board meetings.”

**Motion Carried**

**Agenda 9.**

**Board Committee Reports**

**a) Finance and Audit Committee**

**i) Proposed Budget 2016-2017**

Dr. Logue provided an update on the Finance and Audit Committee and presented the draft budget. The Board is working to maintain at least one year’s operating cost in the unrestricted net assets. Costs for sedation and radiography inspections were discussed. At this point no final decision on the cost for sedation expenses has been made. There will be increased costs for rent, office supplies, and printing resulting from the upcoming change in premises. Staff costs have gone up in anticipation of hiring an additional staff member.

It was moved and seconded – Dr. T. Raddall/ Dr. D. Dignan

**Motion 2016 - 45**

“To accept the proposed 2017 financial budget.”

**Motion Carried**

**ii) License fees 2016-2017**

There will be a 3% increase in license fees.

It was moved and seconded – Dr. C. Champoux/ Dr. K. Walsh

**Motion 2016 - 46**

"To accept the proposed 2017 license fee structure."

**Motion Carried**

- iii) **Directors/Officers, Errors & Omissions Insurance**  
There have been no changes to the liability insurance.

It was moved and seconded – Dr. S. Anderson/ Dr. T. Raddall

**Motion 2016 - 47**

"To continue the Board's engagement with Northbridge Insurance via the agent Hub International."

**Motion Carried**

- iv) **Travel Insurance**  
There have been no changes to the travel insurance.

It was moved and seconded – Dr. C. Champoux/ Ms. D. Rushton

**Motion 2016 - 48**

"To accept the proposal for travel insurance."

**Motion Carried**

- b) **Governance Committee**  
Dr. Dignan provided an update on the Governance Committee.

- i) **Board Appointments/Reappointments**  
There are four Board reappointments. The NSDAA has put forward Ms. Donna Rushton for reappointment. The NSDA has put forward Dr. Dan Albert, Dr. Shelly Anderson, and Dr. Kevin Walsh for reappointment. All have accepted.

It was moved and seconded – Dr. D. Dignan/ Dr. T. Raddall

**Motion 2016 - 49**

“To accept the proposed re-appointments to the Provincial Dental Board.”

**Motion Carried**

**ii) Functional Committee Appointments/Reappointments**

The Mandatory Continuing Dental Education Committee requires 3 re-appointments. Dr. Dignan put forward Dr. Joanne Carson, Dr. Reena Kapadia, and Ms. Nichole Auby for reappointment.

It was moved and seconded – Dr. D. Dignan/ Dr. T. Raddall

**Motion 2016 - 50**

“To accept the proposed re-appointments to the MCDE Committee.”

**Motion Carried**

**iii) Update: Radiography Inspections**

Radiography Inspections have gone well. Mr. Hansen visited 56 towns in Nova Scotia outside of HRM, and inspected 124 offices in total. The Board has received positive feedback regarding Mr. Hansen’s site visits.

Mr. Hansen observed that for difficult to obtain x-rays, it doesn’t take much to approach the threshold for radiography exposure limits. It would be beneficial to reframe alternate methods that can be used for difficult X-rays. This observation will be put into a more formal report and communicated to the licensees. Office protocol and x-ray safety best practices regarding lead aprons was discussed.

**iv) Registration Review Committee**

**License Renewal Form DDS**

Dr. Kevin Walsh provided an update on the Registration Review Committee. The updated 2016-2017 License Renewal Form was presented. Item 7 was revised to provide the Board with more information during the upcoming sedation audits. Updates were made to items 7B and 7C for clarification. Item 8 was added to gather more information on using human allograft materials and to provide Ms. Catherine McPhee from CTOSS with the information she requires. Using e-transfer to pay for licensee fees was discussed, it will be discussed at the next Board meeting.

It was moved and seconded – Dr. K. Walsh/ Dr. T. Logue

**Motion 2016 - 51**

“To accept the updated 2016-2017 License Renewal Form including modifications to items 7B and 7C.”

**Motion Carried**

Temporary Authorization Renewal Form

Dr. Walsh presented the new 2016-2017 Temporary Authorization Renewal form to the Board. A \$65 fee has been added.

It was moved and seconded – Dr. K. Walsh/ Dr. T. Raddall

**Motion 2016 - 52**

“To accept the 2016-2017 Temporary Authorization Renewal form.”

**Motion Carried**

Policy: Temporary Authorization

Dr. Walsh presented the Temporary Authorization Policy. There have been some updates to the wording for duration of permits. The policy now includes the renewal process. It was clarified that a permit is valid for a maximum of 30 days in a 365-day cycle. It does not mean 30 continuous days from the date of approval.

It was moved and seconded – Dr. C. Champoux/ Dr. T. Raddall

**Motion 2016 - 53**

“To accept the Temporary Authorization policy as amended.”

**Motion Carried**

**v) Sedation Guideline Update**

Dr. Logue provided an update on the Sedation Guidelines. The guidelines have been based largely on the current Ontario guidelines. There will be inspections associated with the Sedation Guidelines when completed.

**vi) Recordkeeping Guideline Review**

Dr. Walsh presented a draft of the new Dental Recordkeeping Guidelines. Direction was given for the Committee to send the Recordkeeping Guidelines draft to stakeholders.

**vii) Botox Guideline Update**

Dr. Anderson provided an update on the Botox Guidelines. The guidelines are in their very early stages. The Committee had a discussion on September 8 to discuss the use of Botox, and review policies from other provinces. The policy that exists now in Nova Scotia focuses on the cosmetic aspect of Botox but does not address therapeutic use. Nova Scotia may not have the resources to administer complex regulations, so this policy will be kept as straight forward as possible. A working document was put forth by the Registrar which will serve as a starting point for the new policy.

**viii) MCDE Guidelines Review**

The Registrar presented the updated MCDE Guidelines. The guidelines were last amended in 2003. Issues that arose include clarity regarding sponsorship and what types of courses qualify as Category 3. Sponsorship eligibility was updated to address specialty offices that offer MCDE courses. The Registrar requested feedback from the Board on the updated MCDE Guidelines. The Chair inquired if the Board should be proactive and contact specialty offices planning to offer courses so they are aware of their obligations and requirements for licensees. Direction was given to the Registrar to do this.

It was moved and seconded – Dr. K. Walsh/ Dr. S. Anderson

**Motion 2016 - 54**

“To accept the Mandatory Continuing Dental Education guidelines as amended.””

**Motion Carried**

**c) Human Resources Committee**

Dr. Champoux provided an update for the Human Resources Committee.

**i) Strategic Action Plan**

The Strategic Action Plan was presented and several goals were highlighted:



*Regulatory Compliance Objective #1:* Identify root causes of complaints and proactively address issues with licensees. Ms. Morgan Knickle-Smith began research into this over the Summer.

*Regulatory Compliance Objective #5:* Improve licensee compliance by expanding the scope of mandatory core CDE specific to regulatory compliance. This will be addressed through collaboration with Dalhousie and the NSDA, the complaints study data, and MCDE Committee.

*Regulatory Compliance Objective #6:* Define best practice standards for emerging innovations and treatment modalities. A Standards and Guidelines Committee will be created to address this.

*Regulatory Compliance Objective #6:* Revise the Code of Ethics to reflect changing practice and societal norms. This is also under way with input from the Legislative Amendments Committee.

*Governance Objective #1:* Optimize Board and Committee Member performance. The addition of an Executive Committee was put forward.

It was moved and seconded – Dr. C. Champoux/ Dr. D. Dignan.

**Motion 2016 - 55**

“To add an Executive Committee to our current structure, that is comprised of the Chair, Vice-Chair, Registrar, and Past-Chair to address issues that may come up between scheduled Board meetings. If no Past-Chair is currently sitting on the Board, the Registrar to appoint a member to serve on Committee.”

**Motion Carried**

A Standards and Guidelines Committee will be created to have a clear split between the roles of the Finance and Audit and Governance Committees.

It was moved and seconded – Dr. C. Champoux/ Ms. M. Crawford.

**Motion 2016 - 56**

“To change the current structure of the current Board committees, to now include: Human Resources – Governance, Finance and Audit, and a Standards and Guidelines committee.”

**Motion Carried**

Resources will be redistributed to address this restructuring.

*Governance Objective #4:* Create and formalize proactive crisis management protocols to enable to Dental Board to prevent and respond to critical events. Dr. Champoux asked for feedback on the idea of having Mr. Don Moors from TSA to make regular presentations to Board members involved with public relations. Board members who worked with Mr. Moors previously report that his presentations are very worthwhile.

It was moved and seconded – Dr. C. Champoux/ Dr. T. Logue.

**Motion 2016 - 57**

“To contact Don Moors at TSA to see if he would be able to put on a half-day media training session for the Registrar, Chair, and Vice Chair in 2017.”

**Motion Carried**

*Operations Objective #1:* Ensure sufficient human resources capacity to support the operations of the Board. At this point the Board does not feel that it has sufficient resources and moving forward, it would like to hire an additional staff member to do reception. Further down the line an additional staff member may be hired to perform IT work.

It was moved and seconded – Dr. C. Champoux/ Dr. K. Walsh.

**Motion 2016 - 58**

“To allow the Human Resources committee to pursue the development of a job description and salary review for a receptionist position to present at the January 2017 meeting, with the hope of filling the position by July 2017.”

**Motion Carried**

*Collaboration and Communication Objective #3:* Build public awareness and confidence in the Dental Board and its role in public protection. It was clarified that this objective arose out of public confusion surrounding the different roles of the Board and NSDA. Some clarification for this will come out of the legislative amendments and establishment of a "council." The deadline for this objective was extended to 2018.

*Operations Objective #3:* Efficiently manage statistics and other data in order to prepare timely and accurate reports on dental regulation in the province. Dr. Champoux reported that Act! has been working very well to address this. There is a plan in place under professional development to further increase efficiency.

*Operations Objective #4:* Explore opportunities for shared premises and human resources (NSDA/Network members).

**ii) Recommendation – Premises**

Several potential locations for the new premises have been researched and were discussed. The Board is leaning towards a location in Bedford. Dr. Champoux noted that there is no large Board room at the Bedford location so meetings with more than 15 people would need to be held offsite.

It was moved and seconded – Dr. C. Champoux/ Dr. T. Raddall.

**Motion 2016 - 59**

"To give the Human Resources Committee direction to pursue leasing the new premise location in Bedford."

**Motion Carried**

**iii) Professional Development – Executive Assistant**

The company Keystroke! Offers online webinar training on the Act! program. Direction to the Executive Assistant to pursue Act! webinar training.

**iv) Summer Student – Ms. Morgan Knickle-Smith**

Ms. Morgan Knickle-Smith worked full-time for the board from May 16, 2016 to August 19, 2016. Ms. Knickle-Smith assisted with various Board activities and research throughout the summer. She is continuing to work for the Board on part-time basis one day a week.

v) **Mid-year Review – Grant Thornton**

Ms. Donovan gave an update on the mid-year review conducted by Grant Thornton on August 3 and 4, 2016. Mr. Mathew Martin and Ms. Elena Demidova performed a review of the accounting practices with the new system, and reviewed the new database. It was recommended that the Board develop a policy and procedure manual with respect to accounting practices, data base practices, computer passwords etc.

vi) **Staff Performance Reviews**

Staff performance reviews are scheduled for Friday, December 9, 2016.

**Agenda 10.**

**NDAEB – AGM (June 2016)**

Ms. Donna Rushton gave an update on the NDAEB –AGM. Strategic Planning was very successful. The CPE exams are being adapted to digital radiography and other advances in technology. Some facilities where CPE exams take place are not equipped with the proper technology. NSCC is one of these locations, however, they have no intention to update their facilities at this time. The NDAEB is still working to get a representative from Ontario. There has not been an Ontario representative for the last 2 years. They are also having issues finding a public representative. The next AGM is June 15-17, 2017 in Ottawa.

**Agenda 11.**

**Cells Tissues Organs Surveillance System (CTOSS) Update**

Ms. Catherine MacPhee is the Cells, Tissues, and Organs Surveillance System (CTOSS) Coordinator with the Nova Scotia Provincial Blood Coordinating Program (NSPBCP) and she leads the CTOSS Project. She has been working with the Registrar to ensure that what the license renewal forms are asking is in-line with the information the Department of Health and Wellness requires.

Ms. McPhee reported that in 2016, 55 of 539 dentists indicated that they were using allograft products in their practice. CTOSS would like to add an additional question about what types of products are used and in what amounts. The goal is for CTOSS to have a full picture of what is being imported and used, and making sure all regulations are being met in the province.

100% of Dentists using allograft materials indicated compliance with Health Canada regulations. These include: (1) only using products that come from registered source establishments; (2) being able to identify recipients in the

event of a recall; and (3) having procedures in place to address errors, accidents, and adverse events should they happen.

Ms. McPhee presented the document "Reporting allograft usage data: what dentists need to know" to the Board. The CDA has released a similar document. The idea is that this document be available for licensees.

**Agenda 12.**

**Old Business**

**a) Reply to Ms. Ann Griffith**

Ms. Ann Griffith requested clarification of section 1.5(b) of the Dental Assisting Function Standards of practice. The Registrar replied to her stating the Board feels that it is the decision of the dentist supervising the dental assistant as to what type of impression the dental assistant can perform.

**b) Reply to Dr. Mike Roda**

Dr. Mike Roda requested CE points be awarded to the attendees of a seminar he presented. The Registrar replied to Dr. Mike Roda stating that the Board felt the course was legitimate and attendees were rewarded CE credit hours, even though the '50 shades of Endo' course did not meet the requirements for CDE points under the MCDE Guidelines as it was not provided by a registered study club and did not fit under the category of a recognized sponsor.

**c) Reply to Dr. Joffrette Arab**

Dr. Joffrette Arab contacted the Board to receive credit for several CE courses she has taken. The Registrar replied stated she will be granted credits for her participation in the seminar '50 Shades of Endo' and she will receive credit for the Yankee Dental Congress seminars upon receipt of her transcripts.

**d) Reply to Dr. Grace Richardson**

Dr. Grace Richardson requested CE points be awarded to the attendees of a seminar she presented. The Registrar replied stating that the Board has decided to award the attendees of these seminars CE points.

**e) Reply to CWO Mike Wilson, Consortium**

The Registrar provided a reply to the Consortium giving the Provincial Dental Board's support of the Consortium's activity items as requested.

**f) Reply to Irish Dental Association**

The Registrar provided a reply to the Irish Dental Association stating that IDA is a recognized sponsor of CDE events and therefore participants are eligible to receive CE credits.

**g) Letter – Superintendent of Insurance**

A letter to the Superintendent of Insurance was written and co-signed by the Board and NSDA regarding the issue of dentists and BlueCross provider status. The letter was received by the Superintendent. BlueCross has also contacted the Board to remedy the issue.

**Agenda 13. New Business**

**a) New Meetings**

- January 27, 2017
- May 26, 2017
- September 29, 2017

**b) HOPES Program**

The Board received an inquiry from 4<sup>th</sup> year DDS student Chad Klassen regarding the inter-professional student-led health initiative, Halifax Outreach Education Prevention and Support (HOPES). The Registrar expressed concern with some of the services proposed. If it is a Dalhousie led initiative, it would be legitimate. Direction was given to the Registrar to look further into this program.

**c) Letter to CDAC**

The Registrar presented a letter of request sent to Dr. Amarjit Rihal, president of CDAC, by DARA. The letter requests CDAC review their ability to assess post-graduate modules.

**Agenda 14. In Camera**

**Agenda 15. Adjournment**

It was moved and seconded – Dr. C. Baker / Dr. K. Walsh

**Motion 2016 -60**

"To adjourn the meeting"

**Motion Carried**

Next Board Meeting –January, 27, 2017

Approved,



Dr. Chris Baker, Chair

27-01-2017

Date