

COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

2014 ANNUAL REPORT



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

## CONTENTS

I	PRESIDENT'S MESSAGE
I	MEMBERS OF COUNCIL
2	PUBLIC MEMBERS' MESSAGE
3	INTRODUCTION
4	ORGANIZATIONAL STRUCTURE
6	GOVERNANCE
8	REGULATING THE PROFESSION
10	COMPLAINTS DIRECTOR REPORT
12	ACCESS AND ADVANCEMENT
15	RECOGNIZING EXCELLENCE
16	AUDITOR'S REPORT AND FINANCIAL STATEMENTS

THE COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA (CRDHA) EXISTS SO THAT ALBERTANS RECEIVE SAFE, HIGH QUALITY DENTAL HYGIENE CARE FROM A CONTINUALLY ADVANCING DENTAL HYGIENE PROFESSION.

## PRESIDENT'S MESSAGE



It is my pleasure to present the CRDHA Annual Report for the fiscal year ending October 31, 2014.

The CRDHA exists so that Albertans will receive safe, high quality dental hygiene health care from a continually advancing dental hygiene profession. The CRDHA is proud to have members, the public, and the government recognize the dental hygienists profession as a vital, enduring, and progressive health profession whose membership includes visionary, dedicated, and inspiring role models.

Registered dental hygienists provide valued oral health care services in a variety of clinical, educational, and alternative settings and practices, taking on diverse oral health issues and improving access to care.

It has been a pleasure to serve as CRDHA President this term. I would like to acknowledge the efforts and contributions of volunteers, committee members, the CRDHA Council and a very dedicated staff who are committed to this organization. Together we meet our responsibilities as a self-regulating profession. I appreciated the opportunities to communicate with members from across the province and I would like to thank all of you for your feedback and suggestions.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Bradley". The signature is written in a cursive style.

AIMEE BRADLEY, RDH  
PRESIDENT

### **MEMBERS OF COUNCIL**

Aimee Bradley, President

Maureen Graham, Vice President

Shirley Smith, Past President

Arlynn Brodie

Joanna Czarnobaj

Rocell Gercio-Chad

Bill Katz, Public Member

Michael Lummerding, Public Member

Arlaine Monaghan Public Member

Kathleen Sauze

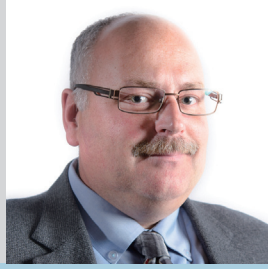
Laurie Smith

Jacqueline Vanmalsen

## PUBLIC MEMBERS' MESSAGE



BILL KATZ



MICHAEL LUMMERDING



ARLAINE  
MONAGHAN

As a Public Member on the CRDHA Council, it is my privilege to provide you an insight into the role of public members and the work of the CRDHA Council. There is much to report on, therefore, I highly recommend all members to read the 2014 Annual Report.

As public members appointed in accordance with the *Health Professions Act* (under the authority of the Lieutenant Governor and the Premier of Alberta and formalized by an Order in Council), we believe it important to reemphasize our roles and responsibilities:

*Public Members are appointed to serve as active participants and observers on the CRDHA Council. As a guiding principle, the CRDHA Public Members provide accountability to ensure the CRDHA operates in the interest of the public.*

As part of providing this assurance, I am pleased to confirm the work of the Council always involves open and candid dialogue and when a decision is required, it is voted upon in a democratic fashion and made with all available information. Decisions are based upon broad inputs, both from those within and beyond the Council. Each of your elected and public members is afforded ample opportunity to participate in discussions and decisions of the Council.

No council can function well without dedicated and capable staff to support the College's activities. In this regard, the work of the CRDHA staff has been exemplary. Their leadership and experience is greatly appreciated by all and has been recognized both provincially and nationally. The expansive knowledge of the CRDHA staff, coupled with their strong work ethic and effort make our service on the CRDHA Council a distinct pleasure.

In conclusion, we are pleased to offer the Public Member's opinion that the CRDHA Council and staff consistently demonstrate a strong commitment to ensuring that "Albertans receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession". We further confirm that the day-to-day operations of the College are managed in a prudent and fiscally responsible manner.

Respectfully Submitted,

Michael Lummerding, on behalf of the Public Members

# INTRODUCTION

## BACKGROUND

Dental hygienists have been providing services to Albertans since 1951. The profession has been self-regulating since 1990. The profession is currently regulated under the *Health Professions Act*. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist practices, community health, continuing care facilities and home care settings.

## THE ROLE OF THE COLLEGE

The *Health Professions Act* and Dental Hygienists Profession Regulation give us the authority to:

- determine who is qualified to practice dental hygiene in Alberta
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Alberta dental hygienists to:

- meet or exceed the standards for registration and renewal of practice permits
- meet the requirements of the College's continuing competence program
- meet the College's Standards of Practice
- abide by the College's Code of Ethics

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral health care services to their clients.

## OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

In their practice, dental hygienists do one or more of the following:

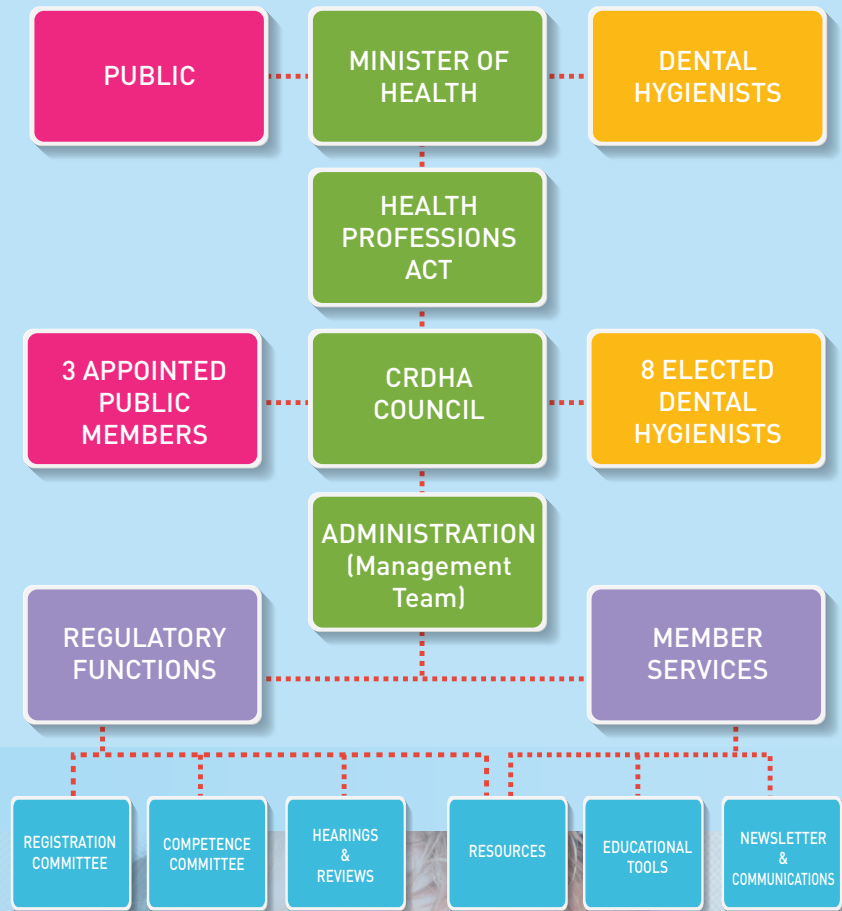
- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- provide restricted activities authorized by the regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

A regulated member of the College of Registered Dental Hygienists of Alberta may use the following titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

# ORGANIZATIONAL STRUCTURE

The CRDHA is established through Schedule 5 of the *Health Professions Act* (the Act). Council, committees and other positions are established in accordance with the Act and the CRDHA Bylaws. The organizational structure of the College is set out below.



## **COUNCIL**

The Council is comprised of not fewer than eight regulated members of the College, elected in accordance with the Bylaws, and three members of the public appointed by the Lt. Governor in Council.

Council appoints the Registrar, Complaints Director, Hearings Director, and members of the Registration and Competence Committees. Council also appoints individuals to a list of members available for Hearing Tribunals and Complaint Review Committees.

## **REGISTRAR & COMPLAINTS DIRECTOR**

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the alternate complaint resolution process, or referred to a hearing.

## **HEARINGS DIRECTOR**

Trudy Korner, Administrative Assistant is the CRDHA Hearings Director. The Hearings Director carries out key administrative and organizational duties related to professional conduct hearings and appeals.

## **REGISTRATION COMMITTEE**

The Registration Committee consists of no fewer than three College members. The Committee members review registration issues referred to them by the Registrar.

### **MEMBERS:**

Sharon Compton, Chair  
Judy Clarke  
Julia Salvia  
Sophy Bakker

## **COMPETENCE COMMITTEE**

The Competence Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal.

### **MEMBERS:**

Shannon Eaton-Lefroy, Chair  
Kimron Penner  
Leanne Rodine  
Sylvie Royer

## **MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE**

When a complaint is referred to a hearing, two or more members from the appointed membership list are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate sanctions. Two or more members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an alternate complaint resolution process or to review the dismissal of a complaint, if requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

### **MEMBERS:**

Laureen Best  
Lisa Kim  
Christine Martinello  
Rachelle Pratt  
Kathleen Sauze  
Jeanette Trenchie

## **COLLEGE MANAGEMENT TEAM**

College staff is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the College's goals and objectives (Ends) through application of policies established by the Council.

Brenda Walker, Registrar & Complaints Director  
Stacy Mackie, Deputy Registrar  
Darlene Fraser, Member Services Coordinator  
Marthe Benoit, Practice Advisor  
Rena Schafers, Registration Coordinator  
Trudy Korner, Administrative Assistant  
& Hearings Director  
Leona Wilson, Administrative Assistant

# GOVERNANCE



AIMEE BRADLEY  
PRESIDENT



MAUREEN GRAHAM  
VICE PRESIDENT



SHIRLEY SMITH  
PAST PRESIDENT



ARLYNN BRODIE



JOANNA CZARNOBAJ



ROCELL  
GERCIO-CHAD

## COUNCIL'S ROLE

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council under the Act and the Bylaws. The CRDHA Council operates under the Carver Model of Governance<sup>®</sup>. The CRDHA's mission statement, Ends, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- Establish long and short term Ends for the College
- Guide the Council's own conduct and performance
- Delegate authority to the Registrar
- Set out a system for monitoring operations and achievement of Ends

Council held four business meetings, two governance workshops, and an Annual General Meeting between November 1, 2013 and October 31, 2014 to fulfill the responsibility of managing and conducting the business of the College.







BILL KATZ  
PUBLIC MEMBER



MICHAEL  
LUMMERDING  
PUBLIC MEMBER



ARLAINE  
MONAGHAN  
PUBLIC MEMBER



KATHLEEN SAUZE



LURIE SMITH



JACQUELINE  
VAN MALSEN

## RESOURCE ALLOCATION

Although financial support for specific projects may be provided by grants from government (e.g., Alberta Provider Directory Source Uptake Project), funding for College programs and services primarily comes from member fees. For the fiscal period November 1, 2013 to October 31, 2014, the Council allocated College resources in several key areas:

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, the financial audit, insurances, and professional and consulting fees related to the Council's activities and responsibilities.
2. High quality dental hygiene care: includes all expenses incurred in fulfilling the CRDHA's regulatory responsibilities.
3. Access and advancement: includes expenses for initiatives that provide oral health information for the public, information and support to members regarding practice and employment issues and opportunities, increased recognition of the profession, and member and student awards and scholarships.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and the excess funds at year end are used to complete these planned projects.



**BRENDA WALKER**  
REGISTRAR &  
CHIEF ADMINISTRATIVE OFFICER

## ENTRY-TO-PRACTICE EXAMINATIONS

### National Examination

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the CRDHA. The examination is offered three times each year in sites across Canada. CRDHA is a voting member on the National Dental Hygiene Examining Board (NDHCB) and Alberta regulated members sit on NDHCB exam development committees.

### Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete an on-line jurisprudence examination that increases their knowledge of the provincial legislation and the CRDHA's standards of practice, practice guidelines and code of ethics. Current members can complete the Jurisprudence Examination as a continuing competence learning opportunity.

### Alberta Clinical Examination

In order to assist with determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta program, applicants for registration may be required to complete the CRDHA clinical examination or other testing and assessment activities. In the year ending October 31, 2014, five individuals were required to complete the clinical examination.

### Alberta Clinical Exam Results

E XAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
January 28, 2014	3	0	0	3
March 21, 2014	1	0	1	0
July 25, 2014	1	0	0	1

## STANDARDS OF PRACTICE AND CODE OF ETHICS

Standards of practice and code of ethics provide direction to health professionals in the practice of their profession. The Act considers contravention of a College's code of ethics or standards of practice to be unprofessional conduct.

CRDHA has the following standards documents in place: *CRDHA Code of Ethics*, *CRDHA Practice Standards, Guidelines for Prescribing and Administering Nitrous Oxide/ Oxygen Conscious Sedation, Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice*, and *Rules Respecting Advertising*. The College has adopted *Safety Code 30 – Radiation Protection in Dentistry* and the Alberta Dental Association and College's *Infection Prevention and Control Standards and Risk Management for Dentistry*.

## CONTINUING COMPETENCE PROGRAM

A mandatory continuing competence program (CCP) has been in place since 1997. Each regulated member must meet the program requirements as expressed in the CCP Rules. A member must earn 45 CCP credits and 600 practice hours in a three-year reporting period. A registrant's reporting period begins on the November 1 immediately following the initial date of registration with the College.

CRDHA conducts an ongoing CCP audit. When each request for CCP credit is received, the request is reviewed for eligibility under the CCP Rules. At annual renewal, all applications are reviewed for compliance with the CCP. When a member fails to meet the CCP requirements, application for a practice permit is denied.

## REGULATED MEMBER STATISTICS

The Dental Hygienists Profession Regulation establishes a General member register and a Courtesy member register. General members hold a practice permit and may use the protected titles set out in the Act.

The data below demonstrates a 19% increase in the number of College registrants between 2010 and 2014.

### Regulated Members

AS AT OCTOBER 31, 2014

	2010	2011	2012	2013	2014
General	2351	2537	2711	2799	2897
Courtesy	2	2	3	1	0
<b>Total</b>	<b>2353</b>	<b>2539</b>	<b>2714</b>	<b>2800</b>	<b>2897</b>

### New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2010	2011	2012	2013	2014
Received				226	207
<b>Total</b>				<b>226</b>	<b>207</b>

## New Registrations Completed

BETWEEN NOVEMBER 1 AND OCTOBER 31

	2010	2011	2012	2013	2014
Graduates					
U of A	42	45	41	45	37
Other					
Canadian Graduates	218	153	212	156	176
International Graduates (USA)	23	11	16	11	8
<b>Total</b>	<b>283</b>	<b>209</b>	<b>269</b>	<b>212</b>	<b>221</b>

## Conditional Registrations

	2010	2011	2012	2013	2014
Issued	14	9	11	9	12
Conditions Met	13	7	4	3	2
Conditional Registrations Revoked	1	2	1	1	7

## RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify that they have achieved competence to perform restricted activities set out in the Dental Hygienists Profession Regulation are authorized to perform those activities. Courtesy members may hold a practice permit under the Act and Regulation on a temporary basis, for up to 60 days, and may also perform restricted activities if authorized by the College. The distribution of restricted activity authorizations requiring advanced training is:

### Restricted Activity

	2012	2013	2014
Administering local anaesthesia by injection	1770	1792	1856
Performing restorative procedures of a permanent nature in collaboration with a dentist	35	37	45
Prescribing a limited subset of Schedule 1 drugs	87	83	82
Administering nitrous oxide/oxygen conscious sedation	224	225	251
Performing orthodontic procedures in collaboration with a dentist	36	42	54

The CRDHA provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

## REVIEWS BY COUNCIL

There were no requests for reviews by Council this year.

## NON-REGULATED MEMBER STATISTICS

The CRDHA Bylaws establish four non-regulated member registers – Nonpracticing, Student, Life, and Honourary. Each non-regulated membership category is briefly described below.

Non-practicing membership is for individuals who were previously on the College's regulated member register. Non-practicing members do not hold a practice permit and are not authorized to use the protected titles. Nonpracticing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field.

Student membership is open to students enrolled in the University of Alberta Dental Hygiene Program.

Life membership may be granted to a dental hygienist who has been a registered member in good standing in the College or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honorary membership may be granted to any person who has made outstanding contributions to the College or the practice of dental hygiene who would not be eligible for registration as a regulated or non-regulated member.

### Non-regulated Members

AS AT OCTOBER 31, 2014

	2010	2011	2012	2013	2014
Non-Practicing	154	191	188	152	146
Student	1	2	1	0	0
Life	3	3	3	3	3
<b>Total</b>	<b>158</b>	<b>196</b>	<b>192</b>	<b>155</b>	<b>149</b>

## COMPLAINTS DIRECTOR REPORT

The College manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to written complaints about the practice or conduct of regulated members from all sources – members of the public, members of other health professions, employers, and members of the College.

Complaints Information	2013	2014
Number of new complaints received	3	5
Number of complaints carried forward from previous years	0	2
Number of complaints closed	3	1
Number of complaints still open at October 31, 2014	2	6
Number of Hearings	0	1
Number of Complaints Withdrawn	0	0
Number of Hearings partly or completely closed to the public	0	0
Number of Appeals	0	0
Number of members dealt with under s.118	0	0

### Written Complaints

NOV 1, 2013 TO OCT 31, 2014

NO.	NATURE OF COMPLAINT	ORIGIN OF COMPLAINT	DISPOSITION
1	Failure to fully, completely and faithfully chart/record; failure to take adequate care, failure to use professional judgement, listen to patient's concerns and address them; and causing injury	Client	Investigator appointed
2	Administering local anaesthetic by injection without completing a Council-approved local anaesthesia course and without CRDHA authorization to perform this restricted activity.	Member of Profession	Investigator appointed
3	Spending more time than necessary to complete clinical procedures, overbilling for monetary gain.	Employer	Investigator appointed
4	Employer notice of termination in accordance with s.57(1) of the Act.	Employer	Investigator appointed
5	Submission of altered documents for annual renewal of practice permit	Complaints Director	CD conducting investigation

## HEARINGS DIRECTOR REPORT

There were no hearings held this reporting period

## INSPECTIONS

CRDHA initiated inspections under Part 3.1 of the *Health Professions Act* in late 2011. In 2014, three Council-appointed inspectors conducted inspections of independent dental hygiene practices. Inspectors assess the work environment in general, infection prevention and control in all areas of the practice and conduct chart audits. Inspections are primarily viewed as an opportunity to mentor and assist practitioners to make adjustments to their practice where deficiencies are detected. However, matters will be referred to the Complaints Director if there appear to be substantive deficiencies or where there is evidence of unprofessional conduct.

Inspections Information	2013	2014
Number of inspections initiated	6	12
Number of inspections resulting in minor recommendations for change	4	3
Number of inspections resulting in follow-up visits to ensure compliance*	3 (2*)	7 (6*)
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	1	2
Number of referrals to Complaints Director	0	0

\*Includes inspections conducted prior to official opening, number indicated with an asterisk in the column

## ACCESS AND ADVANCEMENT

### **FACILITATING CONTINUING COMPETENCE**

The College has committed to ensuring that members have opportunities for quality, relevant continuing education. A number of activities were undertaken this year to fulfill this commitment.

### **ANNUAL CONTINUING COMPETENCE (ACC) EVENT**

The College held a successful Annual Continuing Competence (ACC) Event in Calgary, April 24, 25 and 26, 2014. The pre-event sessions on April 24 focused on Occupational Health and Safety including interactive, hands-on workshops relating to Infection Prevention and Control and Instrument Sharpening. The evening session was aimed at dental hygienists in independent practice. The ACC Event included scientific sessions and workshops relating to the theme: “*Windows of Opportunity: Doors to the Future*”. These sessions provided information to support dental hygiene practice in a variety of practice settings. For example, sessions relating to immunization, antimicrobial resistance, social media, interprofessional collaboration were offered. A Community Connections Showcase provided attendees with product information and practice resources. Community organizations and government agencies are invited to the showcase. CRDHA is always pleased to feature the University of Alberta Dental Hygiene Program student research posters as part of the event.

### **LOCAL ANAESTHETIC CONTINUING EDUCATION**

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure continued delivery of the Council-approved local anaesthesia course for dental hygienists. The course is available to individuals who have completed an out-of-province dental hygiene program which does not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete the U of A local anaesthesia course before the College will authorize them to perform this restricted activity.

### **ORTHODONTIC MODULE**

The College is a co-owner of the Orthodontic Module delivered annually by the Department of Continuing Dental Education, University of Alberta. Regulated members must complete the course in order to be authorized to provide certain orthodontic procedures including the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

### **ELEMENTS OF PRESCRIBING:**

#### **A REFRESHER COURSE FOR DENTAL HYGIENISTS**

The Dental Hygienists Profession Regulation (2006) enabled dental hygienists who meet the criteria established by CRDHA Council, to become prescribers of the Schedule 1 drugs used in dental hygiene practice. Dental hygienists are required to successfully complete the CRDHA’s comprehensive Elements of Prescribing Course before being entered on the CRDHA’s Prescriber Roster. There are 82 CRDHA members on the CRDHA’s Prescriber Roster as of Oct 31, 2014.

## ACCESS AND ADVANCEMENT

### OTHER CONTINUING COMPETENCE OPPORTUNITIES

The CRDHA plans continuing competence opportunities with course content pertinent to scientific or ethical aspects of dental hygiene practice and eligible for Continuing Competence Program credit. The focus of the CRDHA's 2014 educational initiative was an expanded three-day Continuing Competence Event with sessions of interest to practitioners in a variety of settings.

With the support of a grant from Alberta Occupational Health and Safety to partially fund a project, the CRDHA developed and distributed to each member a set of posters illustrating appropriate donning and doffing of personal protective equipment. These posters were also featured during the ACC Event infection prevention and control interactive sessions. The CRDHA also developed a short video tutorial to accompany the posters.

The College hosted an exhibit booth at the Edmonton and District Dental Society's Northwest Dental Exposition. All five oral health professions come together at this event to learn from a variety of speakers and access the latest product information from industry suppliers.

### NEWSLETTER

Four editions of the *InTouch* newsletter were published and distributed to the members. *InTouch* continues to provide members with information about dental hygiene practice, health promotion, legislative and other educational topics.

### PROMOTIONAL OPPORTUNITIES

To coincide with Oral Health Month, the College hosted televised segments on CTV2 ~ Career Connectors during March 31 – May 3, 2014.

Three promotional publications continue to be available on the CRDHA website: The *Smiles* flyer, the *All Smiles* flyer, and *More Smiles* flyer include regulatory information, features on dental hygienists in a variety of practice settings, and "Did You Know" facts about dental hygiene practice in Alberta. Printed copies are available, on request, to CRDHA members for use in their practice or in educational presentations.

The CRDHA developed promotional displays that volunteers and staff use at in-person community events. The displays, which feature photos of dental hygienists, focus on the regulatory and educational aspects of the profession and provide oral health information. CRDHA volunteers participated in classroom presentations at several schools to provide information regarding oral health and career opportunities. Volunteers also participate at conferences arranged by other health professional colleges to explore opportunities for interprofessional collaboration. CRDHA members are encouraged to wear an identification pin to raise awareness of the profession.

## ACCESS AND ADVANCEMENT

### **EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS**

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards.

### **THE INFORMED ENTREPRENEUR: A PRIMER FOR THE BUSINESS OF DENTAL HYGIENE**

This resource was developed for members interested in setting up an independent dental hygiene practice.

### **WEBSITE [WWW.CRDHA.CA](http://WWW.CRDHA.CA)**

The site features “chapters” dedicated to the role of the CRDHA, the dental hygienist’s role, the education and qualifications of dental hygienists, legislation pertaining to dental hygiene practice in Alberta, CRDHA Standards & Guidelines, information on registration to practice in Alberta, the professional conduct complaint process, CRDHA news, publications, continuing competence and other events, employment opportunities and links to other useful websites. The CRDHA routinely updates its website.



# RECOGNIZING EXCELLENCE

## GRADUATE FUNCTION

The CRDHA sponsored its annual graduate recognition function on April 6, 2014, for the 2014 University of Alberta dental hygiene graduates.

## AWARDS & SCHOLARSHIPS

The following College sponsored awards and scholarships were conferred this year:

STUDENT AWARD OF MERIT:  
Jessica Mensink

CRDHA FIRST YEAR SCHOLARSHIP:  
Drew Young

CRDHA AWARD FOR LEADERSHIP  
IN DENTAL HYGIENE II:  
Danielle Clark

CRDHA GOLD SCHOLARSHIP  
IN DENTAL HYGIENE:  
Lauren Bergh

CRDHA SILVER SCHOLARSHIP:  
Mayhay Ho

CRDHA AWARD FOR LEADERSHIP  
IN DENTAL HYGIENE III:  
Jennifer Yet

CRDHA SCHOLARSHIP FOR FOURTH YEAR  
BSc - DENTAL HYGIENE SPECIALIZATION:  
Cindy Tran

40TH ANNIVERSARY AWARD:  
Chetas Patel

CRDHA GOLD MEDAL:  
Karen Heesing

CRDHA JAN PIMLOTT AWARD:  
Heather Nelson

CRDHA AWARD IN HONOUR OF  
MARGARET BERRY MACLEAN:  
Margo Parker

DR. CHARL ELS/CRDHA PRIZE IN  
ADDICTION AWARENESS AND BRIEF  
INTERVENTIONS:  
Stephanie Baron



# AUDITOR'S REPORT

TO THE MEMBERS OF COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA:

We have audited the accompanying financial statements of the College of Registered Dental Hygienists of Alberta which consist of the statement of financial position at October 31, 2014, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Registered Dental Hygienists of Alberta as at October 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Yaremchuk & Annicchiarico LLP*

CHARTERED ACCOUNTANTS

EDMONTON, ALBERTA

MARCH 7, 2015

# STATEMENT OF FINANCIAL POSITION

AS AT OCTOBER 31, 2014

	2014	2013
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash	\$ 2,025,281	\$ 1,508,041
Investments and Accrued Interest (note 5)	3,156,961	3,086,899
Prepaid Expenses	29,107	16,916
Total Current Assets	5,211,349	4,611,856
Equipment (note 3)	53,441	63,906
Total	5,264,790	4,675,762
 <b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts Payable and Accrued Liabilities	\$ 134,119	\$ 83,703
Prepaid Membership Fees	1,963,588	1,581,382
Deferred Revenue (note 4)	25,980	44,084
Total Current Liabilities	2,123,687	1,709,169
 <b>NET ASSETS:</b>		
Invested in Equipment	53,441	63,906
Internally Restricted (note 5)	1,940,664	1,753,164
Unrestricted	1,146,998	1,149,523
Total Net Assets	3,141,103	2,966,593
Total	\$ 5,264,790	\$ 4,675,762

APPROVED BY THE COUNCIL:

Aimee Bradley

[Signature]

# STATEMENT OF CHANGES IN NET ASSETS

	FOR THE YEAR ENDED OCTOBER 31, 2014				
	Invested In Equipment	Internally Restricted (Note 5)	Unrestricted	2014 Total	2013 Total
Balance at beginning of year	\$ 63,906	\$ 1,753,164	\$ 1,149,523	<b>\$ 2,966,593</b>	\$ 2,876,245
Excess of revenue (expenses) for the year	(16,362)	37,500	153,372	<b>174,510</b>	90,348
Purchase of equipment	5,897	–	(5,897)	–	–
U of A Dental Hygiene Graduate Student Research contribution	–	100,000	(100,000)	–	–
Registrar Recruitment Fund contribution	–	50,000	(50,000)	–	–
Balance at end of year	\$ 53,441	\$ 1,940,664	\$ 1,146,998	<b>\$ 3,141,103</b>	\$ 2,966,593

# STATEMENT OF OPERATIONS

FOR THE YEAR ENDED OCTOBER 31, 2014

	2014	2013
<b>REVENUE:</b>		
Membership fees	\$ 1,587,160	\$ 1,473,562
Continuing education - annual	116,915	115,706
- other programs	-	5,943
Examination fees	7,600	2,600
Grants - Employment and Immigration Innovation Fund	26,210	43,195
- Occupational Health & Safety	22,174	4,720
Interest	75,267	71,490
Newsletter, website and other	11,920	2,075
Total revenue	<u>1,847,246</u>	<u>1,719,291</u>
<b>EXPENSES:</b>		
GOVERNANCE - Schedule 1	115,522	145,861
HIGH QUALITY - Schedule 2	1,157,994	1,066,586
ADVANCEMENT - Schedule 3	399,220	416,496
Total expenses	<u>1,672,736</u>	<u>1,628,943</u>
EXCESS OF REVENUE FOR THE YEAR	<u>\$ 174,510</u>	<u>\$ 90,348</u>

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2014

	2014	2013
<b>OPERATING ACTIVITIES:</b>		
Cash receipts:		
Membership fees	\$ 1,969,366	\$ 1,967,842
Continuing education - annual	116,915	115,706
- other programs	-	5,943
Examination fees	7,600	2,600
Grants	30,280	2,861
Interest	75,267	71,490
Newsletter, website and other	11,920	2,075
	<u>2,211,348</u>	<u>2,168,517</u>
Cash disbursements	<u>1,618,149</u>	<u>1,627,864</u>
Net cash from operating activities	<u>593,199</u>	<u>540,653</u>
<b>INVESTING ACTIVITIES:</b>		
Purchase of equipment	(5,897)	-
Increase in investments - net	(70,062)	(72,573)
Net cash used in investing activities	<u>(75,959)</u>	<u>(72,573)</u>
INCREASE IN CASH DURING THE YEAR	517,240	468,080
CASH AT BEGINNING OF THE YEAR	<u>1,508,041</u>	<u>1,039,961</u>
CASH AT END OF THE YEAR	<u>\$ 2,025,281</u>	<u>\$ 1,508,041</u>

# NOTES TO THE FINANCIAL STATEMENTS

## NOTE 1. PURPOSE OF COLLEGE:

The College regulates the practice of dental hygiene in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession, and investigates and acts on complaints.

## NOTE 2. ACCOUNTING POLICIES:

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The significant accounting policies are as follows:

### Revenue Recognition:

Membership fees revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the event to which the revenue relates has occurred. Grant revenue is accounted for by the deferral method. Under this method, revenue is accounted for in the period in which the related expenditures are incurred. Unexpended funds are recorded as deferred revenue and will be recognized as revenue when the related expenditures are made.

### Donated Services:

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

### Investments:

Investments consist of term deposits and money market funds. Investments are stated at amortized cost plus accrued interest.

### Equipment:

Equipment is stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Computer equipment	30%
Office equipment and furniture	20%

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2014 or 2013).

### Financial Instruments:

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

The College's financial instruments measured at amortized cost consists of cash, investments and accrued interest and accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously.

The amount of the reversal is recognized in net income.

### Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments that can be readily converted to cash.

### Use of estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known.

## NOTES TO THE FINANCIAL STATEMENTS

### NOTE 3. EQUIPMENT:

The major categories of equipment and related accumulated amortization are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2014	2013
Computer equipment	\$ 225,765	\$ 202,476	\$ 23,289	\$ 27,373
Office equipment and furniture	149,844	119,692	30,152	36,533
	<u>\$ 375,609</u>	<u>\$ 322,168</u>	<u>\$ 53,441</u>	<u>\$ 63,906</u>

### NOTE 4. DEFERRED REVENUE:

	2014	2013
Deferred revenue consists of:		
Employment and Immigration Innovation Fund grant	\$ 22,874	\$ 33,804
Continuing education exhibitor revenue	3,106	10,280
	<u>\$ 25,980</u>	<u>\$ 44,084</u>

### NOTE 5. NET ASSETS - INTERNALLY RESTRICTED:

By resolution of Council, net assets included in investments have been internally restricted as follows:

	2014	2013
a) Investigations and discipline fund:		
The fund was established to finance contingencies related to the costs of investigations and discipline	\$ 548,558	\$ 535,808
b) <i>Health Professions Act</i> implementation fund:		
The fund was established to finance the costs of implementing the <i>Health Professions Act</i>	217,356	217,356
c) New Building Fund:		
The fund was established to finance the costs of a future building	1,024,750	1,000,000
d) Registrar Recruitment Fund:		
The fund was established for the registrar recruitment process	50,000	–
e) U of A Dental Hygiene Graduate Student Research Fund:		
The fund was established for donations to the U of A Dental Hygiene Program	100,000	–
Total	<u>\$ 1,940,664</u>	<u>\$ 1,753,164</u>

In 2014, the investigations and discipline fund and new building fund had a total increase of \$37,500 resulting from interest revenue earned.



# NOTES TO THE FINANCIAL STATEMENTS

## NOTE 6. COMMITMENTS:

- a) The College is committed to the rental of business premises under a lease agreement expiring November, 2017. The minimum rent payable is \$5,917 per month to November, 2014, and \$6,667 per month to November, 2017, plus the College's proportionate share of common area costs.
- b) The College is committed to the rental of office equipment under a lease agreement which expires February, 2015. The minimum lease payments will be \$3,851 quarterly. Subsequent to year end the College entered into a new lease agreement for the rental of office equipment which expires February, 2019. The minimum lease payments will be \$2,871 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2014, \$16,706 (\$5.99 per member) was paid to the Commission (2013 - \$21,016). The commitment will be \$5.86 per member in 2015.

## NOTE 7. FINANCIAL INSTRUMENTS:

The College is exposed to risk on certain financial instruments as follows:

### Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

### Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk on the investments and accrued interest. The fixed-rate instruments subject the College to a fair value risk.

### Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

## NOTE 8. INCOME TAX STATUS:

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

## SCHEDULE I. GOVERNANCE EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2014	
	2014	2013
Insurance	\$ 11,142	\$ 11,652
Meeting expenses	57,195	97,048
Professional fees - audit, consulting	47,185	37,161
Total	\$ 115,522	\$ 145,861

# NOTES TO THE FINANCIAL STATEMENTS

## SCHEDULE 2. HIGH QUALITY EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2014	
	2014	2013
Advertising and promotion	\$ 11,873	\$ 24,473
Amortization	11,453	13,796
Commission on Dental Accreditation (Note 6)	16,706	21,016
Continuing education - annual	48,690	70,253
- other programs	6,061	26,256
Costs of investigations and discipline	29,262	29,129
Examinations	5,725	83,207
Grant expenses		
- Employment and Immigration Innovation Fund	26,210	43,195
- Occupational Health & Safety	22,174	4,720
Inspections	87,015	27,009
Insurance	3,201	3,001
Liaisons and committees	5,406	11,861
Meetings		
- travel and accommodation	27,008	12,097
Member consultation and functions	4,337	4,735
Newsletter and website	20,745	41,810
Printing, postage and office	115,652	88,825
Professional fees		
- legal, consulting, accounting and computer	111,797	79,059
Rent	107,105	100,057
Salaries and benefits	484,513	369,060
Telephone	13,061	13,027
Total	\$ 1,157,994	\$ 1,066,586

# NOTES TO THE FINANCIAL STATEMENTS

## SCHEDULE 3. ADVANCEMENT EXPENSES:

FOR THE YEAR ENDED OCTOBER 31, 2014

	2014	2013
Amortization	\$ 4,909	\$ 5,912
Awards - members	1,007	2,000
- students	8,307	6,906
Continuing education - annual	52,151	67,607
- other programs	4,305	18,635
Dental hygiene promotion	14,079	24,516
Donations	5,092	4,754
Insurance	1,044	1,000
Meetings - travel and accommodation	5,598	3,859
Newsletter and website	20,228	45,241
Printing, postage and office	53,341	34,759
Professional fees	29,514	22,111
Rent	35,836	33,352
Salaries and benefits	159,640	141,558
Telephone	4,169	4,286
Total	\$ 399,220	\$ 416,496



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

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