



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

2017 ANNUAL REPORT



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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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



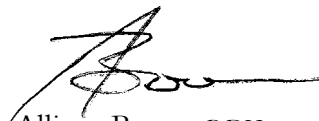
As President of the College of Registered Dental Hygienists of Alberta (CRDHA), it is my pleasure to present this Annual Report for our fiscal year ended October 31, 2017.

The CRDHA came into existence in 2006 under the Health Professions Act. However, the dental hygienist profession in Alberta has been self-regulating since 1990. For over a quarter-century, the mandate of our organization has been to serve in the public interest of all Albertans.

Oral health is a necessary component to our overall health. As primary health care providers, dental hygienists provide individualized care that includes advice on ways to prevent oral diseases, screening for tooth decay, oral cancer and gum (periodontal) diseases, as well as treatments to maintain or restore health to teeth and gums. Current research is demonstrating how important oral health is to managing chronic diseases such as cardiovascular disease and diabetes. The services dental hygienists provide have a significant positive impact on, and are integral to, the health of Albertans.

As the regulatory body for the dental hygiene profession in Alberta, the CRDHA, through its activities, bylaws, organization, values, and processes, acts to ensure that Alberta's dental hygiene profession truly serves the public interest.

Respectfully submitted, as approved by CRDHA Council,



Allison Boone, RDH
President

PUBLIC MEMBERS' MESSAGE



Jack Belkin

As public members on the Council of the College of Registered Dental Hygienists of Alberta (CRDHA), as at October 31, 2017, we are happy to bring you this brief update on our role and how we have worked for you and the rest of Albertans.

We were appointed to the CRDHA Council 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), to provide a layer of accountability to ensure that the CRDHA Council operates in the best interests of the Alberta public.

Our presence on the council has always been welcomed and received with gratitude. Our perspectives and ideas are actively sought and member councillors always grant equal weight and consideration to our opinions. Final Council decisions are always arrived at democratically following candid and honest deliberation from all its councillors, with outside information gathered as required.

We would be unable to provide our service as public member councillors were it not for the administrative support provided by the College's staff. Their diligent assistance, thoughtful consideration and professionalism are greatly appreciated.

We can affirm wholeheartedly that the College of Registered Dental Hygienists, with its Council and staff, is dedicated to fulfilling its mission to ensure that all Albertans receive high quality oral health care from its regulated members.

With sincere regards,

Jack Belkin and Joshua Jackman

Public Members



Joshua Jackman

INTRODUCTION

BACKGROUND

Dental hygienists have been providing oral health services to Albertans since 1951. The profession has been self-regulating since 1990 and is currently regulated under the *Health Professions Act* and the Dental Hygienists Profession Regulation.

THE ROLE OF THE CRDHA

The *Health Professions Act* and Dental Hygienists Profession Regulation authorize the CRDHA to:

- set entry-to-practice requirements
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

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

- meet or exceed the requirements for registration and renewal of practice permits
- meet the requirements of the CRDHA's continuing competence program
- comply with the CRDHA's standards of practice

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.

Dental hygienists provide clinical services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist-owned practices, community health, continuing care and home care settings.

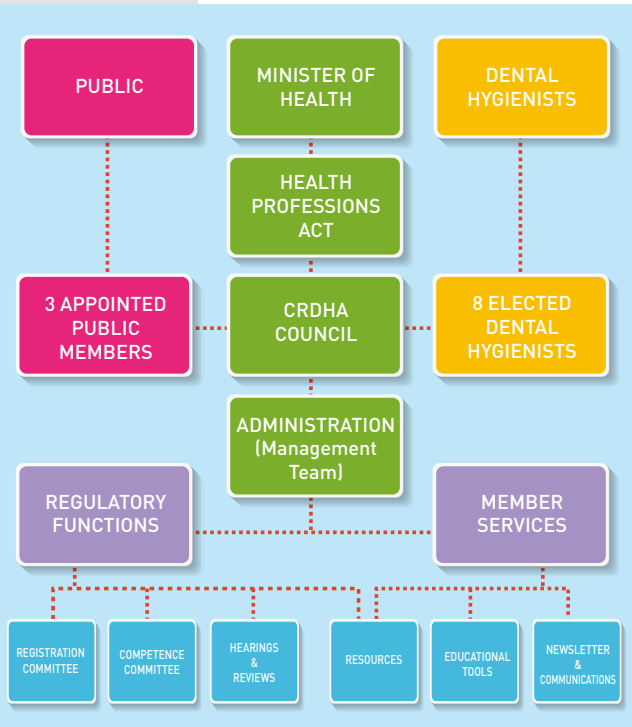
PROTECTED TITLES

A regulated member of the CRDHA may use the following protected 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 COMPOSITION

The Council is comprised of not fewer than eight regulated members of the CRDHA, elected in accordance with the Bylaws, and three members of the public appointed by Alberta’s Lieutenant Governor in Council. At October 31, 2017 there is one public member vacancy on the CRDHA 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.

MEMBERS OF COUNCIL



Allison Boone, RDH
President



Denise Kokaram, RDH
Vice President



Jack Belkin
Public Member



Rocell Gercio-Chad, RDH



Joshua Jackman
Public Member



Nadia Kobagi, RDH



Wendy Male, RDH



Laurie Smith, RDH



Salima Thawer, RDH



Jacqueline VanMalsen, RDH

REGISTRAR

The Registrar performs all duties designated to that position by the legislation and other management duties delegated by the Council.

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

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 members. The Committee members review registration issues referred to them by the Registrar.

MEMBERS:

Alexandra Sheppard, Chair
Sophy Bakker
Ava Chow
Sally Lockwood-Diebert

COMPETENCE COMMITTEE

The Competence Committee consists of no fewer than four members. The Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal. The Committee also makes recommendations to Council regarding the Continuing Competence Program.

MEMBERS:

Kimron Penner, Chair
Dipika Jain
Sylvie Royer
Kathleen Sauze
Brittany Siry

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.

MEMBER LIST:

Laureen Best	Rachelle Pratt
Lisa Kim	Kathleen Sauze
Christine Martinello	Sonya Spencer
Heather Nelson	Jeanette Trenchie

CRDHA MANAGEMENT TEAM

The management team is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the CRDHA Council's goals and objectives (Ends) through application of policies, procedures and activities.

Brenda Walker	Registrar*
Dale Cooney	Acting Registrar**
Rena Schafers	Registration Coordinator
Valerie Hill	Complaints Director
Marthe Benoit	Practice Advisor
Alysha Bailey	Practice Advisor
Bernadette Baron	Communications & Events Coordinator
Trudy Korner	Executive Assistant & Hearings Director
Leona Farris	Administrative Assistant
Darla Kinniburgh	Administrative Assistant

*Brenda Walker retired September 30, 2017

**Dale Cooney appointed Acting Registrar October 1, 2017

GOVERNANCE

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 Policy Governance®. The CRDHA's mission statement, Ends, governance and management policies provide direction to both Council and the management team. 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 three in-person business meetings, two governance workshops, and an Annual General Meeting between November 1, 2016 and October 31, 2017 to fulfill the responsibility of managing and conducting the business of the CRDHA.

RESOURCE ALLOCATION

Funding for CRDHA programs and services primarily comes from member fees. Some financial support for specific projects was provided by grants from government (e.g. Alberta Provider Directory, Occupational Health and Safety). For the fiscal period November 1, 2016 to October 31, 2017, the Council allocated resources to 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 including registration, complaints, and continuing competence processes.
3. **Access and advancement:** includes expenses for initiatives that provide oral health information for the public, practice resources for members, increased recognition of the profession, and member and student awards and scholarships.

REGULATING THE PROFESSION

ENTRY-TO-PRACTICE EXAMINATIONS

National Written Examination

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

CRDHA 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 practice standards, practice guidelines and code of ethics. Current members can complete the new Jurisprudence Examination as a continuing competence learning opportunity.

CRDHA Clinical Examination

To assist in 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, 2017, one individual was required to complete the clinical examination. Two examination sittings were offered.

Alberta Clinical Exam Results in the year ending October 31, 2017

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
December 19 - 20, 2016	1	0	0	1
July 11, 2017	0	1	0	1

PRACTICE STANDARDS AND CODE OF ETHICS

Practice standards and codes 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 practice standards to be unprofessional conduct

CRDHA has the following standards documents in place: *Code of Ethics, Practice Standards, Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation, Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice, Policy on Leaving or Closing a Dental Hygiene Practice and Rules Respecting Advertising*. The CRDHA has adopted Health Canada's *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

Each regulated member must meet the mandatory continuing competence program (CCP) requirements. A member must earn 45 CCP credits and complete a minimum of 600 practice hours in each three-year reporting period. A registrant's reporting period begins on November 1 immediately following their initial date of registration with the CRDHA.

CRDHA conducts an ongoing CCP audit. Each request for CCP credit 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 and Courtesy members hold a practice permit and may use the protected titles set out in the Act. Courtesy members may hold a practice permit for up to 60 days.

Regulated Members

AS AT OCTOBER 31, 2017

	2013	2014	2015	2016	2017
General	2799	2897	3078	3133	3176
Courtesy	1	0	0	0	0
Total	2800	2897	3078	3133	3176

New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2013	2014	2015	2016	2017
Received	226	207	195	174	164

New Registrations Completed

NOVEMBER 1 TO OCTOBER 31

	2013	2014	2015	2016	2017
U of A Graduates	45	37	40	43	37
Other Canadian Graduates	156	176	138	126	129
International Graduates (USA)	11	8	13	6	3
Total	212	221	191	175	169

Conditional Registrations

NOVEMBER 1 TO OCTOBER 31

	2013	2014	2015	2016	2017
Issued	9	12	6	3	4
Conditions Met by October 31	3	2	2	1	1
Conditional Registrations Revoked	1	7	3	1	3

REVIEWS BY COUNCIL

There were no requests for review of registration decisions in this year.

RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify they have achieved competence to perform the restricted activities set out in the Regulation are authorized to perform those activities. If authorized by the CRDHA, Courtesy members may also perform restricted activities.

Members Authorized to:

	2015	2016	2017
Administer local anaesthesia by injection	1954	2119	2150
Perform restorative procedures of a permanent nature in collaboration with a dentist	48	57	57
Prescribe a limited subset of Schedule 1 drugs	78	77	81
Prescribe or administer nitrous oxide/oxygen conscious sedation	253	279	290
Perform orthodontic procedures in collaboration with a dentist	65	81	89

NON-REGULATED MEMBER STATISTICS

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

Non-practicing members do not hold a practice permit and are not authorized to use the protected titles.

Non-practicing 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 CRDHA or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honourary membership may be granted to any person who has made outstanding contributions to the CRDHA 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, 2017

	2013	2014	2015	2016	2017
Non-Practicing	152	146	199	189	180
Student	0	0	40	40	57
Life	3	3	3	3	3
Total	155	149	242	232	240

INSPECTIONS

The CRDHA's council-appointed inspectors conduct inspections in accordance with Part 3.1 of the *Health Professions Act*. Inspectors assess the work environment in general, infection prevention and control in all areas of the practice and conduct chart audits. Inspections focus on independent dental hygiene practitioners and 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 where there is evidence of unprofessional conduct.

Inspections Information

NOVEMBER 1 TO OCTOBER 31

	2015	2016	2017
Inspections initiated	11	12	14(12*)
Inspections resulting in minor recommendations for change	2	1	1
Inspections resulting in follow-up visits to ensure compliance*	7 (5*)	10 (5*)	2(1*)
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	2	2	1
Referrals to Complaints Director	0	0	0
Referrals to AHS Environmental Health Officer	0	1	1

*Includes inspections conducted prior to official practice openings. Those numbers indicated with an asterisk in the column.

COMPLAINTS DIRECTOR REPORT

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

Complaints Information

NOVEMBER 1 TO OCTOBER 31

	2015	2016	2017
New complaints received	6	12	12
Complaints carried forward from previous years	6	8	12
Complaints withdrawn	0	0	0
Complaints resolved by Complaints Director	3	1	8
Complaints dismissed	1	9	4
Request for review of dismissal of complaint	0	*4	***1
Referred to a Hearing Tribunal	0	**3	0
Number of complaints closed	4	8	15
Number of complaints still open	8	12	9
Number of members dealt with under s.118	1	0	0

* January 4, 2017 CRC review of 3 complaints from 2016. Dismissal of 3 complaints upheld.

** The two (related) Hearing Tribunals scheduled from 2016 were heard together on May 29 and 30, 2017.

*** This CRC review is scheduled for 2018.

Nature of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2015	2016	2017
Advertising/business operations	3	3	2
Conduct	0	0	0
Communication/consent	0	2	3
Ethical issues	0	1	1
Record Keeping	0	3	1
Skills/practice/knowledge	3	2	5
Total Complaints Received	6	12	12

Source of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2015	2016	2017
Client	2	9	5
Complaints Director	0	1	4
CRDHA member	0	0	1
Employer	0	0	1
Other (agency, professional body, other health professional)	1	0	0
Public/family member	3	2	1
Total Complaints Received	6	12	12



Source: CDHA Dental Hygiene Image Bank

HEARINGS DIRECTOR REPORT

CRDHA Hearings are open to the public and generally proceed by way of consent agreements between the member and the CRDHA. Hearing Tribunal findings are published in the CRDHA *InTouch* newsletter.

Hearings, Appeals and Reviews Conducted

NOVEMBER 1 TO OCTOBER 31

	2016	2017
Hearings	1	2
Hearings partly or completely closed to the public	0	0
Appeal of hearing tribunal decision to council	0	0
Complaint Review Committee review of decision to dismiss a complaint	1	3

Outcomes of Hearings, Appeals and Reviews

NOVEMBER 1 TO OCTOBER 31

Hearing Tribunals: May 29 and 30, 2017

Orders included a reprimand, fines and costs. In addition to, and among other things, orders were to complete continuing education regarding record keeping and to complete and submit a Privacy Impact Assessment to the Office of the Information and Privacy Commissioner of Alberta.

Complaint Review Committee review of a complaint dismissal: January 4, 2017

The Complaint Review Committee upheld the Complaint Director's decision to dismiss three (3) related complaints from 2016.



Dental hygienist performing head and neck cancer screening examination. Photo courtesy of CDHM.

ACCESS AND ADVANCEMENT

FACILITATING CONTINUING COMPETENCE

The CRDHA has committed to ensuring that members have opportunities for quality, relevant continuing education.

ANNUAL CONTINUING COMPETENCE EVENT

The CRDHA held a successful Annual Continuing Competence Event in Edmonton, April 27 - 29, 2017. The event included scientific sessions and workshops relating to the theme, "*Client and Clinician: Partners in Care*". These sessions provided information to support dental hygiene practice in a variety of practice settings with a focus on the collaborative nature of dental hygiene care.

The Community Connections Showcase tradeshow portion of the event provided attendees with product information and practice resources from dental suppliers, community organizations and government agencies.

The CRDHA was also pleased to feature the University of Alberta Dental Hygiene Program's staff, student and graduate 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 annual 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 an approved local anaesthesia course before the CRDHA will authorize them to perform this restricted activity.

ORTHODONTIC MODULE

The CRDHA 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

Dental hygienists are required to successfully complete the CRDHA's comprehensive Elements of Prescribing Course before being entered on the CRDHA's roster of members authorized to prescribe the Schedule 1 drugs used in dental hygiene practice. The CRDHA provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

OTHER INITIATIVES

With the support of a grant from Alberta Occupational Health and Safety to partially fund a project, the CRDHA is continuing development of an Infection Prevention and Control Manual template to guide practitioners in the development of new manuals or further customization of existing manuals for their dental hygiene practices.

The CRDHA continued its work with eleven other Health Regulatory Colleges/Associations on collaborative project to close the gaps in standardized protocols for management of blood and body fluid exposure in community-based health care settings. The project received financial assistance through grants from Alberta Occupational Health and Safety and was completed and introduced to the membership in April of 2017.

The CRDHA 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.

The CRDHA hosted an exhibit at Diabetes Canada's first Indigenous Gathering on Diabetes. It was an opportunity to connect with other stakeholders in the battle against this disease, which disproportionately affects our Indigenous population, as well as share oral health information.

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

The CRDHA hosted a one-day informational event on April 11, 2017 in the rotunda at the Alberta Legislature Building in celebration of Dental Health Month. MLAs had an opportunity to visit our information kiosk and learn about the dental hygiene profession and the CRDHA's role in regulation and public protection. The CRDHA members on-hand were personally introduced to the legislative assembly by the Honourable Sarah Hoffman.

In their communities, members worked to develop relationships with their local MLAs and educate them on the actual and potential contributions of dental hygienists to primary health care for Albertans.

The CRDHA provides promotional displays that volunteers and staff use at in-person community events. The displays focus on the regulatory and educational aspects of the profession and provides oral health information.

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

The site provides a variety of information about the roles and responsibilities of the CRDHA and its regulated members, about dental hygiene education, registration to practice dental hygiene, professional standards of practice, and the professional conduct complaint process. The website also displays CRDHA news and publications, notice of continuing competence events, employment listings, a list of independent dental hygiene practices and links to other useful websites.

RECOGNIZING EXCELLENCE

GRADUATE FUNCTION

The CRDHA sponsored its annual graduate recognition function on April 2, 2017, for the University of Alberta dental hygiene graduating class of 2017.

AWARDS & SCHOLARSHIPS

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

MARILYN PAWLUK MABEY AWARD:
Katherine Sauze

STUDENT AWARD OF MERIT:
Ilona Kaliszuk

CRDHA FIRST YEAR SCHOLARSHIP:
Megan Rolfe

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE II:
Megan Rolfe

CRDHA GOLD SCHOLARSHIP
IN DENTAL HYGIENE:
Celine Dinel

CRDHA SILVER SCHOLARSHIP:
Kimberly Morris

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE III:
Kathleen Nguyen

CRDHA SCHOLARSHIP FOR FOURTH YEAR
BSc - DENTAL HYGIENE SPECIALIZATION:
Madison Howey

40TH ANNIVERSARY AWARD:
Karen Ho

CRDHA GOLD MEDAL:
Manjot Padda

CRDHA JAN PIMLOTT AWARD:
Lindsay Ord

CRDHA AWARD IN HONOUR OF
MARGARET BERRY MACLEAN:
No recipient this year

DR. CHARL ELS/CRDHA PRIZE IN
ADDICTION AWARENESS AND BRIEF
INTERVENTIONS:
Karley Larocque



Arlynn Brodie (L) presents the Student Award of Merit to Ilona Kaliszuk.



Kathy Sauze (L) receives the CRDHA Marilyn Pawluk Mabey Award from Laurie Smith.

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, 2017, 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, 2017, 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.

 Yuremchuk & Annicchiarico LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

EDMONTON, ALBERTA

FEBRUARY 10, 2018

STATEMENT OF FINANCIAL POSITION

	AS AT OCTOBER 31, 2017	
	2017	2016
ASSETS		
CURRENT ASSETS:		
Cash	\$ 2,387,975	\$ 2,223,338
Due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario (Note 3)	17,400	–
Investments and Accrued Interest	320,239	1,148,152
Prepaid Expenses	21,906	18,448
Total Current Assets	2,747,520	3,389,938
Investments and Accrued Interest (Note 6)	2,814,458	1,936,820
Equipment (Note 3)	94,350	116,077
Total	\$ 5,656,328	\$ 5,442,835

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

Accounts Payable and Accrued Liabilities	\$ 97,872	\$ 100,514
Due to College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	–	65,834
Prepaid Membership Fees	2,455,618	2,245,385
Deferred Revenue (Note 5)	–	18,971
Total Current Liabilities	2,553,490	2,430,704

NET ASSETS:

Invested in Equipment	94,350	116,077
Internally Restricted (Note 5)	2,814,458	1,936,820
Unrestricted	194,030	959,234
Total Net Assets	3,102,838	3,012,131
Total	\$ 5,656,838	\$ 5,442,835

APPROVED BY
THE COUNCIL:

Michael F. Smith
Wendy J. Cole

STATEMENT OF CHANGES IN NET ASSETS

	FOR THE YEAR ENDED OCTOBER 31, 2017				
	Invested In Equipment	Internally Restricted (Note 6)	Unrestricted	2017 Total	2016 Total
Balance at beginning of year	\$ 116,077	\$ 1,936,288	\$ 959,766	\$ 3,012,131	\$ 3,026,227
Excess of (expenses) revenue for the year	(33,643)	(80,530)	204,880	90,707	(14,096)
Purchase of equipment	11,916	-	(11,916)	-	-
Transfers:					
National Clinical Exam Project Contribution	-	8,700	(8,700)	-	-
Sustainability Fund	-	950,000	(950,000)	-	-
Balance at end of year	\$ 94,350	\$ 2,814,458	\$ 194,030	\$ 3,102,838	\$ 3,012,131

STATEMENT OF OPERATIONS

	FOR THE YEAR ENDED OCTOBER 31, 2017	
	2017	2016
REVENUE:		
Membership fees	\$ 1,825,196	\$ 1,725,750
Continuing education - annual	138,886	160,676
- other programs	2,200	-
Examination fees	2,200	12,200
Grants - Alberta Provider Directory	231	3,054
- Occupational Health & Safety	1,585	17,975
Interest	55,259	64,085
Newsletter, website and other	71,135	22,442
Total revenue	2,096,692	2,006,182
EXPENSES:		
GOVERNANCE - Schedule 1	175,620	173,785
HIGH QUALITY - Schedule 2	1,484,823	1,418,435
ADVANCEMENT - Schedule 3	341,606	427,451
Loss on disposal of equipment	3,936	607
Total expenses	2,005,985	2,020,278
EXCESS OF (EXPENSES) REVENUE FOR THE YEAR	\$ 90,707	\$ (14,096)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2017

	2017	2016
OPERATING ACTIVITIES:		
CASH FROM OPERATIONS:		
Excess of revenue (expenses) for the year	\$ 90,707	\$ (14,096)
Items not involving cash for operations:		
Amortization	29,707	38,245
Loss on disposal of equipment	3,936	607
	<u>124,350</u>	<u>24,756</u>
Increase (decrease) in non-cash working capital balances related to operations:		
Prepaid expenses	(3,458)	23,225
Accounts payable and accrued liabilities	(2,642)	(72,134)
Prepaid membership fees	210,233	141,754
Deferred revenue	(18,971)	18,971
Net cash from operating activities	<u>309,512</u>	<u>136,572</u>
INVESTING ACTIVITIES:		
Purchase of equipment	(11,916)	(18,055)
Increase in investments - net	(49,725)	(60,626)
Net cash used in investing activities	<u>(61,641)</u>	<u>(78,681)</u>
FINANCING ACTIVITIES:		
Advances from the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	-	100,000
Expenditures incurred on behalf of the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario	(83,234)	(18,848)
Net cash (used in) from financing activities	<u>(83,234)</u>	<u>81,152</u>
INCREASE IN CASH DURING THE YEAR	164,637	139,043
CASH AT BEGINNING OF THE YEAR	<u>2,223,338</u>	<u>2,084,295</u>
CASH AT END OF THE YEAR	<u>\$ 2,387,975</u>	<u>\$ 2,223,338</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 accounting standards for not-for-profit organizations. 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%

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, due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario, 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.

Note 3 – Due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario

In 2012, the College of Registered Dental Hygienists of Alberta, College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario entered into a collaborative project to develop a standardized national clinical examination with grant funds received from Alberta Innovation. The College of Registered Dental Hygienists of Alberta agreed to manage the project funds.

	Expenditures Incurred	Funds Provided	Balance At Oct 31, 2017	Balance At Oct 31, 2016
College of Registered Dental Hygienists of Alberta (Note 6)	\$ 108,700	\$ 108,700	\$ –	\$ –
College of Dental Hygienists of British Columbia	\$ 108,700	\$ 100,000	8,700	\$ (32,917)
College of Dental Hygienists of Ontario	\$ 108,700	\$ 100,000	8,700	\$ (32,917)
	\$ 326,100	\$ 308,700	\$ 17,400	\$ (65,834)

NOTES TO THE FINANCIAL STATEMENTS

Note 4 – Equipment

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

	Cost	Accumulated Amortization	Net Book Value	
			2017	2016
Computer equipment	\$ 179,067	\$ 114,611	\$ 64,456	\$ 83,003
Office equipment and furniture	128,161	98,267	29,894	33,074
	\$ 307,228	\$ 212,878	\$ 94,350	\$ 116,077

Note 5 – Deferred Revenue

Deferred revenue consists of:

	2017	2016
Occupational Health & Safety grant	\$ –	\$ 2,025
Alberta Provider Directory grant	–	16,946
	\$ –	\$ 18,971

Note 6 – Internally Restricted

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

	2017	2016
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:		
Balance at beginning of the year	\$ 515,158	\$ 500,658
Interest earned	14,200	14,500
	529,358	515,158
b) Health Professions Act implementation fund established to finance the costs of implementing the Health Professions Act:		
Balance at beginning of the year	202,764	202,764
Member consultations	(36,764)	–
	166,000	202,764
c) New building fund established to finance costs of a future building:		
Balance at beginning of the year	1,085,450	1,054,950
Interest earned	29,800	30,500
	1,115,250	1,085,450
d) Registrar recruitment fund established for the registrar recruitment process:		
Balance at beginning of the year	50,000	50,000
Recruitment expenses	(21,150)	–
	28,850	50,000
e) U of A dental hygiene graduate student research fund established for donations to the U of A dental hygiene master's degree program:		
Balance at beginning of the year	50,000	75,000
Donations	(25,000)	(25,000)
	25,000	50,000
Subtotal	\$ 1,864,458	\$ 1,903,372

NOTES TO THE FINANCIAL STATEMENTS

Note 6 – Internally Restricted (continued)

	2017	2016
Balance forward	\$ 1,864,458	\$ 1,903,372
f) National clinical exam project contribution. The fund was established to continue development of a standardized national clinical exam in collaboration with the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario:		
Balance at beginning of the year	32,916	42,341
Contributions	8,700	–
Development costs	(41,616)	(9,425)
	-	32,916
g) Sustainability fund established to ensure the long term sustainability of the College of Registered Dental Hygienists of Alberta:		
	950,000	–
Total	\$ 2,814,458	\$ 1,936,288

Note 7 – Commitments

- The College is committed to the rental of business premises under a lease agreement expiring March, 2020. The minimum rent payable is \$6,667 per month to March, 2018 then \$5,281 per month to March, 2020, plus the College's proportionate share of common area costs.
- The College is committed to the rental of office equipment under a lease agreement which expires February, 2019. The minimum lease payments are \$2,871 quarterly.
- The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2017, \$25,994 (\$8.20 per member) was paid to the Commission (2016 - \$19,834; \$6.76 per member). The commitment will be \$7.64 per member in 2018.

Note 8 – 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 9 – 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.

NOTES TO THE FINANCIAL STATEMENTS

Schedule 1 – Governance Expenses

FOR THE YEAR ENDED OCTOBER 31, 2017

	2017	2016
Insurance	\$ 11,153	\$ 11,231
Meeting expenses	101,796	98,278
Professional fees - audit, consulting	62,671	64,187
Reviews and appeals	–	89
Total	\$ 175,620	\$ 173,785

Schedule 2 – High Quality Expenses

FOR THE YEAR ENDED OCTOBER 31, 2017

	2017	2016
Advertising and promotion	\$ 428	\$ 7,386
Amortization	22,280	28,684
Commission on Dental Accreditation (Note 7)	25,994	19,834
Continuing education		
- annual	55,961	71,279
- other programs	44,146	14,219
Contract administration	12,075	–
Costs of investigations and discipline	136,930	164,377
Examinations	6,447	7,355
Grant expenses		
- Alberta Provider Directory	231	3,054
- Occupational Health & Safety	1,585	17,975
Inspections	128,647	92,031
Insurance	3,592	3,472
Liaisons and committees	16,156	12,819
Meetings		
- travel and accommodation	21,472	18,275
National clinical exam development	41,616	9,425
Newsletter and website	20,370	21,205
Printing, postage and office	84,157	85,981
Professional fees		
- legal, consulting, accounting and computer	73,375	77,639
Recruiting	21,150	–
Rent (Note 7)	120,672	117,710
Salaries and benefits	637,642	635,759
Telephone	9,897	9,956
Total	\$ 1,484,823	\$ 1,418,435

Schedule 3 – Advancement Expenses

FOR THE YEAR ENDED OCTOBER 31, 2017

	2017	2016
Amortization	\$ 7,427	\$ 9,561
Awards		
- members	4,297	6,498
- students	6,051	5,304
Continuing education - annual	54,172	70,921
Dental hygiene promotion	10,426	22,285
Donations	26,997	32,002
Functions	7,554	6,639
Insurance	1,197	1,157
Meetings		
- travel and accommodation	1,340	2,470
Newsletter and website	19,882	21,244
Printing, postage and office	48,741	54,471
Professional fees	40,860	33,774
Rent	40,224	39,237
Salaries and benefits	64,902	114,461
Telephone	7,536	7,427
Total	\$ 341,606	\$ 427,451



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

302, 8657 51 Avenue NW
Edmonton, AB T6E 6A8