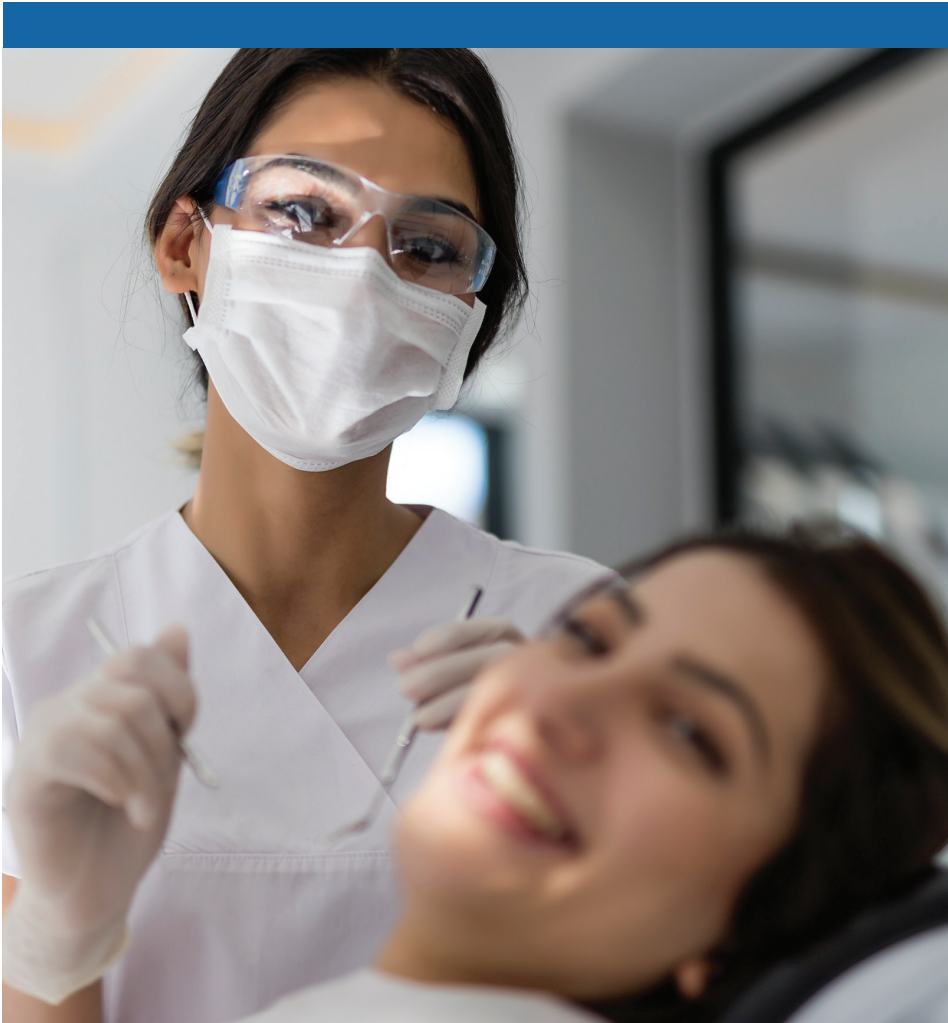




COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA



2021

ANNUAL REPORT



LAND ACKNOWLEDGMENT

The College of Registered Dental Hygienists of Alberta acknowledges that the land on which we operate, what we call Alberta, is the traditional and ancestral territory of many peoples, subject to Treaties 6, 7, and 8. We acknowledge the many First Nations, Métis and Inuit who have lived on and cared for these lands for generations. This includes: the Blackfoot Confederacy – Kainai, Piikani, and Siksika – the Cree, Dene, Sauleaux, Nakota Sioux, Stoney Nakoda, and the Tsuu T’ina Nation and the Métis People of Alberta, including the Métis Settlements and the Six Regions of the Métis Nation of Alberta within the historical Northwest Metis Homeland.

The College recognizes the land of those First Nations, Métis, and Inuit people as an act of reconciliation and we express gratitude to those whose territory we reside on or are visiting. We are committed to working together to continue building strong and positive relationships together.

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CHAIR'S MESSAGE



Kathleen Sauze

It is my privilege as Council Chair of the College of Registered Dental Hygienists of Alberta to present the 2021 Annual Report, as approved by Council. This report covers the registration year of November 1, 2020 to October 31, 2021, and the financial year April 1, 2021 to March 31, 2022.

The College continued to navigate dental hygiene regulation as COVID-19 evolved in 2021. The College collaborated with the Alberta Dental Association & College and the College of Alberta Dental Assistants to develop a key considerations document for oral health professionals to guide them in their practice as the pandemic continued. The College also continued to work with the College of Alberta Dental Assistants, College of Alberta Denturists, and College of Dental Technologists of Alberta to develop a shared Infection, Prevention and Control Guideline, which will be released in Spring 2022. Collaboration with other regulatory colleges and key stakeholders is one of our College values and we will continue to look for opportunities to collaborate on regulatory projects in the future.

Significant progress was made on rewriting the CRDHA Bylaws to meet the requirements of Bill 30 and prepare for the significant changes required by Bill 46. Any reference to association responsibilities (e.g. life membership, elections) were removed from the Bylaws and the College governance policies were strengthened to support the new Bylaws. The CRDHA Council was one of the first regulatory colleges to move to competency-based appointments and has had great success in appointing regulated members to Council and legislative committees based on skills and experience.

Work began to update the College's Standards of Practice, which will go out for public consultation in 2022. The new Standards will be a guide for stakeholders to understand dental hygiene practice and will set the minimum standards to guide dental hygienists in their practice as regulated health professionals. They are intended to be structured in a way that is clear and easy for both registrants and the public to understand.

2021 was a challenging year, though the College demonstrated significant leadership in oral health regulation throughout ever-changing circumstances. As Council Chair, I would like to acknowledge the commitment of committee members, Council, and staff, who responded to challenges with agility and resilience. I thank them for their hard work to advance the dental hygiene profession for the protection of the public.

Respectfully submitted,

Kathleen Sauze, BHSc, RDH
Chair

The College of Registered Dental Hygienists of Alberta is committed to supporting all Albertans in their health and wellness journey through the achievement of oral health regulatory excellence.

PUBLIC MEMBER'S MESSAGE



Louise Mosier

The College of Registered Dental Hygienists of Alberta is mandated to have 50% public members on its Council, per the Health Professions Act and Bill 30. In 2021, Council decreased the required number of registered members on Council to prepare for more public members.

The role of public members is to represent the public interest on Council and carry out its mandate in a manner that protects and serves the public's interests. Public members are active voting members of Council but are not registered dental hygienists. Public members are appointed by the Government of Alberta and work with Council to advance its goals and governance.

In 2021, Council moved to a new competency-based skills matrix for selecting regulated members to Council. To be effective Council needs the right group of people, with an appropriate mix of skills, knowledge, and experience that fits with the College's objectives and strategic goals. Councils which have an appropriate and diverse mix of skills and experience will be less likely to engage in "group think" or to have "blind spots" and they will be better equipped to deliver value and respond to challenges that may arise. Using a competency-based skills matrix ensures Council has the right mix of skills and experience to govern effectively.

I would like to recognize both the staff and Council for their outstanding work in 2021 as the COVID-19 pandemic continued. The College's collaboration with the Alberta Dental Association & College and the College of Alberta Dental Assistants helped guide oral health professionals across Alberta consistently in their practice, even as circumstances changed.

The College took significant steps forward to meet government requirements and achieve regulatory excellence while acting with a commitment to the organization's values. I commend them for working with accountability, transparency, collaboration, and integrity.

Respectfully submitted,

Louise Mosier
Public Member for The College of Registered Dental Hygienists of Alberta



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 (the Act, or HPA) and the Dental Hygienists Profession Regulation (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 or exceed the requirements of the CRDHA's Continuing Competence Program
- Comply with the CRDHA's practice standards

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral healthcare 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 as authorized by the Regulation
- Provide advanced restricted activities as authorized by the CRDHA in accordance with legislation and Regulation
- Provide services as clinicians, educators, researchers, administrators, health promoters and consultants

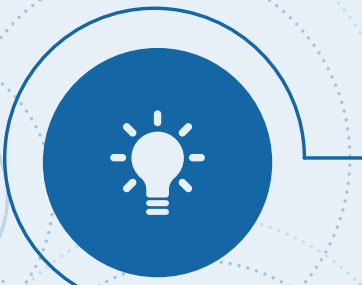
Dental hygienists provide clinical services in a wide variety of settings including interdisciplinary health centres, dental hygienist-owned practices, dentist-owned practices, community health, continuing care and home care settings, administration, and education.

PROTECTED TITLES

A regulated registrant of the CRDHA may use the following protected titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

VISION, VALUES, GOALS



OUR VISION

We are leaders in proactively advancing regulation and protecting the public through the provision of safe, quality oral health for all Albertans.



OUR VALUES

Accountable – We value individual and organizational accountability by accepting responsibility for our decisions and actions.

Transparent – We are committed to open and clear policies, procedures, and communication.

Collaborative – We value collaboration to create new ideas, enhance opportunities, and build relationships.

Integrity – We promote an environment of trust by demonstrating consistent, fair, and honest communication and behaviour.



OUR STRATEGIC GOALS

Embrace leading regulatory practices to protect the public.

Identify and strengthen productive relationships with stakeholders.

Ensure a strong understanding amongst stakeholders of the College's regulatory role in the healthcare system.

Achieve effective governance and strong leadership to support our mandate.

GOVERNANCE

Council, statutory committees and other College positions are established in accordance with the Health Professions Act and the CRDHA bylaws. Council governs the CRDHA in accordance with the Act and Bylaws.

The following pages summarize the interrelationships of the organization structure and the College's governance structure.

COUNCIL COMPOSITION

At October 31, 2021, Council was comprised of five elected or appointed registrants from the College's General register and one member of the public appointed by Alberta's Lieutenant Governor in Council. There was one Councillor vacancy and five Public Member Councillor vacancies.

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

MEMBERS OF COUNCIL



Kathleen Sauze
President



Jodi Sperber
Vice-President



Beth Blair
Councillor



Denise Kokaram
Councillor



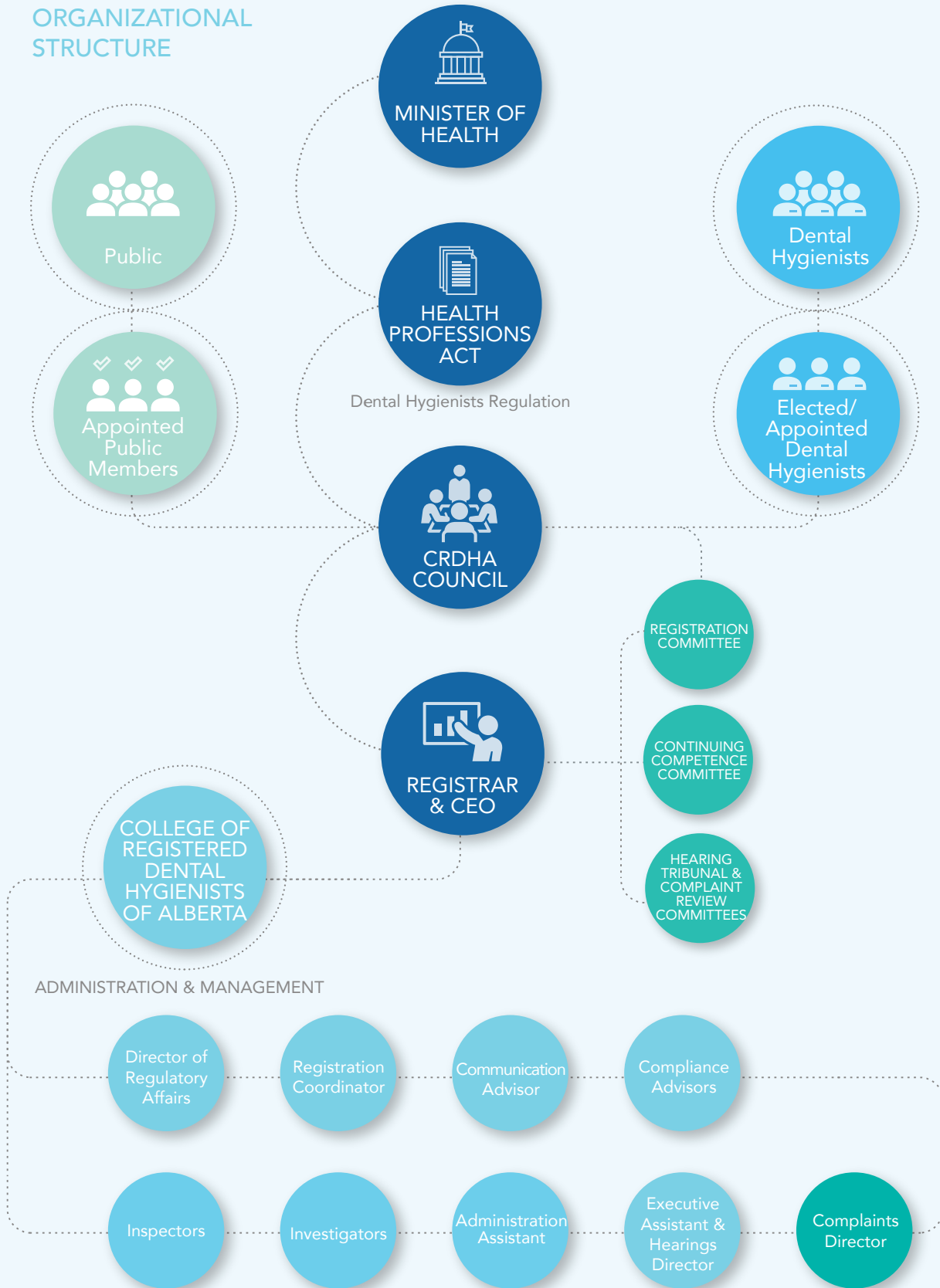
Lindsay Ord
Councillor



Louise Mosier
Public Member

GOVERNANCE

ORGANIZATIONAL STRUCTURE



GOVERNANCE

COUNCIL'S ROLE

Council acts on behalf of the College to provide strategic oversight and ensure that the organization fulfills its responsibilities under the HPA and Dental Hygienists Regulation.

It monitors the success of the organization in achieving the strategic goals it develops and establishes the mission, vision, and values for the organization that provides direction to both Council and the College management team.

Council is accountable to the Alberta Government, CRDHA registrants, and the Alberta public. Its connection to the operational aspects of the College is through the Registrar and CEO.

Council conducts meetings to transact the business of the College as required, and no less than four (4) times per year.

REGISTRAR

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

CEO

The CEO is responsible for operational management of the organization and is accountable to Council.

Currently, the Registrar and CEO positions are held by one person.

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 from the General register. This statutory committee reviews registration issues referred to it by the Registrar and makes determinations.

MEMBERS:

Samantha Heron, Chair
Ava Chow
Mimi Godin
Carolynn Riemann

COMPETENCE COMMITTEE

The Competence Committee consists of no fewer than four members from the General register. This statutory committee reviews competence program issues as referred by the Registrar or a Hearing Tribunal and makes determinations. The committee also makes recommendations to Council regarding the College's Continuing Competence Program.

MEMBERS:

Brittany Fandrick, Chair
Gerry Cool
Chrissy Ford
Olena Sazonova

GOVERNANCE

REGISTRANT LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more individuals from the appointed registrant and public member pools are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate disciplinary sanctions. Two or more individuals 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

Jaskiran (Jaz) Tathgur
Lisa Kim
Sally Lockwood-Deibert
Christine Martinello
Heather Nelson
Rachelle Pratt
Sonya Spencer
Jeanette Trenchie
Kimron Penner
Mimi Godin
Carolynn Riemann

CRDHA MANAGEMENT TEAM

The management team is responsible for employing the appropriate means to ensure enforcement of the Act and for achievement of the strategic plan goals established by Council. It achieves these goals through the application of policies, procedures and activities.

MEMBERS:

Registrar and CEO: Amie Dowell

Director of Regulatory Affairs: Salima Thawer

Complaints Director: Lloyd Fischer

Hearings Director and Executive Assistant: Tammy Akers

Communications Advisor: Brittany Hodges

Compliance Advisors:

Marthe Benoit
Nicole Hannigan
Alysha Bailey

Registration Coordinator: Rashida Dhariwalla

Receptionist/Administrative Assistant: Heidi Marcin



REGULATORY FUNCTIONS

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 Practice Standards, effective March 2019, and CRDHA Code of Ethics, are both posted on the College's website under the heading "Protecting the Public".

The following documents are available on the College's website:

- CRDHA Practice Standards 2019
- Professional Boundaries for Dental Hygienists in Alberta Guidelines
- CRDHA Code of Ethics 2018
- Prevention of Sexual Abuse and Sexual Misconduct of Clients Guideline
- Dental Practice Guidelines During the COVID-19 Pandemic (joint document)
- Safety Code 30 - Radiation Protection in Dentistry
- Infection Prevention and Control Standards and Risk Management for Dentistry
- CRDHA Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice
- CRDHA Standards of Practice for Administration of Local Anaesthesia
- CRDHA Nitrous Oxide/Oxygen Conscious Sedation Guidelines

CONTINUING COMPETENCE PROGRAM

Each registrant on the General register must meet the mandatory Continuing Competence Program (CCP) requirements as set out in the College's CCP Rules and the Dental Hygienists Profession Regulation. A registrant must earn 45 CCP credits (One (1) credit = one (1) hour of learning activity) and 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.

At annual renewal, all applications are reviewed for compliance with the CCP.

The Continuing Competence Program and Rules are available on the College's website.

REGULATORY FUNCTIONS

ENTRY-TO-PRACTICE EXAMINATIONS

National Written Examination

Successful completion of the National Dental Hygiene Certification Board's (NDHCB) National Dental Hygiene Certification Exam (NDHCE) is required for registration with the CRDHA. The examination is offered three times each year in multiple sites across Canada. The CRDHA has a voting member on the NDHCB and Alberta regulated registrants sit on NDHCE 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 who were not required to complete the Jurisprudence Examination may do so as a once-in-a-lifetime continuing competence learning activity.

CRDHA Clinical Performance 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 benchmark program at the University of Alberta, applicants for registration may be required to complete a performance exam or other testing and assessment activities. The challenge to evaluating clinical competency is establishing testing processes that are fair, valid, reliable, transparent, legally defensible and adhere to best practices. An additional complicating factor is that once a candidate receives registration in one province, they are eligible to apply for registration in other provinces as per interprovincial trade agreements. For these reasons and more, Canada's three largest dental hygiene regulators, CRDHA, the College of Dental Hygienists of Ontario, and the College of Dental Hygienists of British Columbia, collaborated to develop a standardized clinical performance exam. This process began in 2012. The resulting exam was named the Canadian Performance Exam in Dental Hygiene, or CPEDH.

In September of 2017, CRDHA Council approved the use of the CPEDH as the exam standard for use when clinical competency must be demonstrated by an applicant for initial registration in Alberta.



REGULATORY FUNCTIONS

REGISTRATION STATISTICS

REGULATED REGISTRANT STATISTICS

The Dental Hygienists Profession Regulation establishes two categories of registration within the Regulated Member Register; General and Courtesy. General and Courtesy registrants hold a practice permit and may use the protected titles set out in the Act. Courtesy registrants may hold a practice permit for a specified purpose and period of time, as approved by the Registrar, and for up to 60 days.

Bylaws of the CRDHA allow for a registrant on the General register to also hold a Life Membership. Life membership was granted to a dental hygienist who had been a regulated member in good standing in the CRDHA or its predecessor for a minimum of fifteen (15) years and met the criteria established for Life Membership by Council at the time. These registrants are not exempt from paying fees for a practice permit or any other fees required by registrants on the General register and must maintain Professional Liability Insurance and are included in the data set for General Regulated Members.

Regulated Members - AS AT OCTOBER 31, 2021

	2017	2018	2019	2020	2021
General	3176	3249	3298	3239	3328
Courtesy	0	1	2	1	1
Total	3176	3250	3300	3240	3328

New Applications for Registration - NOVEMBER 1 TO OCTOBER 31, 2021

	2017	2018	2019	2020	2021
Received	1164	185	234	194	222

New Registrations Completed - NOVEMBER 1 TO OCTOBER 31, 2021

	2017	2018	2019	2020	2021
U of A	37	39	0	43	41
Other Canadian	129	135	166	136	158
International	3	7	4	3	0
Total	169	181	170	182	199

Conditional Registrations - NOVEMBER 1 TO OCTOBER 31, 2021

	2017	2018	2019	2020	2021
Issued	4	2	5	5	3
Conditions Met	1	1	3	1	2
Registrations Revoked	3	1	2	0	1

Transfers and Reinstatements - NOVEMBER 1 TO OCTOBER 31, 2021

	2019	2020	2021
Transfers	10	6	2
Reinstatements	12	7	9

REGULATORY FUNCTIONS

NON-REGULATED REGISTRANT STATISTICS

CRDHA Bylaws provide for a Non-Practicing category of registration. Non-Practicing registrants do not hold a practice permit and are not authorized to use the protected titles. Non-Practicing registrants are generally on maternity or disability leave, continuing further education, registered in another jurisdiction, or seeking employment in another field. Enrollment in this category allows registrants to receive communications from the College on matters concerning regulation of the profession in Alberta.

Life Membership may be continued for those whom have been granted this status when they transfer to the Non-Regulated register.

Student status within the Non-Practicing registration category was discontinued in 2020 in accordance with Alberta's Fair Registration Practices Act, as it was only open to students enrolled in the University of Alberta Dental Hygiene Undergraduate program. In its stead, all students enrolled in dental hygiene education programs will be eligible to subscribe to receive the College's electronic communications.

Non-Regulated Registrants - AS AT OCTOBER 31, 2021

	2017	2018	2019	2020	2021
Non-Practicing	180	151	172	147	159
Student	57	0	51	n/a	n/a
Non-Practicing Life	3	3	3	4	4
Total	240	154	226	151	163

ADVANCED RESTRICTED ACTIVITY AUTHORIZATION

Individuals on the General register who have provided the Registrar with the evidence required to verify they have achieved competence to perform advanced restricted activities set out in the Regulation may be authorized to perform those activities. Likewise, if authorized by the College, individuals on the Courtesy register may also perform advanced restricted activities.

Registrants Authorized to:

AS AT OCTOBER 31, 2021

	2018	2019	2020	2021
Administer local anaesthesia by injection	2208	2205	2238	2245
Perform restorative procedures of a permanent nature in collaboration with a dentist	57	51	52	48
Prescribe a limited subset of Schedule 1 drugs	86	80	115	149
Prescribe or administer nitrous oxide/oxygen conscious sedation	311	298	295	290
Perform orthodontic procedures in collaboration with a dentist	87	95	104	104
NP Swabbing				10

REGULATORY FUNCTIONS

COMPLAINTS STATISTICS

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

Complaints Information - NOVEMBER 1 TO OCTOBER 31

	2017	2018	2019	2020	2021
New complaints received	12	3	12	6	9
Complaints carried forward from previous years	12	9	3	13	6
Complaints withdrawn	0	0	0	2	2
Complaints resolved by Complaints Director	8	0	0	2	3
Complaints dismissed	4	0	2	3	1
Request for review of dismissal of complaint	1*	0	0	0	0
Referred to a Hearing Tribunal	0	0	0	1	1
Number of complaints closed	15	9	2	8	2
Number of complaints still open	9	3	13	10	6
Number of registrants dealt with under s.118	0	0	0	0	0
Number of complaints alleging sexual abuse or misconduct	0	0	0	0	0

*This review was carried over from 2016

Nature of New Complaints - NOVEMBER 1 TO OCTOBER 31

	2017	2018	2019	2020	2021
Advertising/business operations	2	0	0	2	4
Conduct - non-sexual in nature	0	1	1	0	1
Communication/consent	3	2	4	0	1
Contravention of an Act or Regulation				1	0
Ethical issues	1	0	2	0	1
Privacy issues	0	0	1	1	0
Record keeping	1	0	0	2	1
Sexual abuse or sexual misconduct	0	0	0	0	0
Skills/practice/knowledge	5	0	4	0	1
Total Complaints Received	12	3	12	6	9

Source of New Complaints - NOVEMBER 1 TO OCTOBER 31

	2017	2018	2019	2020	2021
Client	5	0	8	2	6
Complaints Director	4	1	2	2	2
CRDHA registrant	1	2	0	0	0
Employer	1	0	1	1	0
Other (agency, professional body, other health professional)	0	0	0	1	1
Public/family member	1	0	1	0	0
Total Complaints Received	12	3	12	6	9

REGULATORY FUNCTIONS

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 may be published in the CRDHA Mini *InTouch* newsletter and/or published on the College's website. Discipline decisions made by Hearing Tribunal, Council, or the Court, for unprofessional conduct related to sexual abuse or sexual conduct, including the name and practice permit number of the offender, plus any orders made, are permanently published on the College's website.

Hearings, Appeals and Reviews Conducted - NOVEMBER 1 TO OCTOBER 31

	2017	2018	2019	2020	2021
Findings based in whole or in part on sexual abuse	0	0	0	0	0
Findings based in whole or in part on sexual misconduct	0	0	0	0	0
Hearings	2	0	0	2	0
Hearings partly or completely closed to the public	0	0	0	0	0
Appeal of hearing tribunal decision to council	0	0	0	0	0
Complaint Review Committee review of decision to dismiss a complaint	3	1	0	0	0

Outcomes of Hearings, Appeals and Reviews - NOVEMBER 1 TO OCTOBER 31

There were no hearings scheduled during the period from November 1, 2020 to October 31, 2021



COLLEGE INITIATIVES

FEDERATION OF DENTAL HYGIENE REGULATORS OF CANADA (FDHRC)

As a director with the FDHRC, the CRDHA worked with other dental hygiene colleges across Canada to promote leadership in dental hygiene regulation for the protection of the public. The FDHRC pursued several projects, including:

- Updating the strategic plan to strengthen the FDHRC's identity as the source of expertise for dental hygiene regulation in Canada.
- Strengthening the Competency-Based Entry to Practice requirements.
- Promoting consistency and effectiveness of dental hygiene regulation across Canadian jurisdictions.
- Developing a single national entity responsible for national regulatory leadership and examinations.

ENTRY TO PRACTICE COMPETENCIES

The FDHRC completed the re-development of the national Entry-to-Practice Competencies for Dental Hygienists, taking account of developments in the profession and replacing the competencies and standards published in January 2010. The project involved the contribution of many individuals and organizations from across the country, most notably a working group of practicing professionals, an advisory panel, and a subject-matter expert – supported by a consultancy with expertise in the development of competencies.

The competencies present a detailed description of the knowledge, skills, attitudes, behaviours, and judgement required at entry-to-practice, regardless of the practitioner's level of education or previous experience. The competencies integrate both clinical and non-clinical

statements and are relevant to dental hygienists in all settings and contexts, including dental hygiene practices, dental offices, public health agencies, dental industries, educational, and research institutions. Endorsement by key stakeholders and implementation of the competencies will continue throughout 2022.

CANADIAN PERFORMANCE EXAM IN DENTAL HYGIENE (CPEDH)

The owners of the CPEDH (BC, Ontario and AB) formally approved the transfer of the performance exam to the National Dental Hygiene Certification Board (NDHCB). The NDHCB plans to deliver the exam in its current format in 2022, 2023 and 2024 to allow time for redevelopment of the CPEDH in alignment with the written board exam.

BILL 46

Work continued throughout 2021 to continue implementing Bill 46. The College enlisted external legal support to draft new bylaws and a new template for regulations that adhere to the Bill 46 requirements. The College hired a new Compliance Advisor whose focus is redrafting the existing Standards of Practice. These will go out for consultation in 2022.

DIVESTMENT FROM ASSOCIATION ACTIVITIES

The College took steps to formally divest from association activities to adhere to the new legislation. The existing constituent agreement with the Canadian Dental Hygienists Association (CDHA) was terminated and the College ceased collecting membership fees from registrants during renewal. Registrants can choose to voluntarily purchase a membership to a professional association and obtain Professional Liability Insurance (PLI) from any provider that meets the minimum requirements as set by Council.

COLLEGE INITIATIVES

COVID-19

The College provided registrants with government guidance and best practices as the pandemic continued in 2021. In addition to regular communication and online resources for registrants, the College worked with Alberta Health to align guidance with the most up-to-date orders and recommendations. In conjunction with the Alberta Dental Association & College and the College of Alberta Dental Assistants, the College updated the joint guidelines for oral health professionals during the pandemic to ensure consistency with AHS protocol.

COVID-19 RESEARCH STUDY

The Registrar & CEO of the College had the opportunity to participate as a reaction panelist on an international webinar on COVID-19 infection rates among dental professionals, hosted by the International Association for Dental Research (IADR). The discussion focused on evidence that infection rates for dentists and dental hygienists varied globally and explored the possible reasons for these differences and the research and strategies to address them.

INFECTION PREVENTION AND CONTROL GUIDELINES

In addition to the updated joint guidelines for COVID-19, the College collaborated with other colleges throughout the year to pursue excellence in regulation. Together with the College of Alberta Dental Assistants, the College of Alberta Denturists, and the College of Dental Technologists of Alberta, the College developed new Infection Prevention & Control guidelines. The joint guidelines are scheduled to be released in 2022.

QUALITY ASSESSMENT (QA) EXAM

The College began exploring options for a new Quality Assurance Exam to replace the exam that the NDHCB was ceasing to offer by the end of 2021. The University of Alberta uses this exam as part of their Dental Hygiene Refresher Course. The College was able to secure a collaboration between the University of Alberta and the College of Dental Hygienists of British Columbia (CDHBC) to utilize the BC Quality Assurance Exam. The three partners worked together to adjust the exam questions to ensure appropriateness to the Alberta context and the exam will be used for the first time in the spring 2022.

UNIVERSITY OF ALBERTA (U of A) STUDENT PRESENTATIONS

College staff participated in four online presentations about the college to the fourth year UofA students. The four presentations included: Legislation, Registration, Professional Conduct, and Practice Advice. Although the presentations were done virtually, it was a good opportunity for the College staff to connect with the students before they register with the College.

PROGRAM REVIEWS

In accordance with the Regulations, the College regularly assesses out-of-province educational programs for their substantial equivalency to the Council-approved University of Alberta dental hygiene program. In 2021, the College reviewed its own internal process and began the process to update the substantial equivalency assessment tool and process. The College continues to work on ensuring fairness and transparency in its program review and registration processes.

COLLEGE INITIATIVES

GOVERNANCE

Council continued to focus on improving Council's governance structure by aligning it with Canadian best practices in not-for-profit governance. This included the creation of council committees, utilizing governance tools such as competency-based skills assessments, and using competency-based appointments rather than elections to appoint regulated members to Council. The College presented on the transition and success of the appointment process to two other health regulatory Councils.

OPERATIONAL PLANNING

In November 2020, College staff met off-site for two days to work on the College operational plan. The team discussed changes to regulation in Alberta and reviewed the College's purpose, vision, values, and strategic goals. Staff determined which operational projects were required to meet the strategic goals, prioritized the projects, and started to develop project plans. The team also discussed the communication strategy and began developing the operational risk register.

In September 2021, College staff met to develop a team charter and implement team-building strategies. Following the session, staff continued to meet virtually with a coach to assist with team-building which was especially important as the majority of staff continued to work from home due to COVID-19 work-from-home orders.

HUMAN RESOURCES

Throughout 2020-2021, the College continued to work with a human resources consultant to strengthen the College's organizational structure and HR processes, including updating the human resources policies, job descriptions and salary grids.

IT INFRASTRUCTURE

The College launched a multi-year project to transition their files and working documents to SharePoint. The goal of this project is to transition from on-site server storage to cloud storage and to eventually host all registrant files electronically. The first areas to begin this transition are Council and professional complaints.

TOWN HALL

In May, the College hosted its first virtual Town Hall with registrants. Staff presented on and answered questions about legislation changes, self-regulation, the difference between the College and associations, and fees. Approximately 100 people attended the live event, and over 700 watched the recording at a later date. The College plans to hold annual Town Halls with registrants in response to the positive feedback about the event.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

FINANCIAL STATEMENTS

COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA
FOR THE YEAR ENDED MARCH 31, 2021
AND INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

INDEPENDENT AUDITOR'S REPORT

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

OPINION

We have audited the financial statements of the College of Registered Dental Hygienists of Alberta (the Entity), which consist of the statement of financial position at March 31, 2022, and statements of changes in net assets, operations and of cash flows for the year ended March 31, 2022, and notes to the financial statements including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2022, 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.

BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the *Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

INDEPENDENT

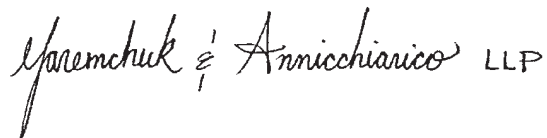
AUDITOR'S REPORT

- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We communicate with those charged with governance regarding, among other matters,

the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit. We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.



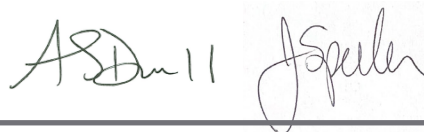
Chartered Professional Accountants
Edmonton, Alberta
August 8, 2022

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2022

	2022	2021
STATEMENT OF FINANCIAL POSITION		
AS AT MARCH 31, 2022		
ASSETS		
CURRENT ASSETS		
Cash	\$ 643,627	\$ 431,639
Due from broker	16,693	11
Accounts receivable	22,798	-
Investments and Accrued Interest	1,979,330	1,669,927
Prepaid Expenses	30,200	29,389
Total Current Assets	<u>2,692,648</u>	<u>2,130,966</u>
INVESTMENTS AND ACCRUED INTEREST (Note 4)	2,805,677	2,815,337
EQUIPMENT (Note 3)	136,116	160,474
Total	<u>5,634,441</u>	<u>\$ 5,106,777</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable and Accrued Liabilities	\$ 86,047	\$ 132,465
Prepaid Permit Fees		
- College of Registered Dental Hygienists of Alberta	1,225,443	1,190,695
Total Current Liabilities	<u>1,311,490</u>	<u>1,323,160</u>
NET ASSETS		
Invested in Equipment	136,116	160,474
Internally Restricted (Note 4)	2,805,677	2,815,337
Unrestricted	1,381,158	807,806
Total Net Assets	<u>4,322,951</u>	<u>3,783,617</u>
Total	<u>\$ 5,634,441</u>	<u>\$ 5,106,777</u>

Approved by the Council:



STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2022

	Invested In Equipment	Internally Restricted (Note 4)	Unrestricted	2022 Total	2021 Total
Balance at beginning of year	\$ 160,474	\$ 2,815,337	\$ 807,806	\$ 3,783,617	\$ 3,782,848
Excess of revenue (expenses) for the year	(40,326)	(17,900)	561,760	539,334	769
Purchase of equipment	15,968	-	(15,968)	-	-
Transfer	-	(27,560)	27,560	-	-
Balance at end of year	<u>\$ 136,116</u>	<u>\$ 2,805,677</u>	<u>\$ 1,381,158</u>	<u>\$ 4,322,951</u>	<u>\$ 3,783,617</u>

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2022

	2022	2021
STATEMENT OF OPERATIONS		
FOR THE YEAR ENDED MARCH 31, 2022		
REVENUE		
Permit fees	\$ 2,294,303	\$ 2,119,068
Discipline costs, fines and other	21,089	-
Examinations	15,000	-
Grant	5,553	-
Interest	66,437	89,825
Total revenue	<u>2,402,382</u>	<u>2,208,893</u>
EXPENSES		
Advertising and promotion	709	6,802
Amortization	40,326	44,707
Awards: - students	-	8,563
Commission on Dental Accreditation (Note 5)	17,788	28,658
Continuing education	275	621
Costs of investigations and discipline	105,118	302,073
Donations	12,550	27,478
Examinations	77,016	11,876
Inspections	78,935	109,023
Insurance: - general liability	11,235	13,252
- property	8,866	6,459
Liaisons and committees	14,212	20,572
Meetings: - governance	23,179	31,402
- travel and accommodation	7,099	7,193
Newsletter and website	8,355	49,224
Printing, postage and office	97,493	108,096
Professional fees	310,366	371,569
Rent (Note 5)	129,559	96,176
Salaries and benefits	902,479	948,861
Telephone	17,488	15,519
Total expenses	<u>1,863,048</u>	<u>2,208,124</u>
EXCESS OF REVENUE FOR THE YEAR	<u>\$ 539,334</u>	<u>\$ 769</u>

FINANCIAL REPORT

	2022	2021
STATEMENT OF CASH FLOWS		
FOR THE YEAR ENDED MARCH 31, 2022		
OPERATING ACTIVITIES		
CASH FROM OPERATIONS		
Excess of revenue for the year	\$ 539,334	\$ 769
Items not involving cash for operations:		
Amortization	40,326	44,707
	579,660	45,476
Increase in non-cash working capital balances related to operations:		
Accounts receivable	(22,798)	–
Tenant improvement allowance receivable	–	176,265
Prepaid expenses	(811)	7,267
Accounts payable and accrued liabilities	(46,418)	(75,039)
Prepaid permit fees	34,748	34,716
Net cash from operating activities	544,381	188,685
INVESTING ACTIVITIES		
Purchase of equipment	(15,968)	(47,978)
Decreast (increase) in investments - net	(299,743)	16,060
Net cash used in investing activities	(315,711)	(31,918)
INCREASE IN CASH DURING THE YEAR	228,670	156,767
CASH AT BEGINNING OF THE YEAR	431,650	274,883
CASH AT END OF THE YEAR	\$ 660,320	\$ 431,650
CASH CONSISTS OF		
Cash	\$ 643,627	\$ 431,639
Due from broker	16,693	11
	\$ 660,320	\$ 431,650

NOTES

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

Permit fees revenue is recognized in the year to which the permit 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% declining balance
Office equipment and furniture:	20% declining balance
Leasehold improvements:	14% straight line

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.

NOTE 3 – EQUIPMENT

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

	Cost	Accumulated Amortization	Net Book Value	
			2022	2021
Computer equipment	\$ 228,755	\$ 169,577	\$ 59,178	\$ 65,152
Office equipment and furniture	109,897	49,823	60,074	75,086
Leasehold improvements	23,610	6,746	16,864	20,236
	\$ 362,262	\$ 226,146	\$ 136,116	\$ 160,474

NOTES

NOTE 4 – NET ASSETS INTERNALLY RESTRICTED

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

Cost	<u>2022</u>	<u>2021</u>
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:	\$ 360,000	\$ 360,000
b) Legislation fund established to finance the costs of drafting policies, bylaws and bills related to the standards of practice:		
Balance at beginning of the year	171,437	200,000
Expenses	–	(28,563)
	<u>171,437</u>	<u>171,437</u>
c) Facility and services fund established for the costs of major office needs and work from home costs	<u>260,000</u>	<u>260,000</u>
d) Succession fund established to finance the costs of recruiting and training current employees:		
Balance at beginning of the year	121,484	190,000
Expenses	–	(68,516)
	<u>121,484</u>	<u>121,484</u>
e) Strategic fund established to finance the costs of major projects related to member and industry improvements:		
Balance at beginning of the year	432,752	480,000
Transfers	(20,000)	–
Expenses	–	(47,248)
	<u>412,752</u>	<u>432,752</u>
f) Technology fund established to finance the costs of technical improvements:		
Balance at beginning of the year	225,264	230,000
Transfers	(7,560)	–
Expenses	–	(4,736)
	<u>217,704</u>	<u>225,264</u>
g) Sustainability fund established to ensure the long term sustainability of the College of Registered Dental Hygienists of Alberta:		
Balance at beginning of the period	1,244,400	1,220,000
Interest earned	17,900	24,400
	<u>1,262,300</u>	<u>1,244,400</u>
Total	<u>\$ 2,805,677</u>	<u>\$ 2,815,337</u>

NOTE 5 – COMMITMENTS

- a) The College is committed to the rental of business premises under a lease agreement expiring March 2027. The minimum rent payable is \$5,116 to March 2023 and \$5,446 per month from April 2023 to March 2027, 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 June 2022. The minimum lease payments are \$2,585 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During the period April 1, 2021 to March 31, 2022, \$17,788 (\$5.90 per member) was accrued as payable to the Commission (April 1, 2020 to March 31, 2021 - \$28,658; \$8.90 per member).

NOTE 6 – 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 7 – 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.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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