

ACDH Council Meeting

Meeting Minutes

June 23, 2023 @ 8:30am

In-Person - Delta (Edmonton South Conference Centre)

<u>Minutes</u>			
Attendees - Council Members			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Lindsay Ord	Vice Chair, Regulated Member	Beth Blair	Councillor, Regulated Member
Kathy Sauze	Councillor, Regulated Member	Judy Hansen	Councillor, Public Member
Louise Mosier	Councillor, Public Member	Samantha Heron	Councillor, Regulated Member
Teanne MacCallum	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Carol Gibbons Kroeker	Councillor, Public Member		
Erhard Poggemiller	Councillor, Public Member (Absent Day 2)		
Attendees – Guests and Observers			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Amie Dowell	Registrar & CEO	Salima Thawer	Director, Regulatory Affairs, ACDH
Holly Durdle	Recorder	Nicole Hannigan	Compliance Advisor, ACDH
Jennifer Lawrence	Former Registrar, BCCOHP		
Rebecca Garbe	Legal Counsel, Lift Legal		
Regrets			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Jodi Sperber	Chair, Regulated Member		

1. Call to Order

1.1 - Introductions: Guests / Observers

The Chair, L. Ord, called the meeting to order at 8:34 am on June 23, 2023, and welcomed Council members. She advised that no observers would be in attendance.

L. Ord also advised that a few guests will be joining the meeting throughout the day to present to Council.

L. Ord acknowledged that the Council was gathered on Treaty 6 Territory. She offered this acknowledgement in the spirit of reconciliation and to respect the histories, languages, and cultures of the First Nations, Inuit, and Metis people of Alberta.

1.2 - Housekeeping

L. Ord advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

L. Ord advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

2. Adoption of Consent Agenda

L. Ord listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typos or grammatical errors in any of the Council Minutes can be sent directly to H. Durdle.

- 2.1 Draft Feb. 10 & 11 & May 9th Council Meeting Minutes for Approval
- 2.2 Action Items from past Council meetings for Information
- 2.3 Committee Reports for Approval
 - i. Executive Committee - June 6, 2023
 - ii. Governance Committee - April 19, May 9 & June 9, 2023
 - iii. Audit, Finance & Risk Committee - April 19, May 9 & June 9, 2023
 - iv. Registration Committee - December 29, 2023
 - v. Competence Committee - May 31, 2023

L. Ord advised Council that full meeting minutes for each of the Committee meetings are available on SharePoint.

L. Ord asked for a motion.

MOTION: To approve the Consent Agenda as presented.

Moved by: L. Mosier, Seconded by: C. Gibbons Kroeker.

CARRIED

3. Adoption of the Agenda

L. Ord asked if there were any additions or revisions to the agenda of June 23 & 24, 2023 and asked for a motion to approve.

There was an addition to the agenda.

Addition: DHAA Grant

MOTION: To approve the agenda of June 23 & 24, 2023, as amended.

Moved by: T. MacCallum, Seconded by: J. Jossa.

CARRIED

4. Vulnerable Sector Check

S. Thawer lead the discussion. Registrants often provide services to vulnerable populations (e.g., children, the elderly, people with disabilities, etc.), the type of criminal record check specifically required by Council is a vulnerable sector check (VSC). Council approved a motion on December 10, 2021, stating “that a vulnerable sector check be required as part of the registration application process and that a vulnerable sector check be required for all registrants, once per 3-year reporting period.” The VSC requirement was implemented for registration purposes as of November 1, 2022. The College is now positioned to develop the VSC requirement for all registrants.

Council discussed the implementation of the VSC policy in detail. Implementation will be in the 2024 renewal period. Should a VSC result be undesirable the College will review on a case-by-case basis.

L. Ord asked for the following motion:

Motion: To approve the proposed CP-8 Vulnerable Sector Check policy as presented and is effective immediately, except the “application for practice permit renewal” section which will be implemented by the College of the 2024 renewal period.

Moved by: T. MacCallum, Seconded by: B. Blair.

CARRIED

5. Practice Hours Policy

S. Thawer led the discussion. The Dental Hygienists Profession Regulation requires that applicants for registration on the General register (section 3) and registrants applying for practice permit renewal (section 11) report practice hours to the College.

Registrants must ensure that reported practice hours are accurate. If the reported practice hours were estimated inaccurately and need to be adjusted after November 1 each year, registrants must submit a practice hours correction form. The registrant is responsible for keeping their own records of practice hours for a minimum of 4 years. The College may request verification of reported practice hours at its discretion.

Volunteer hours cannot be claimed for volunteer hours and CC credits. It can be used towards practice hours.

Council discussed the Practice Hours Policy in detail.

L. Ord asked for the following motion:

Motion: To approve that the proposed CP-9 Practice Hours Policy as presented.

Moved by: B. Blair, Seconded by: L. Mosier.

CARRIED

6. Non-Practicing Register

A. Dowell led a round table discussion with Council regarding whether there is a need for the College to maintain the non-practicing register. The College currently has a general register and a courtesy register for regulated members.

The current non-practicing register established by the College is for person's previously registered as regulated members but who are not providing professional services of the profession of dental hygiene within the Province of Alberta. The HPA does not have literature referencing a "transfer".

Registrants have no ability to get back on the general register and it causes the registrants a lot of confusion. Being on the non-practicing register provides no benefit to the registrant, they must go through the same requirements for reinstatement.

The previous College bylaws outlined privileges of non-practicing registration but since the changes to the Bylaw as a result of Bill 46 and the requirement for regulatory colleges to fully divest from professional association responsibilities. Therefore, the College no longer hold AGMs, elections to vote in council members or the requirement for registrants to have a mandatory

membership with the Canadian Dental Hygienists Association. The College currently collects fees from non-practicing registrants, and they are not receiving any benefit. The College maintains a list of non-practicing registrants and occasionally includes them on relevant college emails such as education courses.

The vast majority of the ACDH's registrants are female, many of whom have taken at least one maternity leave throughout their dental hygiene career. The college receives many inquiries about registrants wanting to put their registration with the college "on hold" during their leave from work.

Council discussed options to adjust the registration requirements to make it simpler for registrants to transfer from the non-practicing register back onto the general register.

Council consensus was to remove the non-practicing register.

L. Ord asked for the following motion:

Motion: To approve the removal of the non-practicing register as of November 1, 2024, as presented.

Moved by: E. Poggemiller, Seconded by: K. Sauze.

CARRIED

7. CPR Policy

A. Dowell led a round table the discussion. All applicants for registration and existing registrants with the College are required to provide evidence of current CPR certification, as per the Dental Hygienists Profession Regulation.

The College has a council-approved CPR policy stating that "registrants are required to hold current certification at all times. There must be no lapse in CPR certification.

The College continues to receive inquiries from registrants about whether the policy would allow for a lapse period.

Historically CPR was only checked at renewal and registrants have had significant lapses in CPR. The new database can flag when a registrant is in breach of the CPR policy by having a lapse of more than 30 days. These registrants will receive a letter of reprimand which will be retained on their registrant file, and they may be considered for unprofessional conduct. All registrants must have a valid CPR upon renewal.

After a detailed discussion Council consensus, a grace period of 30 days.

Motion: To approve to adjust the Currency of certification section of CP-7 to read as follows:

Registrants are expected to always hold current certification. CPR certification must be completed within one year of the previous course issue date, regardless of the expiration date. A lapse in CPR certification of no more than 30 days will be permitted. It must be current upon practice permit renewal.

Moved by: T. MacCallum, Seconded by: S. Heron

CARRIED

Motion: To approve to remove the fourth bullet in the indicators section of CP-7 which currently reads: To maintain CPR certification, the course must be completed within one year of the previous course issue date, regardless of the expiration date.

Moved by: C. Gibbons Kroeker, Seconded by: K. Sauze

CARRIED

8. Patient vs. Client

A. Dowell lead the discussion. Council discussed the use of the term “patient” vs. “client”.

The *Health Professions Act* uses the term “patient” however may Colleges, including the ACDH, uses the term “client”.

RDHs have a broad practice statement where they can practice as clinicians, educators, researchers, administrators, health promoters and consultants. In these practice settings, there may be clients receiving services who are not patients (e.g., a dental hygiene student, a research participant). However, the vast majority of RDHs in Alberta are practicing in a traditional dental or dental hygiene practice, where it may be more applicable to be treating “patients” rather than “clients”.

Council consensus was to move forward using the term “patient”.

Action: Standards of Practice, Code of Ethics, and Guidelines will need to be updated.

Motion: to change the ACDH terminology from client to patient where applicable.

Moved by: J. Hansen, Seconded by: B. Blair

CARRIED

9. IPC Guidelines - Gowns

A. Dowell led a round table discussion about ICP guidelines. The most significant issue that the College is facing is that the College of Dental Surgeons of Alberta (CDSA) does not require gowns in their IPC Standards. Dental employers do not want to pay for gowns for their employee dental hygienists, and RDHs do not want to wear them because they are hot and uncomfortable. Some RDHs are substituting lab coats for gowns.

The IPC guidelines were developed collaboratively by the College of Alberta Dental Assistants, College of Alberta Denturists, College of Dental Technologists of Alberta, and the College of Registered Dental Hygienists of Alberta. Many resources were used to develop these guidelines, including documents from Canadian Standards Association, Alberta Health, Alberta Health Services (AHS), Alberta Occupational Health and Safety, and IPC documents from other Colleges and jurisdictions.

In DH school every student is required to wear a gown.

The College is considering moving in the direction toward practice visits as part of the continuing competence program and this process may identify registrants who are not following College Standards of Practice or Guidelines. Educative and corrective measures could be implemented to address gaps and protect patient and practitioner safety. Health Canada does not recognize lab coats as PPE. It does not have a role in prevention of infection.

Council unanimously decided that the College take this topic away for further research.

Action: College to research potential alternatives to gowns.

Motion: Council requests the College to explore potential alternatives to the gown requirement within the IPC Guidelines, while maintaining appropriate PPE
Moved by: T. MacCallum, Seconded by: K. Sauze
CARRIED

10. CRDHA Annual Report

A. Dowell provided Council with an overview of the CRDHA Annual Report and asked for a formal motion to approve the annual report pending the inclusion of the audited financial statements.

The Annual Report covers the registration year and the financial year.

Council would like the college to revisit the image selection for annual report.

Action: Send Annual Report to designer to change images before submitting to the Government.

Motion: to approve the 2022 Annual Report as presented, pending the inclusion of the audited financial statements for the year ended March 31, 2023.

Moved by: C. Gibbons Kroeker, Seconded by: K. Sauze
CARRIED

BREAK

11. Operational Update

A. Dowell provided Council with an update from the Federation of Dental Hygienists Regulators of Canada (FDHRC).

Conversations around the table are happening regarding Chat GPT which can potentially cause the students writing the National exam to cheat. Chat GPT is an app on your phone (AI). Colleges have been asking students to provide reference page numbers as Chat GPT does not provide page numbers.

Conversations are happening regarding National Clinical Exams. Currently in the stage of a literature review and environmental scan.

Currently talking about the development of a National Code of Ethics project.

Dental Therapy – Dental Hygienists will be taking the dental therapy course in the fall in Saskatchewan. Dental Therapy is not regulated in Alberta to date. The *HPA* states that you cannot create a new college. The profession will need to advocate for its own profession. Council may be approached in the future asking to regulate Dental Therapy.

Commission of Dental Accreditation of Canada (CDAC) purposed a 5-year agreement. The College currently gives CDAC 30,000 – 40,000 a year as they have changed their governance structure. Alberta do not require accreditation.

Health Canada and CIHI will eventually be asking for data collection from the Regulators. I.e.: labour shortages, FTE, etc.

Alberta Federation of Regulated Health Professionals (All 29 Colleges – Provincial Level)

The AFRHP has a new Executive Director – Glenys Reeves-Gibbs. The AFRHP is comprised of interest groups with lots of interaction and information sharing between colleges.

The College currently utilizes Monday.com which is a Project Management platform that helps with operational efficiency by tracking projects and workflows. It supports team collaboration. Monday.com will be used when Council sets the strategic direction for projects.

The College went live with online registration and now focusing on renewal. The previous renewal season highlighted barriers and fixes that will be addressed prior to the 2023 renewal season. The College is also looking into future planning such as audits and complaints.

S. Thawer provided Council with a step-by-step overview of the College's online registration process.

The ACDH website is almost complete. The Standards of Practice page is currently underway and should be complete in the near future.

SharePoint conversion is almost complete. The College will eventually be 100% cloud based which eliminates VPN access and increases collaboration.

A. Dowell provided Council with an update on the Jurisprudence Exam. The Jurisprudence Exam is a requirement by legislation. The transition from the exam to the learning modules is complete. It was piloted with The University of Alberta students and teachers, Council, Committees, and staff. Currently 22 Applicants have enrolled, 17 completed the exam and 11 answered the accompanied survey.

Guild update – The college received a demand letter on April 3, 2023, threatening to take the College to collections. Legal Counsel advised not to respond and deal with collectors directly. Collectors will not pursue if there is a dispute.

The College sent out a communications survey that was emailed to registrants in mid-March 2023 and had 390 respondents. Common themes were discussed.

A. Dowell provided Council with an update on the College's restructure recognizing that with the amount of current staff there are still challenges with the amount of work underway and forth coming. A management level will be built into the organizational chart that will alleviate some of the workload.

Council discussed succession planning and the ability to free up some of Salima's, Director of Regulatory Affairs time moving forward. Salima will be more involved at the provincial and federal level. In anticipation of this shift the budget was adjusted to accommodate. Council further discussed succession planning in the instance the Registrar & CEO leaves the position. There is a difference between a successor plan and a succession plan. Council decided that this topic should be discussed at a future Governance committee meeting.

Action: Add successor planning and succession planning to upcoming Governance Committee meeting.

College staff will be participating in a Team Building Day on June 27, 2023. A. Dowell told Council that her biggest concern is staff burnout. This team building will strengthen collaboration between the team and foster a productive work culture.

A. Dowell provided Council with an overview of the current office layout and the potential new layout. The current boardroom at the College is not functional, it is very dark (zero natural light) and not welcoming. Its seating capacity is 10-12 with very limited room. Council meetings that are hosted in Edmonton are held at hotels due to the College not being able to accommodate. Renovating the office to expand the boardroom would mitigate this issue and decrease costs. Council meetings could be hosted in-house. Round table conversation was had, and Council questioned having 4 of the oral health regulators utilize one building for collaboration.

L. Ord lead Council in a conversation regarding the results of there self assessment feedback. Council has a desire to carry-out strategic planning and will take place at the September 2023 meeting. A few Council members expressed the desire to increase Stakeholder relations at the Council level. Committee Chairs would like to take more active roles as Chairs at meetings to build skills. Council Education was a common topic amongst many of the members and would like more insight as to what this may look like.

LUNCH

12. Policy Update

A. Dowell provided Council with overview of the changes to GP-7 Handling Complaints outlining the changes that have been made to the policy by the Governance Committee.

Action: H. Durdle to make minor changes to GP-7 Handling Complaints Policy.

A. Dowell provided Council with overview of the changes to GP-8 Statutory Committees Policy outlining the changes that have been made. The Competence Committee and the Registration Committee policy went through significant changes to include references to the HPA including the list of duties of each committee. Council bought forward a few minor changes to the policy.

Action: H. Durdle to make minor changes to GP-8 Statutory Committees Policy.

A. Dowell provided Council with overview of the changes to GP-8.1 Registration Committee Terms of Reference outlining the changes that have been made.

A. Dowell provided Council with overview of the changes to GP-8.2 Competence Committee Terms of Reference outlining the changes that have been made.

L. Ord, Vice Chair called for a motion.

Motion: To approve GP-7 Handling Complaints, GP-8 Statutory Committees, GP-8.1 Registration Committee Terms of Reference, GP-8.2 Competence Committee Terms of Reference policy as amended.

Moved by: T. MacCallum, Seconded by: C. Gibbons Kroeker.

CARRIED

A. Dowell provided Council with overview of the changes to GP-9 Council Committees Policy outlining the changes that have been made.

A. Dowell provided Council with overview of the changes to GP-9.1 Executive Committee terms of Reference outlining the changes that have been made. L. Ord addressed the addition to the policy where preparation for the Council meetings occur between the Chair and the Registrar & CEO. "Preparation for Council meetings typically occur between the Chair and the Registrar & CEO. Committee members may opt out of Executive Committee meetings addressing Council meeting preparations".

A. Dowell provided Council with overview of the changes to GP-9.2 Governance Committee Terms of Reference outlining the changes that have been made. J. Hansen addressed the addition to the duties regarding having discussions and making recommendations to Council related to strategic and fiduciary leadership, structure, and function of Council and governance issues and procedures. This addition is a shift from the previous duties of the Governance Committee.

Council discussed stakeholder relations and the possibility of it being moved from Terms of Reference and into its own Communications policy. One member felt that it should be the responsibility of the group and not just a committee.

A. Dowell provided Council with overview of the changes to GP-9.3 Audit, Finance & Risk Committee Terms of Reference outlining the changes that have been made.

L.Ord called for a motion.

Motion: To approve GP-9 Council Committees policy, GP-9.1 Executive Committee Terms of Reference, GP-9.2 Governance Committee Terms of Reference and GP-9.3 Audit, Finance & Risk Committee Terms of Reference as amended.

Moved by: B. Blair, Seconded by: J. Hansen.

CARRIED

13. Council Education

L. Ord and A. Dowell lead a round table discussion regarding relevant education and training for Council whether it be the full team or individual allowance allocation.

Action: Governance Committee to develop a Council Professional Development policy and bring back to Council for approval.

MOTION: for the Audit, Finance and Risk Committee to develop a Council education policy that would include providing \$1000.00 per council member per Council year member for professional development specific to their role as council members.

Moved by: K. Sauze, Seconded by: T. MacCallum.

CARRIED

14. In-Camera

L. Ord called for a motion to move in-camera to discuss the DHAA's response to the agreement. There were no decisions required during the In Camera session. No minutes were recorded.

MOTION: To move in-camera at 2:11p.m.

Motion: To move out of Camera at 2:34pm

Moved by: L. Mosier, Seconded by: E. Poggemiller.

CARRIED

BREAK

15. Labour Mobility

A. Dowell welcomed Santis to the meeting at 1:04pm via Zoom. Steve Vander, James Mitchell and Daniel Fontaine introduced themselves.

A. Dowell provided Council with the background of the Dental Hygiene profession and how Dental Hygienists in Alberta have the largest scope of practice in Canada. The University of Alberta's four-year Bachelor of Science in Dental Hygiene degree (BSc-DH) is the only training program currently available in the province. Its annual intake is limited to 46 students per year. Other public and private institutions in the province have expressed an interest in creating their own dental hygiene training programs but the possible complexity to teach to the full scope of practice and high startup costs have been a barrier to date.

The ACDH has a process to review/benchmark other programs in order to determine whether to deem them substantially equivalent (SE) as per the Dental Hygienists Profession Regulation. The need for the College to conduct its own accreditation process results in a gap between programs accredited by the CDAC and those subsequently approved by the ACDH.

The Canada Free Trade Agreement (CFTA) came into force in 2017. Chapter Seven of the agreement related to labour mobility and requires that workers in regulated occupations be able to work anywhere in Canada without having to undergo significant additional training, experience, examinations, or assessment. The CFTA allows for exceptions to full labour mobility if it can be justified by defined legitimate objectives. In 2021 The Alberta Government introduced the Labour Mobility Act which seeks to remove barriers to Labour Mobility. Dental hygienists are only one of 8 professions, out of a list of close to 100, with legitimate objectives (exceptions to labour mobility).

A. Dowell provided an overview of the Regulatory landscape between the different provinces in Canada.

Issues the College is facing include Local Anesthesia and prescribing, prescribing of schedule 1 drugs which were originally approved in 2009. If you are a graduate from a school in another jurisdiction and is wanting to practice in Alberta, there education is not substantially equivalent to the Alberta requirements.

The Ministry of Skilled Trades and Professions is open to the ACDH updating their legitimate objectives. It is understood that they are expecting all regulated professions to reduce barriers to registration, particularly for newcomers.

Santis spoke to the current political climate in Alberta addressing new government and the continued focus on removing barriers to attract skilled workers. Labour Mobility legislation overrides other legislation and policy which limits regulator's ability to assess education, competency, training and or work experience.

Santis listed the options and Council discussed the risks, benefits, and drawbacks to all.

A. Do nothing, maintain status quo.

B. Align the College's process to match the current regulations, with legitimate objectives.

C. Change the Regulation to match the current process without legitimate objectives.

Legitimate Objective is a term under the Labour Mobility Act that allows the College to ask individuals coming from another jurisdiction to prove and provide level of education. If they cannot prove the level of Education, it allows the College to add restrictions to the registrant's permit. Legitimate objectives identify the provinces that do not meet the scope of practice in Alberta.

The College's recommendation to Council was to open the regulation to make changes to legitimate objectives.

L. Ord called for the following motion:

Draft Motion: Be it resolved the Council direct staff to further protect the public interest and facilitate Labour mobility by entering into discussions with the Government of Alberta to:

- **Consider moving LA and prescribing into Advanced Restricted Activities**
- **Request additional legislative changes as required**
- **Pursue additional legitimate objectives as usual**

Moved by: C. Gibbons Kroeker, Seconded by: T. MacCallum
CARRIED

Following the motion Council had a round table discussion. Council questioned if the government would see this as an added barrier, Santis is hoping that they will see this as a move forward in the right direction.

Council is worried about public safety with Alberta having such a large scope of practice and having registrants from other jurisdictions come into the province and able to practice.

Council asked while the regulation is open if it would be the time to identify other changes that would add value to the public interest. Santis informed the group that there are currently 3 legislative drafters in the entire province of Alberta therefore it is taking a very long time to get regulations operational. With this in consideration it may not be the time to go in with a shopping list of changes to government.

Council asked Santis how to successfully achieve approving legitimate objectives. The response was to have conversations with the Minister of Health and the Minister of Skills and Training. Show that we are trying to protect the public and have their best interests in mind.

If the College does not do anything we cannot continue to move forward as substantial equivalency is being questioned.

If restrictions are put on permits there must be a clear and defined way to get them off.

Two risks on for forefront:

- Government will decide to make changes and present to College
- Public safety

The College feels uncomfortable with the registrant's education level coming into the province currently.

Council agreed that something must be done, and consensus was to be proactive and get something to government.

A. Dowell provided an overview of next steps and the implementation plan. Council will be involved in this process and will possibly have regular touch points to move this forward.

Santis left the meeting at 4:08pm

16. In-Camera

L. Ord called for a motion to move back in Camera at 4:05pm and welcomed Rebecca Garbe from Lift Legal.

Moved by: B. Blair, Seconded by: L. Mosier

CARRIED

L. Ord called for a motion to move out of camera at 4:39pm

Moved by: B. Blair, Seconded by: K, Sauze

CARRIED

MOTION: to work with our lawyer to respond to the letter from DHAA regarding the grant funding as discussed in camera.

Moved by: E. Poggemiller, Seconded by K. Sauze

CARRIED

RECESS

L. Ord advised that the business meeting would recess at 4:41pm and resume at 8:30am Saturday, June 24, 2023.

ACDH Council Meeting

Meeting Minutes

June 24, 2023

In-Person – Delta (Edmonton South Conference Centre)

17. Call to Order

L. Ord called the meeting to order at 8:31am on June 24, 2023, and welcomed the Council members.

18. Amalgamation

L. Ord welcomed Jennifer Lawrence to the meeting via Zoom.

J. Lawrence provided Council with a presentation outlining the timeline, background and key takeaways of the amalgamation of the oral health regulators in British Columbia.

Lessons learned being a year in:

- Still trying to build teams
- Trying to develop own culture
- Organizational structure is important
- Perception was that the smaller colleges were asked to change a lot but the larger colleges wasn't
- Harmonizing the renewal timeline was challenging.

Roles changed mainly at the leadership level. Manager level down the roles stayed consistent. You need more staff to successfully function as an amalgamated college.

Fees Structure – the outset was that they were not addressing fees on day one. The idea would be an economy of scale.

Leadership for the interim was hired through an executive search firm. They had an interim Registrar & CEO who was accountable while they did the research for hiring the new Registrar & CEO.

Council asked if forced vs. voluntary amalgamation would be the ideal route. Jennifer advised that being proactive would be the best thing to do and voluntarily amalgamate.

Currently the 4 oral health regulators in Alberta work well together. It would be beneficial to bring the dentist along on the journey. Better public policy decision to have all 5 oral health colleges amalgamate.

The first step would be to make the changes to the regulation and the bylaws.

The College had a round table discussion about what the future would look like should the oral health colleges amalgamate.

J. Lawrence left the meeting at 10:02am.

BREAK

19. Standards of Practice & Code of Ethics

A. Dowell and S. Thawer lead the discussion.

A. Dowell welcomed N. Hannigan, ACDH Compliance Advisor to the meeting via Zoom at 10:29am

The College worked with an evaluator to put together a Standards Consultation Summary. This will be posted to the ACDH website.

The College received Heard back from government with feedback on May 29th. The feedback was minor. Government feedback does not have to be accepted, it can either be accepted, dismissed, or adjust and provide rationale.

N. Hannigan provided Council with an overview of the changes to the individual Standards of Practice and Council had the opportunity to ask questions. The recommended changes from registrants and Government were captured in a table for Council to reference.

Advertising - Council approved changes

Client-Centred Care - Council approved changes

Clinical Therapy - Council approved changes

Collaboration - Council approved changes

Communication - Council approved changes

Conflicts of Interest – Council approved changes

Continuity of Care – The regulated members of Council questioned how you meet this standard. The Standards of Practice will have a corresponding guideline that will add clarity to the Standard. If a client asked for a specific Dental Hygienist, the

expectation is that the information would be made available to the client. The client can contact the College to get this information. The client has the right to know where the DH is located.

Documentation – Council approved changes

Drugs (General) – Council approved changes

Drugs (Prescribing) – Changes to the expectations to prescribing was discussed and approved at Council in 2021. The decision back in 2021 was to continue to allow prescribing for family members for minor conditions. If you must be treating them in a clinical therapy relationship. Council asked for clarity for a minor condition. The decision to prescribe must be reasonable and justify actions. Council approved the wording in the Standard and approved changes.

Ionizing Radiation – The corresponding guideline for this standard will need to be very clear and address panoramic radiography, Cone-bone computed tomography systems (CBCT), etc. This standard and corresponding guideline will potentially need education. Council approved the addition of the “Consulting with or referring to another health professional”.

Council approved Infection Prevention and Control requirements and guidelines. The ACDH recognizes that an IPC standard is required. Council approved to move forward with adding the requirements to the Standard.

Duty to Report – Council approved changes

Evidence Informed Practice – Council approved changes

Informed Consent – Council approved changes

Privacy and Confidentiality – Council approved changes

Protecting Patients from Sexual Abuse and Misconduct – Council approved changes

Record Management – Council approved changes

Code of Ethics – Council approved changes

Council discussed and the implementation of the approved Standards of Practice and Code of Ethics. The College brought forward two options and Council had the choice to choose to implement none, one, or both options at its discretion. The College has explored implementation options for Council to consider.

1. **Option 1** – A declaration would be added to the 2023-24 renewal form stating that the registrant has read and understood each Standard of Practice and the Code of Ethics. This would be setup as a checkbox for each document and the registrant would be required to confirm all of them; they will not be able to submit the renewal form without this declaration.

2. **Option 2** – The College can provide registrants with the opportunity to earn continuing competence program (CCP) credits for reading and reflecting on each SoP and the COE. Registrants would need to read each SoP and the COE and submit a self-reflection for each in order to claim credits. This would be optional for the registrants; they can do this exercise for none, some, or all SoPs and the COE.

It is estimated an average of 15 minutes to review each document, therefore recommend 0.25 CCP credits per document. Submission for credits toward the Continuing Competence Program (CCP) will be entered through the portal in the registrant's Continuing Competence record as they do now. Registrants will be instructed to select the category 3.7.5 Other Activities Approved by the Council and the Registrar. This work will fall within the current approved operational budget.

Council reviewed the timeline for implementation. The Standards of Practice and Code of Ethics will be released on the ACDH website the first week of July so that registrants can start reviewing the documents. Communication will go out to registrants explaining expectations, accountability, renewal declaration, and the process to claim CCP credits.

Council was asked the following questions:

- Does council feel like it is necessary to have a declaration upon renewal?
 - Council agreed that it is necessary to have a declaration upon renewal.
- Does council want to award credit to registrants for reading the SoPs and CoE?
 - Council agreed to award credit registrants for reading the SoPs and CoE.
- Is 15 mins (0.25 credits) appropriate?
 - Council agreed to award 0.25 credits for 15 mins of SoP & CoE review.
- Do these options satisfy Council's concern that registrants will have read and understood the SoPs and the CoE?
 - Council agreed that option 1 and Option 2 satisfies Council's concern that registrants will have to read and understand the SoPs and CoE.
- Does this process align with right-touch regulation (i.e., is this overregulating the registrants)?
 - Council agreed that the process aligns with right-touch regulation.

L. Ord asked for the following motions:

Motion: To approve the following list of Standards of Practice as presented effective August 1, 2023.

Moved by: T. MacCallum, Seconded by: L. Mosier.

CARRIED

Advertising

Client-Centred Care

Clinical Therapy

Collaboration
Communication
Conflicts of Interest
Continuity of Care
Documentation
Drugs General
Drugs Prescribing Schedule 1 Drugs
Duty to Report
Evidence Informed Practice
Informed Consent
Ionizing Radiation
Privacy and Confidentiality
Professional Accountability
Protecting Patients from Sexual Abuse and Misconduct
Record Management
Safety and Risk Management

Motion: To approve the Code of Ethics as presented effective August 1, 2023.

Moved by: B. Blair, Seconded by: L. Mosier.

CARRIED

Motion: To approve those registrants renewing on the General register for the 2023-24 permit year be required to declare upon renewal that they have read and understood the new Standards of Practice and Code of Ethics.

Moved by: S. Heron, Seconded by: B. Blair

CARRIED

Motion: To approve that registrants may claim a maximum of 0.25 continuing competence program credits per Standard of Practice and Code of Ethics after reading and providing a self-reflection in the form required by the College.

Moved by: C. Gibbons Kroeker, Seconded by: K. Sauze

CARRIED

20. Bylaws

A. Dowell reminded Council of their discussion on February 11, 2023, to decrease the number of regulated members to align with the current number of public members. This decision was driven by B. Blair, regulated Council member not renewing for a second three-year term on Council.

L. Ord asked for the following motion:

Motion: to change Bylaw 2(a) from six regulated members to five regulated members, effective July 1, 2023.

Moved by: B. Blair, Seconded by: C. Gibbons.

CARRIED

Action: Send the Bylaws out for consultation.

LUNCH

21. Stakeholder Relation Conversation

A. Dowell reviewed the current stakeholder list with Council. Council broke into three (3) groups comprised of at least one public member and one regulated member to review the current stakeholder list to identify missed stakeholders and accuracy. Council had a brief discussion of their findings. The notes will be reviewed by the College and the takeaways will be reviewed at a future meeting.

22. Thank you – Beth Blair

L. Ord thanked Beth Blair for her commitment to the college over the pass 3 years as a councillor and committee member on behalf of Council.

L. Ord will present Beth with a framed certificate and thank you letter.

23. Dates of Next Meeting

L. Ord advised Council of the upcoming meeting:

- September 29 & 30 – Calgary

- November 24 & 25 - Edmonton

Adjourn

The meeting adjourned at 2:16pm.