



## **Council Meeting 124**

February 2, 2024

Varscona Hotel (8208 106 Street, Edmonton)  
Thomas Bennett Room

### **IN ATTENDANCE**

Kim Maximchuk, DD (Chair)  
David Fedechko, DD  
Satpreet (Sunny) Grewal, DD  
Tim Kohlen, DD  
Karen Smith, DD  
Joe Gagliardi, public member  
Lora Mattie, public member

Dacia Richmond, Executive Director & Registrar  
Andrea Thorrougood, Reg. and Corp. Services  
Coordinator

Guests: Andrea Snow, Complaints Director  
Blair Maxston, KC

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## **1 CALL TO ORDER**

Kim Maximchuk, Chair, called the meeting to order at 9:02 a.m.

### **1.1 Approval of the agenda**

As amended with the addition of 2.15 fee schedule and 2.16 chair committee appointment.

**Motion:** To approve the agenda with additions

**Moved by:** Lora Mattie

**Seconded by:** Karen Smith

Carried

### **1.2 Approval of November 17, 2023, meeting minutes**

**Motion:** To approve the November 17, 2023, Council Meeting minutes with amendments.

**Moved by:** Sunny Grewal

**Seconded by:** David Fedechko

Carried

### **1.3 Declarations of conflicts of interest**

Tim Kohlen conflict with agenda item 2.8.

## **2 BUSINESS ARISING**

### **2.1 Council Selection Process Discussion**

Having experienced the current hybrid selection model for two years, Council would like to revisit the process. They do not want to change the overall process and information collected from applicants but would like to break the process up into more manageable pieces with more decision points in between.

Dacia is tasked with developing a draft layout and process steps, which will be presented to Council at the May Council meeting. Alongside this process, Council would like to see additional education for prospective applicants.

## 2.2 Council Terms

Management provided a spreadsheet detailing the terms of current Council members. This information is now available on demand in OnBoard.

## 2.3 Renewal update

The renewal window for 2024 practice permits was October 1 – November 30, 2023.

Going into renewal, as of October 1, 2023, we had 321 members.

- 📄 301 completed renewal by December 31, 2023
- 📄 14 resigned by December 31, 2023
- 📄 6 were suspended for non-renewal

This was the first year where members had to provide their proof of PLI rather than just declaring it. The changes were brought upon to manage risk due to PLI audit results of members not being able to provide proof of PLI certification even though it was declared at the time of registration. As long as members provided proof of PLI by December 31, 2023, their permit was approved without penalty.

## 2.4 Financial Reporting

Financial reporting for Q4 and to the end of Q4 2023 was presented and reviewed.

Council discussed providing an external financial advisor/CFO to provide management and the bookkeeper with additional education and support.

**Motion:** To onboard contract CFO within the first quarter in the range of \$6000 - \$10000 for the year.

Moved by: Joe Gagliardi  
Seconded by: Lora Mattie  
Carried

## 2.5 HR Budget

Presented is the 2024 human resources budget with comparison to 2023.

The differences in budget are due to an increase in benefits. 2023 was underbudgeted and there are differences in retirement, bonuses, benefits, and salaries that went down.

Council went in camera at 10:55 a.m. Council returned out of camera at 10:59 a.m.

**Motion:** To accept the HR budget, as presented, with the addition of \$10000 for CFO support.

Moved by: Lora Mattie  
Seconded by: Karen Smith  
Carried

Undertaking: Lora to review and revise the expense and remuneration policy.

## 2.6 Public Members

In November 2023, Council changed the College Bylaws to increase the number of regulated members on Council. This necessitated an increase in the legislated number of required public members.

Management sent a letter to the Minister of Health following that meeting to advise them of the change and the resulting need and has received a reply that department staff from the Health Professional Regulation and Physician Workforce Branch will consult with the College to fill the vacancies.

## 2.7 NS amalgamation

The College of Dental Hygienists of Nova Scotia (CDHNS), the Denturists Licensing Board of Nova Scotia (DLBNS), and the Dental Technicians Association of Nova Scotia (NSDTA) will be amalgamating into one regulatory body. This is a legislated amalgamation.

The professions will continue to operate under their current Acts and Regulations until they are proclaimed under the RHPA.

## 2.8 In Camera

Council went *in camera* at 11:20 a.m. and returned out of *in camera* at 12:00 p.m.

## 2.9 Professional Conduct Reporting

Professional conduct statistics relating to Q4 (only) 2023 and January 1 – December 31, 2023, were presented.

In the year, we received ten formal complaints.

We had four hearings scheduled in 2023. Two hearings were resolved through an Agreed Statement of Facts and two are contested hearings that are ongoing. The two contested hearings are with regard to the practice of one dentist.

At the root of some complaints lies the common thread of requests for refunds by patients. A breakdown of the issues in phone calls/concerns to the College was provided to Council.

## 2.10 Balance of 2024 meeting dates

Council previously set the next meeting for May 24 and 25, 2024 in Edmonton.

Council discussed education, activities, and guests as well as having an educator from the National Centre for Truth & Reconciliation on Friday, May 24, 2024,.

Council then set the following dates :

- 📅 September 13, 2024 in Edmonton
- 📅 November 22, 2024 in Calgary

## 2.11 IPC Guidelines Amendments

Alberta oral health Colleges created a common set of guidelines for Infection Prevention and Control (IPC) which came into effect on July 1, 2022. The document was reviewed by all participating Colleges after one year.

Within this year, requirements came into force according to Alberta Health's document for single-use and reusable medical devices and the College of Dental Surgeons of Alberta released their updated IPC standards.

In November 2023, there was discussion regarding the use of indicators within the reprocessing process for medical devices.

Sunny Grewal undertook research of the chemical indicators for steam sterilization and reported the results back to Council.

Council discussed the research and other information provided by management, and agreed with the document as presented. As requested, an additional guidance document will be drafted and presented to Council.

**Motion:** To accept the IPC guidelines as amended with the issuing of recommendations on the use of indicators in the reprocessing of medical devices.

**Moved by:** Sunny Grewal

**Seconded by:** David Fedechko

**Carried**

One vote against: Tim Kohlen

## 2.12 **Professionalism Guidelines**

Council was presented, for information, with the College's new Professionalism Guidelines.

## 2.13 **Policy Review**

The Total Compensation policy (GOV-11) was presented to Council for review as it contained gaps and inconsistencies.

Council went *in camera* at 2:27 p.m. and out of *in camera* at 2:38 p.m.

**Motion:** To accept the policy GOV-11, as amended

**Moved by:** David Fedechko

**Seconded by:** Lora Mattie

**Carried**

## 2.14 **Exam update**

The College is still moving towards a fully multijurisdictional registration exam. The multiple-choice component (MCQ) of the exam moved to the multijurisdictional format in June 2021. This exam is administered via remote proctoring, which is managed through our psychometric firm, Martek Assessments (Ottawa). Work continues on augmenting the item (question) bank for this component. The next item writing workshop is being considered for this fall. Possibly in Calgary. This workshop will bring together denturists from 5 or 6 provinces to create items geared to the 2020 national competency profile.

The next MCQ administration is February 15, 2024.

Work has increased on the move to a multijurisdictional objective structured clinical examination (OSCE) component. In line with Accreditation Canada and the dentist education programs, this will first be administered in June 2025 – also aligning with the examinability of the 2020 national competency profile. Many meetings and workshops are being scheduled for 2024 to make this a reality.

In preparation for this move, this June will be the last administration of the 2024 provincial OSCE. As a bridge to the multijurisdictional, we are moving the exam from the University of Alberta to the University of Calgary. This should ease travel bookings for those coming in for the exam from the candidate, volunteer, and contractor perspectives. We are also shifting this year to a new standardized patient (SP) program. ShiftSpace Inc. is the SP program that all administration sites for the multijurisdictional OSCE are hoping to use and so we are shifting a year early to hopefully lessen the chance of issues for next year.

A workshop is being scheduled for this spring, with the psychometricians, to work through the amalgamation logistics of the separate item banks for the OSCE. This is going to be preceded by a set of remote policy meetings being scheduled for March. Work later in the year will be determined once we get through these two meetings.

The OSCE administration is June 22, 2024. The June MCQ date has not yet been set.

#### 2.15 **Fee Schedule**

Inconsistencies in the published fee schedule were noticed by management and brought to Council for amendment approval.

**Motion:** To approve to fee schedule, as presented

**Moved by:** Tim Kohlen

**Seconded by:** Karen Smith

Carried

#### 2.16 **Chair Committee Appointment**

**Motion:** To re-appoint Anthony Ivcevic as Chair of the Examination Committee and Jatinder Sharma as Chair of the Registration Committee,

**Moved by:** Sunny Grewal

**Seconded by:** David Fedechko

Carried

### **3 NEW BUSINESS**

Council went *in camera* at 3:04 p.m. and came out of *in camera* at 3:19 p.m.

#### **4 Next meetings**

##### 4.1 **Next committee meeting.**

4.1.1 May 24/25, 2024 at the Matrix Hotel, Edmonton.

4.1.2 September 13, 2024 in Edmonton

4.1.3 November 22, 2024 in Calgary

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:20 p.m.



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Kim Maximchuk  
Chair