

ANNUAL REPORT

2009/2010

College of Dental Hygienists of Manitoba



Ensuring the public has access to safe, competent dental hygiene care that contributes to improved oral and overall health.

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COUNCIL—2009/2010

Barbara Belcher (resigned Nov. 09), Norma Bonnici (Public Rep.), Kathy Griffiths, Patti Hawthorn (Vice-Chair), Salme Lavigne, Terry Phillips, Christine Ronceray (appointed Dec. 09), Mickey Emmons Wener (Chair), Betty-Ann Zegarac (Public Rep.)

BOARD OF ASSESSORS—2009/2010

Considers and decides on applications for registration.

Sam Dajani, Kathy Griffiths, Lila Jorheim-MacInnes

COMPLAINTS COMMITTEE—2009/2010

Investigates and makes decisions regarding complaints of members or former members.

Lisa Grayson, Cindy Isaac-Ploegman (Chair), Kelly Tye-Vallis (Public Rep.)

INQUIRY COMMITTEE —2009/2010

Further investigates and coordinates the panel and hearings related to conduct or complaints referred to by the Complaints Committee.

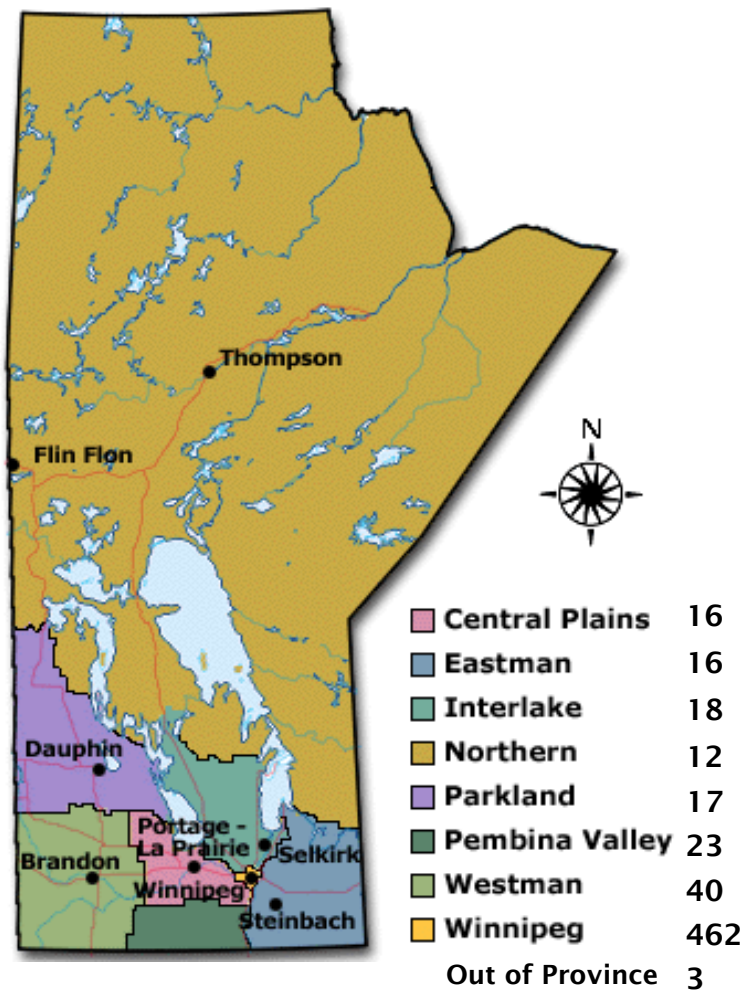
Kim Boyce (Chair), Harvey Fineman (Public Rep.), Marla Rubin

CONTINUING COMPETENCY COMMITTEE—2009/2010

Develops and monitors the Continuing Competency Program to protect the public by helping to ensure practitioners are competent.

Mireille Fiola-Hein, Alayna Gelley (Chair), Marcia Rushka, Sheryl Slosower

Distribution of Registered Dental Hygienists Employed in Manitoba





Council Members:

Mickey Emmons Wener, Chair

Patricia Hawthorn, Vice-Chair

Kathy Griffiths

Salme Lavigne

Terry Phillips

Christine Ronceray (appointed following Barbara Belcher's resignation, December 2009)

Norma Bonnici - public rep

Betty Ann Zegarac – public rep

Chair's Report—Mickey Emmons Wener

During the fiscal year May 2009 to April 2010, four full-day CDHM Council meetings were held on: May 4/09, Aug 31/09 Nov 9/09, Feb 1/10. An Open House on Nov 9/09 celebrated the establishment of the CDHM office at 109-420 Des Meurons.

Sept 26/2009 Annual General Meeting

- Reports were provided by the Chair, Registrar/ED, and Chair of the Complaints Committee. A number of by-law changes were successfully passed in order to provide clarity, describe Council Members roles more succinctly, and to synchronize the by-laws with policies established as part of CDHM Policy Governance. Two Council members were elected, including a new member, Terry Phillips, and the return for another term by Patti Hawthorn.
- The well-attended meeting focused on Continuing Competency (CC) including a Quality Assurance presentation by Joanna Asadoorian, and a CC Committee report which laid out a possible structure. All members present had the opportunity to provide feedback on the CC program prior to it going further.

General Activities:

- The CDHM continued to meet requirements regarding regulation, registration and complaints.
- The following committees were maintained: Continuing Competency, Complaints, Inquiry, Nominations, and several working subcommittees.
- Adhering to our Policy Governance model, Ends/Outcomes were determined and monitored. Financial accountability was ensured.
- The CDHM adopted the current Commission on Dental Accreditation of Canada's (CDAC) list of accredited dental hygiene programs as the CDHM list of approved programs.
- Feedback was provided on a National Entry-to-Practice Dental Hygiene Competencies document.
- On-going communication occurred with registrants, employers and the public via the CDHM website, the newsletter (CDHM Connections) and televised public service announcements.
- On-going orientation and training of new Council members and employees was conducted. Orientation policies were established.

Initiatives:

- Numerous Continuing Competency Program orientation sessions were provided in various provincial locations.
- A CDHM Registered Health Professions Act (RHPA) Strategic Planning Working Group was established, that included representatives from the Manitoba Dental Hygienists Association and University of Manitoba School of Dental Hygiene.
- Consultation regarding the student-run WISH Clinic at Mt Carmel Clinic was held with the University of Manitoba School of Dental Hygiene WISH clinic students and Director to ensure supervision requirements were met. CDHM co-authored a presentation at the International Symposium of Dental Hygiene in Glasgow Scotland and supported the students presenting.

Ongoing and Upcoming Organization/Committee Participation:

- Participation and legislative discussions with the Manitoba Health Profession Regulators group and MB Health in regard to the RHPA and The Fair Registration Practices in Regulated Professions Act.
- Liaison with the Canadian and Manitoba Dental Hygienists Associations.
- Oct/10 Council participation in National Dental Hygiene Certification Board ownership linkage activities in Winnipeg.

Transitions:

In April/10, following three years of valued service, Kellie Hildebrandt, Registrar/Executive Director, resigned effective June 25/10. The month of April was the beginning point for a national search for a new Registrar/Executive Director.

The CDHM Council, the Registrar/ED, employees and committee members continue to act responsibly and proactively on behalf of Manitobans to help ensure quality dental hygiene care.

Respectfully submitted,

Mickey Wener

Mickey Emmons Wener RDH, BS, MEd
CDHM Chair

Registrar - Executive Director's Report



It has been another very eventful and exciting year for the College of Dental Hygienists of Manitoba. Some highlights to note include settling into our inaugural office space in July 2009, holding a successful 2nd Annual General Meeting in September 2009, working diligently on the development of a Clinical Competency Assessment for new registrants and the Continuing Competency Program, and increasing the human resources capacity in the office.

- Virginia Bagshaw was hired as the Registration/Program Coordinator in March 2010 and has been an invaluable asset to the CDHM.
- Sheryl Slosower joined the College as the Continuing Competency Program Coordinator in April 2010 with a primary focus of enabling our registrants to achieve their ongoing learning and professional goals and objectives.
- Tara Kinchen has been contracted as newsletter editor to create documents that will help to inform our members of important issues in the field of dental hygiene.
- Mickey Wener has been contracted as the Extended Practice Program Coordinator to assist dental hygienists explore alternative practice settings with the ultimate goal of offering dental hygiene knowledge and services to those people that cannot currently access our care.

Registration Statistics:

The Dental Hygienists Act and the Regulations establishes four registers. Effective April 30, 2010 the following statistics pertain to the established registers:

- Register of Dental Hygienists (Practicing): 587
- Register of Dental Hygienists (Non-practicing): 52
- Register of Dental Hygiene Students: 53
- Register of Temporary Dental Hygienists: 0

Since renewal on January 15, 2010 to the end of this fiscal year, April 30, 2010, 6 new applications have been received, reviewed, approved and processed for registration. One new applicant has been denied registration. This applicant was a new graduate from an international dental hygiene program and was unsuccessful on the CDHM Clinical Competency Assessment.

Unauthorized Practice:

During this fiscal year, one individual was accused of unauthorized practice. This individual was not educated in dental hygiene and thus, was in contravention of *The Dental Hygienists Act* 2(1), 2(2), 3(1), and 3(2) in that she was practicing as a dental hygienist, representing herself as a dental hygienist, and using the title "dental hygienist". The CDHM sent notices to this individual and her employer requesting that she cease from these activities. The accused individual responded in writing that she has retired and would not be practicing in any other office. Her employer responded in writing indicating that they were unaware of her status and that she was no longer employed in that office or any affiliated entity. Legal counsel to the CDHM advised no further action be taken and the name of the individual not be released since legal prosecution was not needed.

Complaints and Disciplinary Action:

One anonymous complaint was received regarding the clinical practices and protocols of a registered dental hygienist. The individual involved was contacted and information verifying her protocols was requested. This complaint was resolved informally. No member was disciplined in this fiscal year.

National Dental Hygiene Examination (NDHCE)

Effective January 2009, the CDHM requires successful completion of the NDHCE by all new registrants. As a result of the regulatory requirement, the CDHM holds a position as Governor on the National Dental Hygiene Examination Board of Governors. During this fiscal year, the Board met three times; May, September and December 2009. The next meeting of the Board is to be held in Winnipeg in October 2010.

Continuing Competency Program:

We are proud to report that in April 2010, the Continuing Competency Program (CCP) was officially launched. The key objective of this program is to advance the collective knowledge and quality of care offered by all hygienists in Manitoba, thus assuring protection of the public's interest. In February 2010, an Open Forum Feedback Session was held to gather comments, information and suggestions from members regarding the proposed CCP. The session was very well attended and a significant amount of valuable information was gathered. Revisions to the CCP were made as a result of this feedback and it was officially introduced to the membership through multiple Information Sessions offered in May 2010. Sheryl Slosower was hired part-time as the Continuing Competency Program Coordinator and is responsible for the ongoing development and monitoring within the program.

CDHM Statistics:

- 88% of RDHs have either passed the NDHCE or been grand-parented.
- 80% of RDHs graduated from the University of Manitoba, School of Dental Hygiene.
- 84% of RDHs have a membership with MDHA/CDHA.
- Of the RDHs that are practising:
 - 83% are on the Extended Practice Roster
 - 64% are on the Local Anaesthetic Roster
 - 46% are on the Orthodontic Roster
 - 56% are on the Restorative Roster

Registrar's Report - Continued

Federation of Dental Hygiene Regulatory Authorities (FDHRA)

The CDHM is a current member of the FDHRA, which meets once per year and discusses issues that relate and affect all dental hygiene regulatory authorities across Canada. The last meeting of the FDHRA was held in Halifax in September 2009 and is scheduled for September 2010 in friendly Winnipeg, Manitoba.

Health Professions Regulatory Reform Initiative (HPRRI)

The Regulated Health Professions Act (Bill 18) (RHPA), also referred to as 'umbrella legislation' was introduced in the legislature on April 16th, 2009 and received royal assent on June 18, 2009. This Act has been developed by the government as a single common statute to govern all regulated health professions. It will replace all the individual statutes that currently govern health professions, including The Dental Hygienists Act. The transition to The Regulated Health Professions Act will occur for all regulated health professions, including the CDHM over the next few years. Discussion and preparation for this transition has begun within the CDHM by the formation of the RHPA Working Group.

Competency Assessment and Refresher (CAR) Working Group

Individuals from the CAR working group have been reviewing other provincial dental hygiene Clinical Competency Assessments and have met to discuss the needs and goals for the Competency Assessment and Refresher Programs for Manitoba. These programs are being developed in order to assess and ensure competence for individuals who have been out of dental hygiene practice for more than three years, individuals who have not met the minimum practice hours required in a three year period or graduates of international dental hygiene programs. The CDHM Competency Assessment was offered for the first time to an international graduate in April 2010. Revisions and development continue on both the Competency Assessment and Refresher Programs.

MDA Oral Health Team Committee (OHTC)

The OHTC is a group comprised of dentists, dental hygienists, dental assistants and dental therapists that meet to discuss and review scope of practice issues relating to the dental professions. Representatives from the MDHA and CDHM serve on this committee. Terms of Reference for members of this committee are being reviewed at the present time by the MDA.

Fair Registrations Practices Act

The Fair Registration Practices in Regulated Health Professions Act received royal assent on November 8, 2007. As a regulated health profession, the CDHM must adhere to this Act and submit reports and monitoring to the Fairness Commissioner on a regular basis. Several foundational meetings have been attended this year and we continue to work very closely with the Office of the Manitoba Fairness Commissioner to ensure all programs or services offered by the CDHM meet are in compliance with this Act. During this fiscal year, The Fairness Commissioner provided a grant of \$8000.00 to assist in the continued development of the Competency Assessment and Professional Preparation/Refresher courses.

Open House for the New Office Space

On July 1, 2009, the College proudly opened the doors to a facility that provides formal offices for employees, a meeting space for Council, committees and working groups. An Open House was held in November 2009 to welcome members, government and related MB Health Professions.

Public Service Announcements

Two public service announcements were created to inform the public of the roles and responsibilities of dental hygienists and to educate the people of Manitoba regarding the link between oral health and overall health. The announcements aired in April 2010 for National Dental Hygienists Week and Oral Health Month.

By-Law Adjustments

To align the bylaws with current, exemplary governance practices the by-laws were adjusted to eliminate duplication between the bylaws and our policies, and to increase efficiency and effectiveness of the College. New copies of the by-laws were sent to the registrants in January 2010.

Co-authored and respectfully submitted by,

Kellie Hildebrandt

Kellie Hildebrandt, RDH, MBA
Past Registrar—Executive Director

Stephanie Gordon

Stephanie Gordon, BA, RDH
Current Registrar—Executive Director

Financial Statements

ROBERT N. YAMASHITA

Chartered Accountant

REVIEW ENGAGEMENT REPORT

TO THE MEMBERS OF THE COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

I have reviewed the statement of financial position of the College of Dental Hygienists of Manitoba as at April 30, 2010 and the statements of operations, net assets and cash flow for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the College.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.



Chartered Accountant

Winnipeg, Canada
June 1, 2010

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Financial Position
(Unaudited)

As at April 30, 2010

	2010 \$	2009 \$
ASSETS		
CURRENT ASSETS		
Cash	223,591	309,441
Prepaid expenses	4,235	3,220
	227,826	312,661
CAPITAL ASSETS (Note 3)	60,509	3,461
	288,335	316,122
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	5,756	5
Government remittances	3,777	2,256
	9,533	2,261
NET ASSETS		
Unrestricted	218,293	310,400
Invested in capital assets	60,509	3,461
	278,802	313,861
	288,335	\$ 316,122

Approved by the Board

_____ Director

_____ Director

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of operations
(Unaudited)

Year ended April 30, 2010.

	2010	2009
	\$	\$
Revenues		
Registration fees	214,810	207,295
Application fees	12,825	7,450
Interest	1,718	2,858
Sundry	3,070	1,970
	232,423	219,573
Expenses		
Accounting	3,116	2,887
Advertising and promotion	59,274	
Amortization	1,410	1,174
Bank charges and interest	431	229
Consulting services	3,204	
Conventions		1,598
Insurance	2,825	
Legal fees	8,722	10,101
Licenses and permits	309	
Meetings and travel	27,494	4,383
Memberships and subscriptions	8,444	2,476
Office supplies	14,234	16,778
Professional development	9,604	9,380
Rent and utilities	19,943	
Salaries and benefits	104,900	72,029
Telephone and internet	1,802	526
Website	1,770	2,679
	267,482	124,240
EXCESS REVENUES (EXPENSES)	(35,059)	95,333

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Net Assets
(Unaudited)

Year ended April 30, 2010

	Unrestricted		Invested in Capital Assets	
	2010 \$	2009 \$	2010 \$	2009 \$
Balance beginning of year	310,400	214,816	3,461	3,712
Excess revenues(expenses)	(35,059)	95,333		
Fund transfer on purchase of capital assets	(58,458)	(923)	58,458	923
Fund transfer for amortization of capital assets	1,410	1,174	(1,410)	(1,174)
BALANCE END OF YEAR	218,293	310,400	60,509	3,461

Statement of Cash Flow
(Unaudited)

Year ended April 30, 2010

	2010 \$	2009 \$
OPERATIONS		
Cash received from members	230,705	216,715
Interest income	1,718	2,858
Cash paid to suppliers and employees	(259,815)	(124,094)
	(27,392)	95,479
INVESTMENT		
Purchase of capital assets	(58,458)	(923)
INCREASE (DECREASE) IN CASH POSITION	(85,850)	94,556
CASH POSITION BEGINNING OF YEAR	309,441	214,885
CASH POSITION END OF YEAR	223,591	309,441

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements
(Unaudited)

Year ended April 30, 2010

1. PURPOSE

The College of Dental Hygienists of Manitoba is the self-regulating body for the profession in Manitoba. The College provides services to its membership and governs its members in a manner that serves and protects the public interest.

The College was incorporated under The Dental Hygienists Act of Manitoba. As a not-for-profit organization, the College is exempt from tax under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies

- (a) The Unrestricted Fund accounts for the College's program and administrative activities. Contributions are recognized as revenue of the fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- (b) The capital asset fund represents the College's investment in computers, software, equipment and leasehold improvements. Depreciation is recorded as an expense of the capital asset fund.
- (c) Interest income is recorded on an accrual basis.
- (d) Capital assets
The capital assets are recorded at cost. Depreciation has been recorded in the accounts to amortize the cost of the capital assets over their estimated useful lives and the rates applied are as follows
- | | |
|------------------------|-------------------------|
| Computers and software | 20% diminishing balance |
| Equipment | 20% diminishing balance |
| Leasehold improvements | 20% straight-line |
- No depreciation is recorded in the year of acquisition.
- (e) Financial instruments
The fair value of cash and accounts payable and accrued liabilities is approximately equal to their carrying value due to their short-term maturity.
- (f) Estimates
The preparation of financial statements, in accordance with Canadian generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period they become known. Actual results could differ from these estimates.
- (g) Contributed services
The work of the College is dependent on the voluntary services contributed by many members. Contributed services are not recognized in the financial statements because of the difficulty in determining their fair value.

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements
(Unaudited)

Year ended April 30, 2010

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) New accounting standards

A number of standards applicable to non-profit organizations were amended to improve the consistency of reporting and presenting the financial information where the circumstances were similar to those of profit oriented enterprises. The new standards are effective for fiscal years beginning on or after January 1, 2009.

3. CAPITAL ASSETS

	2010 Cost	Accumulated Depreciation	2009 Cost	Accumulated Depreciation
Computers and software	\$ 12,156	\$ 2,288	\$ 3,624	\$ 1,080
Furniture and equipment	28,505	296	1,011	94
Leasehold improvements	22,432			
	<u>\$ 63,093</u>	<u>\$ 2,584</u>	<u>\$ 4,635</u>	<u>\$ 1,174</u>
NET BOOK VALUE		<u>\$ 60,509</u>		<u>\$ 3,461</u>

4. LEASE COMMITMENTS

The minimum annual rental commitment under the terms of the lease is approximately \$14,300. In addition, the lease provides for a proportionate share of the increase in realty taxes and certain operating expenses.