

ANNUAL REPORT

2008/2009

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.

Table of Contents:

<i>Council and Committee Members</i>	1
<i>Distribution of Registered Dental Hygienists Employed in Manitoba</i>	2
<i>Chair's Report—Mickey Emmons Wener</i>	3
<i>Registrar—Executive Director's Report</i>	4-5
<i>Financial Statements</i>	6-10

COUNCIL—2008/2009

*Barbara Belcher, Norma Bonnici (Public Rep.) Kathy Griffiths,
Gayle Halas, Patti Hawthorn (Vice-Chair), Salme Lavigne,
Mickey Emmons Wener (Chair), Betty-Ann Zegarac (Public Rep.)*

BOARD OF ASSESSORS—2008/2009

Sam Dajani, Kathy Griffiths, Lila Jorheim-MacInnes

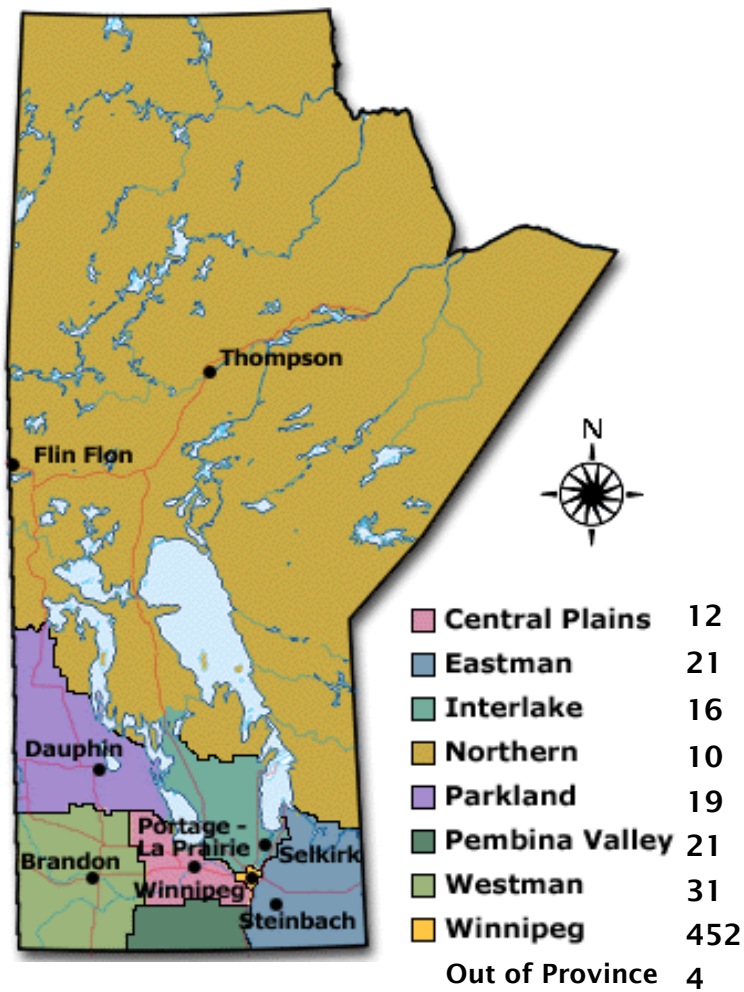
COMPLAINTS COMMITTEE—2008/2009

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

CONTINUING COMPETENCY COMMITTEE—2008/2009

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

Distribution of Registered Dental Hygienists Employed in Manitoba



Chair's Report—Mickey Emmons Wener

Since our inception at the first AGM on September 27, 2008, the CDHM Council has been actively involved in establishing effective governance for the College and overseeing the work of the registrar and committees. Five full-day CDHM Council meetings were held on: December 13/08, January 11/09, March 10/09, May 4/09, and Aug 31/09.

The College has taken on the following initiatives:

1. Establishing responsible, accountable governance

- Agreeing to and signing of a code of conduct for CDHM Council members
- Implementation of the Carver Policy Governance™ model which includes the identification of owners/stakeholders, the establishment of ends/goals and the development of operating policies

2. Meeting regulatory requirements, registration and complaints investigations

- Establishment of the Continuing Competency Committee, Complaints and Inquiry Committees, Nominations Committee and several working subcommittees
- Development of options for registrants seeking re-entry to practice
- Review of by-laws for any needed changes
- Review of proposed national dental hygiene competencies
- Development of remuneration guidelines

3. Interaction with other key stakeholders

- Participation in legislative discussions regarding: the Health Professions Regulatory Reform Initiative (HPRRI) that resulted in The Regulated Health Professions Act, The Labour Mobility Act, and The Fair Registration Practices in Regulated Professions Act
- Liaison with the Canadian and Manitoba Dental Hygienists Associations
- Participation in the Manitoba Dental Association Oral Health Team Committee

4. Physical presence and communication

- Leasing, renovating and furnishing of a permanent office space at 109-420 Des Meurons Street
- Communicating with registrants, employers and the public via:
 - a. Regular updating of the CDHM website, including a listing of dental hygienists registered to practice
 - b. Publication of a newsletter, CDHM Connections, Issue 1, June 2009
 - c. CDHM presentations to University of Manitoba dental hygiene and dental students

Following the performance review of the Registrar, Kellie Hildebrandt, her position was converted from an hourly to a salaried position with the title of Registrar/Executive Director. In addition to competently managing the affairs of the College, she has developed and maintained working relationships with key stakeholders provincially and nationally, including the Federation of Dental Hygiene Regulatory Authorities (FDHRA), the National Dental Hygiene Certification Board (NDHCB) and the Health Profession Regulators of Manitoba.

I am very pleased to report that the CDHM is off to a solid start based on the contribution of many, including the valuable perspective provided by the dental hygiene council members who represent a variety of practice settings, our very capable public representatives and others providing their expertise at the committee level.

Respectfully submitted,

Mickey Wener

Mickey Emmons Wener RDH, BS, MEd
CDHM Chair



Council Members:

Mickey Emmons Wener, Chair

Patricia Hawthorn, Vice-Chair

Barbara Belcher

Kathy Griffiths

Gayle Halas (appointed following Joanna Asadoorian's resignation, January 2009)

Salme Lavigne

Norma Bonnici - public rep

Betty Ann Zegarac - public rep

Registrar - Executive Director's Report

It has been another busy and exciting year for the College of Dental Hygienists of Manitoba.

Some highlights to note include completing our first renewal this past January, acquiring and moving in to formal office space and continuing to play an integral role at the provincial and national levels. I am proud to say that the CDHM has been able to continue accomplishing important milestones, fulfilling our mandate, and offering services to dental hygienists and the public, in addition to my daughter Brooke being born in October 2008.

It's been quite a year!!

Registration Statistics:

The Dental Hygienists Act and Regulations establishes four registers. Effective July 31, 2009, the following statistics pertain to the established registers:

- Register of Dental Hygienists (Practising): 586
- Non-Practising: 56
- Student: 53
- Temporary: 0

Since January 15, 2009, 57 new applications have been received, reviewed, and approved for registration. No new applications have been denied registration.

Unauthorized Practice:

The CDHM issued one notice to an individual who had been representing herself as a dental hygienist. This individual was attempting to seek employment without acquiring registration.

Complaints and Disciplinary Action:

The College responds to written complaints about the practice or conduct of regulated members from all sources.

During this fiscal year, the Complaints Committee responded to complaints that resulted in two members being censured with respect to their conduct during the 2009 renewal.

Both members were found to have knowingly submitted a false CPR certificate to obtain registration renewal. The Complaints Committee found that the members were in breach of the declaration that stated the application form and attachments be correct, complete and true in every respect. The members were also in breach of sub-section 61(3) of the Act by attempting to obtain registration by false or fraudulent representation.

Based on these facts, the Complaints Committee recorded its disapproval of the lack of professionalism and responsibility in failing to adhere to the ethical values and standards of practice, by censuring these members. A Censure forms part of a member's disciplinary record, and under subsection 45(2) of the Act, a past censure may be taken into account by any future inquiry panel.

In consideration of it being the first renewal period, the Complaints Committee did not order the individuals to pay any fees associated with the review. However, future members being investigated will be subject to the associated fees.

National Dental Hygiene Certification Examination (NDHCE):

Effective January 15, 2009, the National Dental Hygiene Certification Examination (NDHCE) became a requirement for registration of all new applicants. The examination is offered three times each year in sites across Canada. The University of Manitoba, School of Dental Hygiene continues to serve as the Manitoba testing site. With the implementation of this requirement, the CDHM is now an official voting member on the National Dental Hygiene Examining Board of Governors (NDHCB). The Board of Governors meets three times a year, with the next meeting scheduled for September 2009 in Halifax, NS.



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:
 - 82% are on the Extended Practice Roster
 - 59% are on the Local Anaesthetic Roster
 - 45% are on the Orthodontic Roster
 - 55% are on the Restorative Roster

Registrar's Report - Continued

Continuing Competency Program:

Since January 2009, the Continuing Competency Committee has spent many hours researching the quality assurance programs of dental hygiene jurisdictions across the country, as well as the allied health professions in Manitoba. This information has been used to assist in the development of a program unique to Manitoba to ensure that it is effective and relevant to our profession and province. The ultimate goal of the committee and 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.

A presentation to Council is scheduled for the August 31st Council meeting. A presentation to members is also planned for the AGM in September. This will allow for discussion around the work of the Committee thus far, and the direction being considered by Council regarding the details and requirements surrounding the Continuing Competency Program.

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 November, 2008 to discuss the Agreement on Internal Trade (AIT) and is next scheduled for September 2009 in Halifax , NS.

Health Professions Regulatory Reform Initiative (HPRRI)

The Regulated Health Professions Act (Bill 18), 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, such as The Dental Hygienists Act or the Dental Association Act. The transition to The Regulated Health Professions Act will occur for all regulated health professions, including the CDHM over the next few years.

Competency Assessment and Refresher (CAR) Working Group

Since August 2008, the CAR working group has been meeting to discuss the needs and goals for the Competency Assessment and Refresher Programs. 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 non-accredited or international dental hygiene programs. It is our goal to have both the programs operational by the end of 2009.

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.

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.

Formal 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. It will also be a place where courses, focus groups and information sessions can be held, and a location where information, documents and forms can be picked up or dropped off. The space consists of 1300 square feet, that includes a reception area, two offices, a board room, storage space and kitchen area.

Respectfully submitted,

Kellie Hildebrandt

Kellie Hildebrandt, RDH, MBA
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, 2009 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
July 9, 2009

Winnipeg, Canada

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Financial Position
(Unaudited)

As at April 30, 2009

	2009 \$	2008 \$
ASSETS		
CURRENT ASSETS		
Cash	309,441	214,885
Deposit on office lease	3,220	
	312,661	214,885
CAPITAL ASSETS		
Computer and software	3,624	3,241
Equipment	1,011	471
	4,635	3,712
Less: accumulated amortization	1,174	
	3,461	3,712
	316,122	218,597
LIABILITY		
CURRENT LIABILITY		
Accounts payable and accrued liabilities	2,261	69
NET ASSETS		
Unrestricted	310,400	214,816
Invested in capital assets	3,461	3,712
	313,861	218,528
	316,122	\$ 218,597

Approved by the Board

_____ Director

_____ Director

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of operations
(Unaudited)

Year ended April 30, 2009

	2009	2008
	\$	\$
Revenues		
Registration fees	207,295	186,370
Application fees	7,450	42,300
MDA levied fees		36,660
Grants - CDHA		10,000
- MDHA		6,515
Interest	2,858	1,623
Sundry	1,970	210
	219,573	283,678
Expenses		
Accounting fees	2,887	
Amortization	1,174	
Bank charges and interest	229	59
Conventions	1,598	1,414
Legal fees	10,101	
Meetings and travel	4,383	968
Memberships	2,476	3,186
Moving expense	-	1,969
Office	16,778	3,685
Professional development	9,380	
Salaries and benefits	72,029	53,384
Telephone	526	485
Website	2,679	
	124,240	65,150
EXCESS REVENUES	95,333	218,528

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Net Assets
(Unaudited)

Year ended April 30, 2009

	Unrestricted		Invested in Capital Assets	
	2009	2008	2009	2008
	\$	\$	\$	\$
Balance beginning of year	214,816		3,712	
Excess revenues	95,333	218,528		
Fund transfer on purchase of capital assets	(923)	(3,712)	923	3,712
Fund transfer for amortization of capital assets	1,174		(1,174)	
BALANCE END OF YEAR	310,400	214,816	3,461	3,712

MANITOBA DENTAL HYGIENISTS OF MANITOBA

Statement of Cash Flow
(Unaudited)

Year ended April 30, 2009

	2009	2008
	\$	\$
OPERATIONS		
Cash received from members	216,715	228,880
Cash received from MDA levies		36,660
Cash received from grants		16,515
Interest income	2,858	1,623
Cash paid to suppliers and employees	(124,094)	(65,081)
	95,479	218,597
INVESTMENT		
Purchase of capital assets	(923)	(3,712)
INCREASE IN CASH CASH POSITION	94,556	214,885
CASH POSITION BEGINNING OF YEAR	214,885	
CASH POSITION END OF YEAR	309,441	214,885

Financial Statements

COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements
(Unaudited)

Year ended April 30, 2009

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, and equipment. 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 |
- No depreciation is recorded in the year of acquisition.
- (e) Financial instruments
The fair value of cash and accounts payable and accrued liabilities are approximately equal to their carrying value due to their short-term maturity date.
- (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.

