

# ANNUAL REPORT

2010/2011

## 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—2010/2011**

*Norma Bonnici (Public Rep.), Nadine Cartman, Harvey Fineman (Public Rep. until April 2010), Andrea Fruehm, Kathy Griffiths, Patti Hawthorn (Chair), Terry Phillips (Vice Chair), Mickey Wener, Betty-Ann Zegarac (Public Rep.)*

**BOARD OF ASSESSORS—2010/2011**

*Considers and decides on applications for registration.*

*Sam Dajani, Janis Godja, Lila Jorheim-MacInnes, Tara Kinchen*

**COMPLAINTS COMMITTEE—2010/2011**

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

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

**INQUIRY COMMITTEE —2010/2011**

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

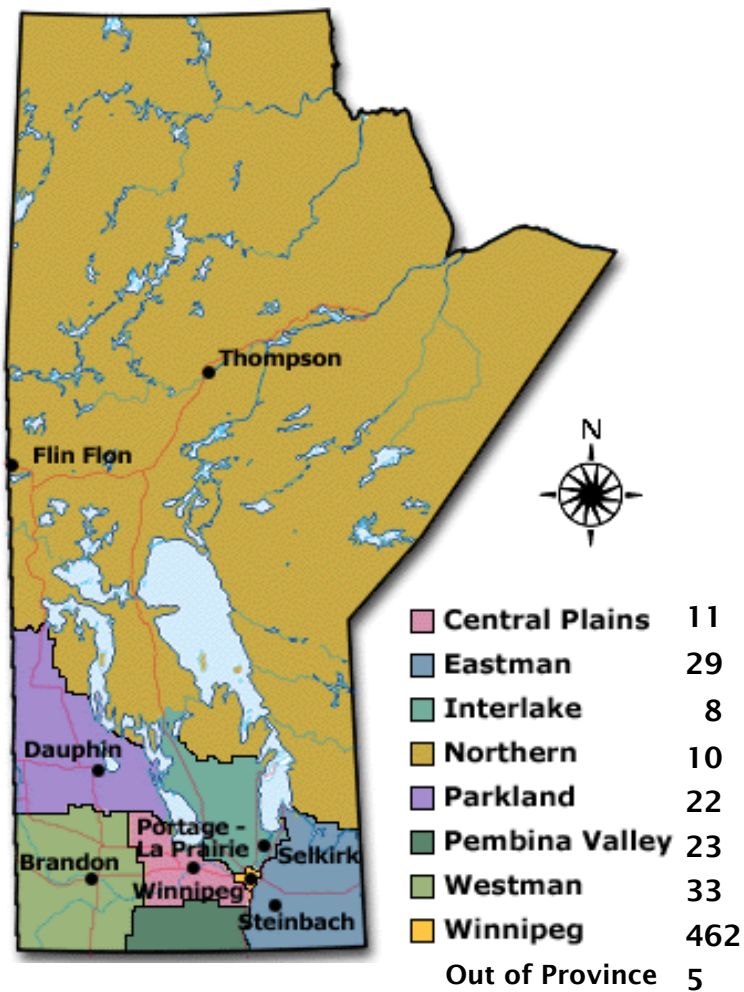
*Kim Boyce (Chair), Harvey Fineman (Public Rep.), Marla Rubin*

**CONTINUING COMPETENCY COMMITTEE—2010/2011**

*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 By Employment Location in Manitoba



## Chair’s Report—Patti Hawthorn



### AGM October 23, 2010

- Reports were provided by the Chair, Registrar/ED, Chair of the Complaints Committee, the Continuing Competency Committee and the CDHM *Connections* newsletter editor.
- The membership voted that the CDHA Code of Ethics be adopted into the CDHM By-laws.
- Mickey Wener conducted an Ownership Linkage Activity which provided an opportunity for members to interact and provide Council with feedback through a Q & A forum and evaluation form. Particular interest was shown in the legalities of various practice settings, especially those which are community based. Feedback also included changes members would like to see in new legislation and input for future AGM topics/activities.
- Two new Council members were elected by the membership: Andrea Fruehm and Nadine Cartman.
- The first presentation that was provided was on the topic of The Dental Hygiene Clinical Component of WISH: A Model for the Inclusion of Dental Hygiene and Increased Access to Care and was presented by Mr. Kyle Conrad, RDH.
- The second presentation that was provided was on the topic of the New Electronic National Dental Hygiene Board Exam. The presentation included an update on the application process, online preparation tests and enhanced security measures and was provided by Mr. Doris Lavoie, NDHCB Executive Director.
- The review of the financial statements was provided to the membership. Mr. Robert Yamishita performed a financial review as of April 30/10 on behalf of the CDHM.

### Transitions

- Kellie Hildebrandt tendered her resignation as Registrar/ED effective June 25/10. A vote by Council had me take a leave of absence from Council to become the Interim Registrar from June 25 to July 26/10. Legacy Bowes Group was retained to assist the CDHM in the executive search process for a new Registrar/ED. After the completion of a national search and interviews conducted by a selection committee, Stephanie Gordon was offered the position commencing July 26/10 and graciously accepted of which the Council was appreciative.
- Betty Ann Zegarac was re-appointed by the government for a second 3 year term as a public representative. Harvey Fineman was appointed as our third, long awaited, public representative.
- Mickey Wener resigned from her position as Chair Council in November 2010 . We thank Mickey for the many years she has dedicated to the development of the CDHM.
- The Regulated Health Professions Act Working Group determined positions for Chair (Betty Ann Zegarac) and Vice Chair (Mickey Wener).

### Initiatives

- Formation of the Professional Practice Sub-committee and policies.
- Development of an Orientation Policy for new Board members.
- Clarification document for the supervision requirement for Registered Dental Hygienists.
- Development of a term of reference document and related policies for the Nominations Committee.
- Acquisition of a Health Insurance Plan for the Registrar/employees.
- Six month performance assessment of the Registrar. A review was held in January 11 which was both positive and successful.

### Participation

Council members attended the Crown Corporation initiative for orientation training of directors and board development. The CDHM Council was invited to be part of an ownership linkage session with the NDHCB Board of Governors in early October/10. The CDHM Regulated Health Professions Act Working Group has been meeting regularly to prepare for legislative discussions with the Manitoba Health Professionals group in regard to progress being made with the Regulated Health Professions Act.

Respectfully submitted,

*Patti Hawthorn*

Patti Hawthorn, RDH  
CDHM Council Chair

### Council Members:

- Patricia Hawthorn, Chair  
Terry Phillips, Vice Chair  
Nadine Cartman  
Andrea Fruehm  
Kathy Griffiths  
Salme Lavigne  
Mickey Wener  
Norma Bonnici - public rep  
Betty Ann Zegarac – public rep

During the fiscal year May 1, 2010 to April 30, 2011, CDHM council meetings were held on:

- May 17/10  
August 30/10  
November 22/10  
February 7/11



## Registrar - Executive Director's Report

It has been another successful year for the College of Dental Hygienists of Manitoba. Some highlights to note include enjoying our first complete fiscal year in our new office space, holding a successful 3<sup>rd</sup> Annual General Meeting in October 2010, finalizing the development of a Clinical Competency Assessment for new registrants and the receipt of 598 Continuing Competency Records from our registrants.

### Registration Statistics:

The Dental Hygienists Act and the Regulations establishes four registers. Effective April 30, 2011 the following statistics pertain to the established registers:

- Register of Dental Hygienists (Practising): 599
- Register of Dental Hygienists (Non-practising): 55
- Register of Dental Hygiene Students: 48
- Register of Temporary Dental Hygienists: 0

Since renewal on January 15, 2011 to the end of this fiscal year, April 30, 2011, 6 new applications have been received, reviewed, approved and processed for registration.

### Unauthorized Practice:

During this fiscal year no individuals were accused of unauthorized practice.

### Complaints and Disciplinary Action:

No complaints were received regarding the clinical practices and protocols of any registered dental hygienists.

### Continuing Competency Program:

One of the primary responsibilities of the CDHM is to ensure the ongoing competence of individual members and to improve the performance of the profession overall. To this end, the goal of the Continuing Competency Program (CCP) is to advance the collective knowledge and quality of care offered by all dental hygienists in Manitoba, thus assuring protection of the public's interest. It was our objective to establish a strong, effective and evidence-based Continuing Competency Program, suitable to our members. After the launch of the CCP in April 2010 many sessions have been held to support the members. This included two Q and A sessions held in March 2011 by the CDHM Continuing Competency Program Coordinator which was provided to assist dental hygienists who had inquiries regarding their CCP packages. These two sessions were very well organized and the attendance indicated the need to support the registrants of the CDHM during the inaugural year of the CCP. As of April 30 2011 the College has received 598 Continuing Competency Records from the Practising registrants. The Continuing Competency reviewers will be reviewing the CCR's during late spring and early summer and will be providing feedback to registrants in September 2011.

### Competency Assessment

The Competency Assessment (CA) is a clinical skills examination that has been developed by the CDHM as a means of evaluating a dental hygienist's ability to competently and safely utilize professional knowledge, skills, attitudes and judgement in providing oral health care. Although the CDHM is not mandated by the government to create a Competency Assessment program, The Dental Hygienists Act gives the College the ability to establish the qualifications, experience and other requirements to be met by applicants for registration and for renewal and reinstatement of registration thereby assuring the public of safe and competent care. Candidates that are required to take the Competency Assessment are those individuals who have not met the minimum practice hours required in the three year period prior to registration with the CDHM, individuals who have been out of dental hygiene practice for more than 3 years, and graduates of international dental hygiene programs. The CDHM recognizes and approves, without further examination, dental hygienists coming to Manitoba who have passed the national board exam and are already registered with other Canadian and American Regulatory bodies.

The development of the Competency Assessment has been in process for the past year. The already established program of the College of Registered Dental Hygienists of Alberta served as a template for the creation of this new program. The CDHM Competency Assessment takes place over 2 days and evaluates the candidate in 3 areas of expertise: Jurisprudence, Radiography and Clinical Therapy. The assessment is held at the School of Dental Hygiene at the University of Manitoba, and utilizes the experience and expertise of the clinical instructors as the competency assessors. The clinical standards to be met by the candidates are equivalent to the minimal competency criteria required of students graduating from the School of Dental Hygiene Program.

### CDHM Statistics:

- *90% of RDHs have either passed the NDHCE or been grand-parented.*
- *76% 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:*
  - *79% are on the Extended Practice Roster*
  - *62% are on the Local Anaesthetic Roster*
  - *44% are on the Orthodontic Roster*
  - *53% are on the Restorative Roster*

## Registrar's Report - Continued

### Extended Practice Support and Study Group

In early 2010 the College felt it would be beneficial to the organization and its registrants to create a position that would assist dental hygienists in exploring alternative practice settings with the ultimate goal of offering dental hygiene knowledge and services to those underserved populations. From June 2010 to April 2011, the members of the Extended Practice Support and Study Group met 5 times. Effective collaboration between the CDHM and MDHA has allowed us to very successfully provide the following sessions:

Session 1:	Getting Started (CDHM)
Session 2:	Understanding the Legislation (CDHM)
Session 3:	Understanding the Health Care System (CDHM)
Session 4:	Business 1 (MDHA)
Session 5:	Business 2 (MDHA)

The participants became a cohesive, motivated group of individuals who are exploring practice avenues made possible by *The Dental Hygienists Act*. They are examining their practice goals, identifying barriers, and most importantly developing skills and confidence to take 'the next step'.

### Federation of Dental Hygiene Regulatory Authorities (FDHRA)

The CDHM is a current member of the FDHRA, which meets once per year to discuss issues that relate and affect all dental hygiene regulatory authorities across Canada. The last meeting of the FDHRA was held in Winnipeg in September 2010 and the next meeting is scheduled for September 2011 in Ottawa, ON.

### 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 RHPA will occur for all regulated health professions, including the CDHM over the next few years. As mentioned in last year's report, discussion and preparation for this transition has begun within the CDHM by the formation of the RHPA Working Group. As of April 30 2011 the the College has:

- Hosted a Strategic Planning Workshop with Dr. Ginette Rodgers
- Compiled a comprehensive national scan of dental hygiene legislation, regulations and scope of practice
- Reviewed other Dental Hygiene Regulatory Scope of Practice Statements

In the 2011/2012 fiscal year the committee will continue to review registration categories and requirements, consider reserved acts and develop a glossary of practice terms.

### National Dental Hygiene Certification Examination (NDHCE)

Effective January 2011, the NDHCE will be administered exclusively in electronic form in computerized testing centres across the country to all dental hygiene. ProExams which is a division of Yardstick is a Canadian-based company that will be delivering and administering the exam with the National Dental Hygiene Certification Board to all dental hygiene students.

### Office of the Manitoba Fairness Commissioner (OMFC)

Meetings have been held by the Fairness Commissioner with all of the regulated professions throughout the 2010/2011 fiscal year to discuss certain items that are of importance to all Registrars/Executive Directors of these institutions. The predominant discussion item included the Applicant Data Reporting System that each profession is mandated to implement by January 2011. The data collected through this process will:

- Assist the OMFC to understand the actual pathways and timelines that applicants follow in the registration process with each regulator
- Inform the reporting to the Minister of Labour and Immigration, specifically on the number of internationally educated applicants assessed and/or registered by regulators
- Help regulators to analyze the timeliness of their work in a proactive fashion

The OMFC has provided databases and documents to support the implementation of this project.

Respectfully submitted by,

*Stephanie Gordon*

Stephanie Gordon, BA, RDH  
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, 2011 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 Association.

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 22, 2011

## Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Financial Position  
(Unaudited)

As at April 30, 2011

	2011 \$	2010 \$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	161,748	223,591
Prepaid expenses	1,610	4,235
	163,358	227,826
<b>CAPITAL ASSETS (Note 3)</b>	50,249	60,509
	213,607	288,335
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities		5,756
Government remittances		3,777
		9,533
<b>NET ASSETS</b>		
Unrestricted	163,358	218,293
Invested in capital assets	50,249	60,509
	213,607	278,802
	213,607	\$ 288,335

Approved by the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director



## Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of operations  
(Unaudited)

Year ended April 30, 2011

	2011	2010
	\$	\$
<b>Revenues</b>		
Registration fees	229,195	223,735
Application fees	3,975	3,900
Interest	1,279	1,718
Grant	8,000	
Other	6,350	3,070
	248,799	232,423
<b>Expenses</b>		
Accounting	5,431	3,536
Accreditation	7,428	7,259
Advertising and promotion	3,835	56,427
Amortization	12,108	1,410
Annual general meeting	4,155	2,865
Bank charges and interest	145	431
Committees	14,882	24,629
Consulting services	31,955	3,204
Insurance	2,825	2,825
Legal fees	9,486	8,722
Memberships and subscriptions	1,200	1,185
Newsletter	5,590	2,847
Office	16,916	14,123
Professional development	11,102	9,604
Rent and utilities	22,538	19,943
Salaries and benefits	158,001	104,900
Telephone and internet	3,384	1,802
Website	3,013	1,770
	313,994	267,482
<b>EXCESS EXPENSES</b>	<b>(65,195)</b>	<b>(35,059)</b>

## Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Net Assets  
(Unaudited)

Year ended April 30, 2011

	Unrestricted		Invested in Capital Assets	
	2011	2010	2011	2010
	\$	\$	\$	\$
Balance beginning of year	218,293	310,400	60,509	3,461
Excess expenses	(65,195)	(35,059)		
Fund transfer on purchase of capital assets	(1,848)	(58,458)	1,848	58,458
Fund transfer for amortization of capital assets	12,108	1,410	(12,108)	(1,410)
<b>BALANCE END OF YEAR</b>	<b>163,358</b>	<b>218,293</b>	<b>50,249</b>	<b>60,509</b>

### MANITOBA DENTAL HYGIENISTS OF MANITOBA

Statement of Cash Flow  
(Unaudited)

Year ended April 30, 2011

	2011	2010
	\$	\$
<b>OPERATIONS</b>		
Cash received from members	239,520	230,705
Interest income	1,279	1,718
Grant	8,000	
Cash paid to suppliers and employees	(308,794)	(259,815)
	(59,995)	(27,392)
<b>INVESTMENT</b>		
Purchase of capital assets	(1,848)	(58,458)
<b>DECREASE IN CASH POSITION</b>	<b>(61,843)</b>	<b>(85,850)</b>
<b>CASH POSITION BEGINNING OF YEAR</b>	<b>223,591</b>	<b>309,441</b>
<b>CASH POSITION END OF YEAR</b>	<b>161,748</b>	<b>223,591</b>

## Financial Statements

# COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements  
(Unaudited)

Year ended April 30, 2011

### 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. Fees and sundry amounts 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 reasonable 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) Revenue recognition  
Member fees are recognized as revenue in the year to which they relate. Grants and other amounts are recognized as revenue in the year of receipt. Interest is recognized as revenue 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 accounts 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.

## Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements  
(Unaudited)

Year ended April 30, 2011

#### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### (g) Donated services

The work of the College is dependent on the voluntary service contributed by many members. Donated services are not recognized in the financial statements because of the difficulty in determining their fair value.

#### 3. CAPITAL ASSETS

	2011		2010	
	Cost	Accumulated Depreciation	Cost	Accumulated Depreciation
Computers and software	\$ 14,004	\$ 4,262	\$ 12,156	\$ 2,288
Furniture and equipment	28,505	5,938	28,505	296
Leasehold improvements	22,432	4,492	22,432	
	<u>\$ 64,941</u>	<u>\$ 14,692</u>	<u>\$ 63,093</u>	<u>\$ 2,584</u>
NET BOOK VALUE		<u>\$ 50,249</u>		<u>\$ 60,509</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.

#### 5. FUTURE ACCOUNTING CHANGES

In December 2010, the Accounting Standards Board issued Part III of the CICA Handbook - Accounting, to provide Canadian private sector not-for-profit organizations with a new financial reporting framework. The standards are effective for fiscal years beginning on or after January 1, 2012 with earlier applications permitted. Management is currently assessing the implications of adopting these new standards.

Until transitioning to the new financial reporting framework, not-for-profit organizations continue to follow the pre-changeover accounting standards in Part V of the CICA Handbook - Accounting.

#### 6. COMPARATIVE FIGURES

Certain of the comparative figures for 2010 have been reclassified to conform with the presentation adopted in the current year.