

# ANNUAL REPORT 2011/2012

## College of Dental Hygienists of Manitoba



*The College of Dental Hygienists of Manitoba exists so that the public will have safe, competent dental hygiene care and expertise that contributes to oral and overall health using cost effective stewardship of resources*

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## CDHM Annual Report Table of Contents:

Council and Committee Members	1
Council Chair's Report-Patti Hawthorn	2-3
Registrar/Executive Director's Report-Stephanie Gordon	4-5
2011/2012 Financial Statements-Review Engagement Report	6-11

## The College of Dental Hygienists of Manitoba Council and Committee Members

### COUNCIL

*Provide governance and leadership to the College through administration of the Act, Regulations and By-Laws;  
Exercise the rights, powers and privileges of the College on behalf of the College.*

**Norma Bonnici (Public Rep.), Nadine Cartman (until March 2011), Andrea Fruehm, Alayna Gelley,  
Patti Hawthorn (Chair), Salme Lavigne, Terry Phillips (Vice Chair),  
Kelly Tye-Vallis (Public Rep.), Betty-Ann Zegarac (Public Rep.)**

### BOARD OF ASSESSORS

*Considers and decides on applications for registration.*

**Janis Gojda, Lila Jorheim-MacInnes, Tara Kinchen**

### COMPLAINTS COMMITTEE

*Investigates and makes decisions regarding complaints.*

**Edith Daniels, Lisa Grayson, Cindy Isaak-Ploegman (Chair)**

### INQUIRY COMMITTEE

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

**Kim Boyce (Chair), Daisy Kumar (Public Rep.), Marla Rubin**

### CONTINUING COMPETENCY REVIEWERS

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

**Alayna Gelley, Laura MacDonald, Harriet Rosenbaum, Sheryl Slosower (Chair)**

## Chairperson's Annual Report



### October 22, 2011 Annual General Meeting Overview

Reports were provided by the Council Chair and Registrar/Executive Director.

Complaints Committee: Chair, Cindy Isaak-Ploegman reported that 2011 was the first year the College provided evidence to Manitoba Health regarding the implementation of the Continuing Competency Program and there were no complaints received for this reporting period.

Board of Assessors: Chair, Lila Jorheim-MacInnes clarified requirements for the upcoming renewal year. Thanks were given to Sam Dajani as he leaves his BOA position at the College, and welcomed new BOA's, Janis Gojda and Tara Kinchen.

Extended Practice Program: Coordinator, Mickey Wener explained her role in helping registered dental hygienists and others understand the legislation, which governs our practice and to increase the public's access to dental hygiene care through the CDHM/MDHA Study Club and the promotion of interdisciplinary collaboration between hygienists and other health care professionals.

Regulated Health Professions Act (RHPA) Working Group: Chairs, Mickey Wener and Betty Ann Zegarac provided an overview of the history of the legislation process and its impact on the Dental Hygiene profession as the RHPA is implemented over the next several years. Key to the legislation is the "Reserved Acts", which are practices that can only be provided by recognized health professionals. To involve the members, "Tackling the RHPA" activity, encouraged feedback regarding future legislation.

Ownership Linkage Activities: Two presentations/workshops which were designed to assist members in understanding the Continuing Competency requirements for goal development and assistance with research skills. (For further detail see Registrar's Report)

CCP, RHPA and AGM feedback forms were provided to members to complete and participation certificates were distributed at the conclusion of the meeting.

#### **Council Elections:**

Two new members were elected by the membership, Ms. Salme Lavigne and Ms. Alayna Gelley. Two outgoing Council members, Ms. Mickey Wener and Ms. Kathy Griffiths were recognized for their long standing contributions on both CDHM and Transitional Councils.

#### **Transitions:**

Public Representatives to Council: Ms. Norma Bonnici was re-appointed by the Minister of Health for a second, 3 year term. Council received notice of resignation from Mr. Harvey Fineman on May 30/11. Ms. Kelly Tye Vallis was appointed by the Minister on November 3/11 to fill the public representative vacancy until 2014.

Ms. Nadine Cartman, gave notice of her resignation from Council March 13/12. A search from the roster of registered hygienists is presently being conducted to fill this vacancy. Recognition and thanks were given to all departing Council members.

#### **Initiatives:**

The CDHM ENDS Policies and were reviewed and revised by Council in August 2011 to now state:

"The College of Dental Hygienists of Manitoba exists so that the public will have safe, competent dental hygiene care and expertise that contributes to oral and overall health using cost effective stewardship of resources."

#### 2011/2012

##### **Council Members:**

**Patricia Hawthorn, Chair**

**Terry Phillips, Vice Chair**

**Nadine Cartman**

**Andrea Fruehm**

**Alayna Gelley**

**Salme Lavigne**

**Norma Bonnici, Public Rep.**

**Betty Ann Zegarac, Public Rep.**

**Kelly Tye Vallis, Public Rep.**

**The Annual General Meeting was held on October 22, 2011.**

**During the fiscal year May 1, 2011 to April 30, 2012, four day Council Meetings were on held:**

**May 16, 2011**

**August 29, 2011**

**November 21, 2011**

**February 27, 2012**

## Council Chair Report Continued from page 2:

The ENDS further state that:

- 2.1 The public is assured of quality dental hygiene care.
- 2.2 The public recognizes, values and seeks dental hygiene care.
  - 2.2.1 More people, especially under-served populations, will have access to dental hygiene care and oral health information.
- 2.3 Dental hygienists explore the roles and responsibilities of the profession as oral health providers and promoters, client advocates, educators and researchers.
  - 2.3.1 They recognize and represent themselves as professionals.
  - 2.3.2 They demonstrate respect for and commitment to the continued development of the profession.
  - 2.3.3 They provide, maintain and improve competence and quality of practice.
    - 2.3.3.1 They have the information and support they need for effective practice and professional growth.
    - 2.3.3.2 They are aware of educational opportunities for re-entry and maintenance of competence.
  - 2.3.4 They have opportunities for alternative practice settings and utilize a broader scope of practice as entrepreneurs or employees.
  - 2.3.5 They seek collaboration with other health professionals.
- 2.4 A wide range of private, public and not for profit entities seek the professional expertise and comprehensive services that dental hygienists provide.

The CDHM Bylaws are in the process of revision and will be presented to registrants of the College at the October 2012 AGM.

The Professional Practice Sub Committee has developed guidelines for the use of Lasers in Periodontal Therapy and Protocol for Use of Magnostriuctive Scalers (Cavitron) on Patients with Pacemakers/Internal Cardiac Devices (ICD). This will provide stakeholders with information/links regarding the appropriate use/contraindications of these products via the CDHM newsletter/website.

## Council Participation Throughout 2011/2012:

### Appeals by Registrants to Council:

One appeal was made to council. The appeal was granted.

### Requests by Registrants to Council for Reinstatement to the Practising Register:

Two requests were made by registrants. Both were granted after meeting conditions placed on their practising registration.

### Conditions Placed on Registrant's Registration:

The Board of Assessors has placed conditions on the registration of 2 dental hygienists.

### Complaints and Disciplinary Action:

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

### Unauthorized Practice:

One individual was accused of unauthorized practice by another registrant of the College.

Council members continue to attend the Crown Corporation initiative for orientation of new directors, leadership series for chairs and boards, and governance fundamentals overview. The financial education of Council members is of particular interest.

A number of Council members will be attending a skill building seminar titled, The Investigation and Inquiry Committee Workshop, which will support the College in acquiring proficient skills for this area in regulation of the profession. It is being facilitated on May 12, 2012 by The College of Occupational Therapists of Manitoba.

Respectfully submitted,



Patti Hawthorn, RDH  
CDHM Council Chair



### The 2011/2012 Year at a Glance

#### Registration Statistics:

The Dental Hygienists Act and Regulations establishes four registers.

Effective April 30, 2012 the following statistics pertain to the established registers:

- Register of Dental Hygienists (Practising): 629
- Register of Dental Hygienists (Non-practising): 57
- Register of Dental Hygiene Students: 48
- Register of Temporary Dental Hygienists: 0

Since renewal on January 15, 2012 to the end of the fiscal year April 30, 2012, 6 new applications have been received, reviewed, approved and processed for registration.

#### Continuing Competency Program (CCP):

The goal of the CCP is to advance the collective knowledge and quality of care offered by all dental hygienists in Manitoba. The Continuing Competency Record (CCR) and Professional Activity Record (PAR) were updated and are now more user-friendly. The registrants have the option of listing professional learning activities that they participated in, which do not directly relate to their Continuing Competency Goal. Janet Rothney, University of Manitoba Librarian, conducted 2 library sessions in the computer lab of the Neil John Maclean Library to support the registrants through the CCP process. In March of 2012, a total of 103 registrants were randomly selected for a full assessment/audit of their CCR/PAR required submissions. These documents are presently under review by CCP reviewers who will be providing feedback to those registrants by September 2012. The CCP Coordinator presented a workshop to the School of Dental Hygiene 2011 graduating class to communicate the CCP requirements for Practising Registration with the College.

#### Competency Assessment Program:

One registrant successfully completed the Competency Assessment Program.

#### Regulated Health Professions Act (RHPA) Working Group:

The CDHM continues to prepare for transitioning to the RHPA. Building on last year's scan of dental hygiene legislation, regulations and scopes of practice in Canada, tasks of the CDHM Working Group and its subcommittees have included:

- Developing scope of practice statement
- Reviewing registration categories and requirements
- Identifying reserved acts appropriate for dental hygiene practice and gathering supportive documentation
- Reviewing of entry to practice education and proposed reserved acts
- Beginning the development of a glossary of practice terms

#### Manitoba Alliance of Regulated Health Colleges:

CDHM representatives attended meetings of the Manitoba Alliance of Regulated Health Colleges, a group comprised of Manitoba's health regulatory bodies who work with each other and Manitoba Health on issues, including preparation for the RHPA.

#### 2011/2012 CDHM Statistics:

**91% of RDHs have either passed the NDHCE or have been grand-parented.**

**77% of RDHs graduated from the University of Manitoba, School of Dental Hygiene.**

**85% 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**
- **50% are on the Restorative Roster**

**Registrar /Executive Director Report Continued from page 4**

**Extended Practice Support and Study Club:**

Beginning in 2010, the CDHM established a position to assist dental hygienists in exploring practice settings made possible by The Dental Hygienists Act. From June 2011 to April 2012, activities have been two-pronged:

1) collaboratively with the Manitoba Dental Hygienists Association, facilitating a study club focused on supporting dental hygienists interested in alternative practice, and 2) interprofessional liaison to raise awareness of the role of dental hygiene in health care. Both of these strategies have focused this year on the public's access to dental hygiene care in long-term care (LTC). Study club topics for sessions #6-#9 covered: portable equipment; dental hygiene messages; perspective of family caregivers; understanding the LTC environment; medical histories/emergencies; and the oral systemic connection from the ICU to LTC. Through participating in liaison activities, dental hygiene has become more integrated with broader health care discussions within LTC.

**Office of the Manitoba Fairness Commissioner (OMFC):**

Meetings were held by the Fairness Commissioner with all of the regulated professions throughout the 2011/12 fiscal year to discuss certain items that are of importance to all Registrars/Executive Directors of these institutions. The implementation of the Applicant Data Reporting System called for the completion of the Data Submission System Test to the OMFC by the College. This was completed by January 31, 2012 with feedback provided by the OMFC to assist in recommendations for the final document. The appropriate changes were made by the CDHM for the final version which was due March 1, 2012. A number of meetings of the OMFC were held during the course of the year consisting of: Update on registration reviews and a status update on the data reporting documents, requirements and deadlines. A presentation of the Nine Essential Skills analysis and training and its benefit to immigrant professional and supports available to them. Professional Regulation: Global Trends and Challenges – key topics included: self regulation versus other models, the anticipated trends, decision making grounded in the public interest, accountability and integrity.

**International Policy Governance Association (IPGA) Conference:**

The CDHM Registration/Program Coordinator and Registrar/ED attended the IPGA Conference in Calgary, Alberta on June 23-25, 2011. The conference was titled: The Art and Craft of Good Governance. This was an excellent opportunity to connect with other Not-for-profit sector associations that follow the Policy Governance model and gather invaluable information that guides in strategically leading the organization based upon the Policy governance model.

**The Canadian Dental Hygienists Association (CDHA) Annual General Meeting:**

The CDHA AGM included an Educational Workshop, which was successfully held in Winnipeg, Manitoba on October 1, 2011. Topics included Oral Cancer-An Emerging Pandemic? , Lasers in Dental Hygiene Practice and a Panel Presentation of Hygienists in Non-Traditional Careers.

**National Dental Hygiene Certification Board (NDHCB):**

The NDHCB Board of Governors met on December 13, 2011. Key discussion items included: The new Federal Not for Profit Corporations Act (passed on October 17, 2011) and its affect on the NDHCB, as well as X-Ray based items that will appear for the first time on the January 2012 exam.

**The Manitoba Dental Association (MDA) Infection Prevention and Control Committee:**

The CDHM has been given the opportunity by the MDA to have representation on their Infection Prevention Committee. The goal of this committee is to develop the Infection Prevention Committee (IPC) Manual aims to be more user-friendly. The intention is to have the IPC Manual ready for membership feedback by June 2012.

**Manitoba Dental Association (MDA) Fluoride Strategy Committee:**

Through a collaborative effort, the CDHM and the MDHA created a document titled, "Community Water Fluoridation: What Registered Dental Hygienists Need to Know!" This document was sent out on the CDHM distribution list and in the most recent CDHM newsletter, "Connections", to inform our members of the benefits of fluoridation and how to convey this important message to their clients.

Respectfully submitted,

*Stephanie Gordon*

Stephanie Gordon BA, RDH  
Registrar/Executive Director



# 2011/2012 Financial Statements

**ROBERT N. YAMASHITA**

*Chartered Accountant*

## REVIEW ENGAGEMENT REPORT

### TO THE MEMBERS OF THE COLLEGE DENTAL HYGIENISTS OF MANITOBA

I have reviewed the statement of financial position of the College of Dental Hygienists of Manitoba as at April 30, 2012 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 accounting standards for not-for-profit organizations.

I draw attention to Note 2 of the financial statements which describes that the College of Dental Hygienists of Manitoba adopted the Canadian accounting standards for not-for-profit organizations on May 1, 2011 with a transition date of May 1, 2010. I was not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.



Chartered Accountant

Winnipeg, Canada  
June 8, 2012

Winnipeg, Canada

## 2011/2012 Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Financial Position  
(Unaudited)

As at April 30, 2012

	2012 \$	2011 \$	May 1, 2010 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash	201,481	161,748	223,591
Prepaid expenses	1,610	1,610	4,235
	203,091	163,358	227,826
<b>CAPITAL ASSETS (Note 3)</b>	39,295	50,249	60,509
	242,386	213,607	288,335
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable and accrued liabilities	592		5,756
Government remittances			3,777
	592		9,533
<b>NET ASSETS</b>			
Unrestricted	202,499	163,358	218,293
Invested in capital assets	39,295	50,249	60,509
	241,794	213,607	278,802
	242,386	213,607	\$ 288,335

Approved by the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director



## 2011/2012 Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of operations  
(Unaudited)

Year ended April 30, 2012

	2012	2011
	\$	\$
<b>REVENUES</b>		
Registration fees	274,830	229,195
Application fees	5,000	3,975
Interest	1,742	1,279
Grant		8,000
Other	8,190	6,350
	289,762	248,799
<b>EXPENSES</b>		
Accounting	5,723	5,431
Accreditation	7,366	7,428
Advertising and promotion	788	3,835
Amortization	10,954	12,108
Annual general meeting	5,975	4,155
Bank charges and interest	152	145
Committees	8,969	14,882
Consulting services	7,794	31,955
Insurance	2,825	2,825
Legal fees	16,386	9,486
Memberships and subscriptions	1,225	1,200
Newsletter	1,641	5,590
Office	11,395	16,916
Professional development	9,933	11,102
Rent and utilities	22,178	22,538
Salaries and benefits	143,386	158,001
Telephone and internet	2,987	3,384
Website	1,898	3,013
	261,575	313,994
<b>EXCESS REVENUES (EXPENSES)</b>	28,187	(65,195)

## 2011/2012 Financial Statements

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Net Assets  
(Unaudited)

Year ended April 30, 2012

	Unrestricted		Invested in Capital Assets	
	2012	2011	2012	2011
	\$	\$	\$	\$
Balance beginning of year	163,358	218,293	50,249	60,509
Excess revenues (expenses)	28,187	(65,195)		
Fund transfer on purchase of capital assets		(1,848)		1,848
Fund transfer for amortization of capital assets	10,954	12,108	(10,954)	(12,108)
<b>BALANCE END OF YEAR</b>	<b>202,499</b>	<b>163,358</b>	<b>39,295</b>	<b>50,249</b>

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Statement of Cash Flow  
(Unaudited)

Year ended April 30, 2012

	2012	2011
	\$	\$
<b>OPERATIONS</b>		
Cash received from members	279,830	239,520
Interest income	1,742	1,279
Grants and other receipts	8,190	8,000
Cash paid to suppliers and employees	(250,029)	(308,794)
	39,733	(59,995)
<b>INVESTMENT</b>		
Purchase of capital assets		(1,848)
<b>INCREASE (DECREASE) IN CASH POSITION</b>	<b>39,733</b>	<b>(61,843)</b>
<b>CASH POSITION BEGINNING OF YEAR</b>	<b>161,748</b>	<b>223,591</b>
<b>CASH POSITION END OF YEAR</b>	<b>201,481</b>	<b>161,748</b>

# 2011/2012 Financial Statements

## COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements  
(Unaudited)

Year ended April 30, 2012

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### 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 AND FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

These financial statements were prepared in accordance with Part III of the Canadian Institute of Chartered Accountants Accounting Handbook that sets out generally accepted accounting principles for not-for-profit organizations and include the following significant accounting policies

#### (a) Revenue recognition

The College follows the restricted fund method of accounting for revenues. 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 reasonably assured. Grants and other amounts are recognized as revenue in the year of receipt. Interest is recognized as revenue on an accrual basis.

#### (b) The Unrestricted Fund accounts for the College's programs and administrative activities.

#### (c) The capital asset fund represents the College's investment in computers, software, equipment and leasehold improvements. Depreciation is recorded as an expense of the unrestricted fund.

#### (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 College measures cash and accounts payable and accrued liabilities at amortized cost.

#### (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.

## 2011/2012 Financial Statements

# COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

Notes to Financial Statements  
(Unaudited)

Year ended April 30, 2012

### 2. SIGNIFICANT ACCOUNTING POLICIES AND FIRST-TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS (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.

(h) First-time adoption of accounting standards for not-for-profit organizations

These financial statements are the first financial statements that the College has prepared in accordance with Part III of the CICA handbook - Accounting, which constitutes generally accepted accounting principles for not-for-profit organizations in Canada. In preparing the opening balance sheet as at May 1, 2010 [the "Transition Date"], the College has applied the standards retrospectively.

### 3. CAPITAL ASSETS

	2012 Cost	Accumulated Depreciation	2011 Cost	Accumulated Depreciation
Computers and software	\$ 14,004	\$ 6,210	\$ 14,004	\$ 4,262
Furniture and equipment	28,505	10,452	28,505	5,938
Leasehold improvements	22,432	8,984	22,432	4,492
	<u>\$ 64,941</u>	<u>\$ 25,646</u>	<u>\$ 64,941</u>	<u>\$ 14,692</u>
NET BOOK VALUE		<u>\$ 39,295</u>		<u>\$ 50,249</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.