

College of  
Dental Hygienists  
of Manitoba



**2016/2017**  
ANNUAL REPORT

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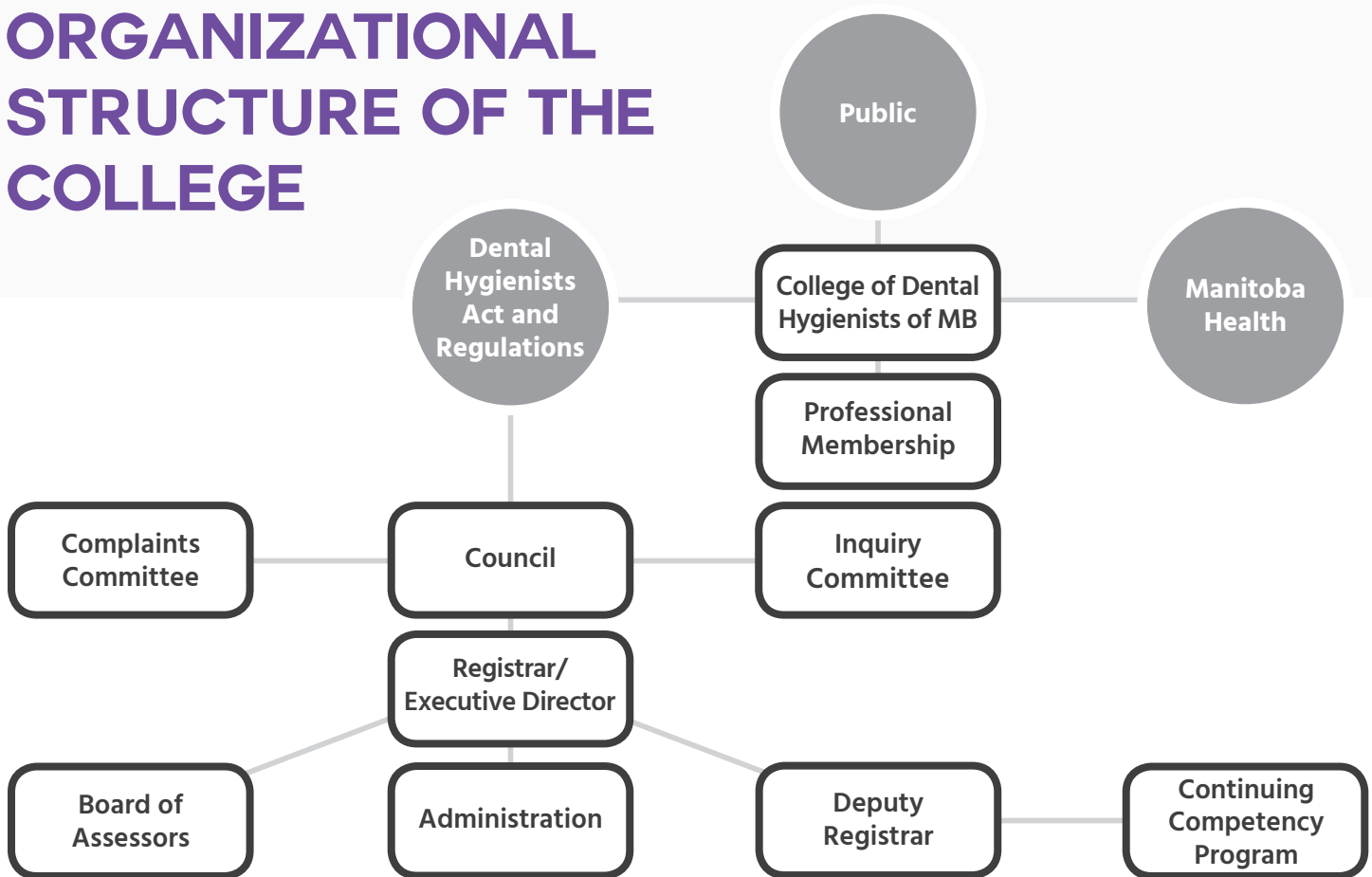
**ANNUAL GENERAL MEETING**  
**SATURDAY, NOVEMBER 18, 2017**  
**VICTORIA INN, 1808 WELLINGTON AVE,**  
**WINNIPEG, MB**

# ROLE OF THE COLLEGE

The *Dental Hygienists Act* and accompanying regulations give us the power to:

- determine who is eligible to practice dental hygiene in Manitoba;
- protect the title of ‘registered dental hygienist,’ ‘oral hygienist’ and/or ‘dental hygienist’ to be used only by registered members of the College;
- require registrants to meet or exceed the standards for registration and renewal;
- ensure that all applicants have successfully written or have been ‘grand-parented’ into the National Dental Hygiene Certification Exam (NDHCE);
- require registrants to adhere to current jurisdictional legislation and regulations encompassing: the Practice Standards, the Code of Ethics, the Competencies, Practice Guidelines and Policies of the College related to relevant profession and practice settings;
- set and administer the Continuing Competency Program;
- investigate and resolve complaints about dental hygienists and administer discipline where necessary.

## ORGANIZATIONAL STRUCTURE OF THE COLLEGE



# COUNCIL

According to our governing legislation and by-laws, the Council will consist of at least nine persons, but no more than 12, who are either members of the College or public representatives. At least one-third of the members of the Council must be public representatives who are appointed to the Council by the Minister of Health.

The Council manages and conducts the business affairs of the College and exercises the rights, powers and privileges of the College in the name and on behalf of the College. Additionally, it directs, controls and inspires the organization through the careful establishment of broad written policies reflecting the Council's values and perspectives. The CDHM Council operates under the Carver® Model of Governance. Under this model, the Council is responsible for long-term strategy and leadership and the Registrar/ED is responsible for executing the strategy.

The CDHM's mission statement, objectives, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- establish objectives for the College;
- guide the Council's own conduct and performance;
- delegate authority to the Registrar/ED;
- set out a system for monitoring operations and achievement of objectives.

**MEMBERS:** Karina Hiebert (Chair), Joan Todd (Vice-chair), Terri Archibald, Kim Boyce, Alayna Gelley, Lisa Grayson, Saima Klippenstein, Raymond Wang, Kelly Tye-Vallis, Emily Walker, Betty-Ann Zegarac (non-voting public member)

## REGISTRAR EXECUTIVE DIRECTOR

The Registrar/ED performs all duties designated to that position by the legislation and those other duties delegated by the Council.

**REGISTRAR/ED:** Stephanie Gordon

## BOARD OF ASSESSORS

The Board of Assessors (BOA) consists of at least three College members who are appointed by the Registrar/ED. This board considers and decides upon applications for registration. The BOA can deny, approve, or place conditions on registration.

**MEMBERS:** Janis Gojda, Kristin Holt, Natasha Kravtsov and May De Guzman

## COMPLAINTS COMMITTEE

The Complaints Committee investigates and makes decisions regarding complaints that can be brought to the College's attention by the public, dentists, the Registrar/ED and other registrants.

**MEMBERS:** Greg Giesbrecht, Lisa Grayson (Chair), Tracey Walther  
**MEMBERS:** Lisa Grayson (Chair), Aruna Hall, Lila Jorheim MacInnes

## INQUIRY COMMITTEE

The Inquiry Committee is responsible for holding hearings on matters referred to it by the complaints committee and making disciplinary decisions about the conduct of investigated members.

**MEMBERS:** Kim Boyce (Chair), Nita Orbeta, Marla Rubin

## CONTINUING COMPETENCY PROGRAM REVIEWER COMMITTEE

The Continuing Competency Program Reviewer Committee develops and monitors the Continuing Competency Program (CCP) to ensure registrants are meeting the program's guidelines. The Deputy Registrar leads and organizes the CCP Reviewer Committee and the CCP audit process.

**MEMBERS:** Diane Girardin, Paula Larocque, Chelsey Pachkowsky, Harriet Rosenbaum, and Aaron Szucsik

## COLLEGE ADMINISTRATIVE STAFF

College administrative staff is responsible for enforcing the Act and achieving the College's objectives through application of policies and guidelines established by the Council.

**STAFF:** Donna Dowie, Administrative Assistant to the Registrar/ED; Sheryl Slosower, Deputy Registrar

# REGULATING THE DENTAL HYGIENE PROFESSION

## REGISTERING DENTAL HYGIENISTS

The College has a systematic and comprehensive registration process that must be met prior to the applicant being able to practice the profession of dental hygiene in Manitoba. In accordance with the by-laws, the Council must appoint a Board of Assessors (BOA) to consider and decide on applications for registration. Before making a decision, the BOA carefully reviews a dental hygienist's education, training, and relevant practice experience, and confirms that s/he has met all of the requirements mandated by the Dental Hygienists Act. As well, the BOA considers any outstanding investigations, disciplinary actions, or practice restrictions from other jurisdictions to ensure that only qualified, competent, and ethical dental hygienists are approved for registration.

Through the review of applications and renewals, the BOA has the ability to place conditions on the registration of dental hygienists. If the BOA does not approve an application for registration or approves an application subject to conditions, it must give notice to the applicant in writing, with reasons for its decisions, and must advise the applicant of the right to appeal its decision to the Council. Examples of conditions that may be placed by the BOA include: specific practice hour requirements, additional continuing competency submissions, direct supervision, and additional fines/fees.

## REGISTRATION INFORMATION AND DECISIONS

	2014/15	2015/16	2016/17
Number of applications approved	45	42	58
Number of applications denied	0	0	0
Number of applications revoked	0	0	0
Number of appeals	0	2	0
Number of RDH's with conditions placed on registration	2	2	2
Number of RDH's with conditions met	2	0	1

## REGULATED MEMBERS AS OF APRIL 30, 2017

	2014/15	2015/16	2016/17
Practising	687	729	734
Non-Practising	56	65	43
Students	51	50	53
Temporary	0	0	0
	794	844	830

At the close of the registration year ending January 14, 2017, 41 RDHs cancelled their registration through the proper process. Five RDHs were cancelled for non-compliance due to not following the legislative requirements.

## NEW REGISTRATIONS COMPLETED AS OF APRIL 30, 2017

	2014/15	2015/16	2016/17
Graduates of U of M	25	25	26
Other Canadian graduates	20	16	32
International graduates	0	1	0
	45	42	58

## AGE DISTRIBUTION OF PRACTISING REGISTRANTS

21 - 30	196 / 734
31 - 40	228 / 734
41 - 50	149 / 734
51 - 60	126 / 734
61+	35/734

# PROTECTING THE PUBLIC

Safeguarding the public interest is the first and foremost priority of the College. The public places the utmost trust in health care professionals to provide safe and effective quality care. Three committees ensure this mandate is met:

- The Complaints Committee
- The Board of Assessors
- The Inquiry Committee

The College upholds its mandate by managing complaints, investigations, and disciplinary processes in accordance with the legislation. A thorough review and consideration of each complaint ensures an unbiased and impartial process for clients and dental hygienists involved in the complaints proceedings. All complaints are brought forward to the Registrar/ED and are subsequently referred to the Complaints Committee for review and decision. Examples of complaints that have been submitted to the College include: individuals practising illegally, fraudulent documents, lack of professionalism, practising beyond one’s scope of practice, and breaches in infection control.

This year, the Complaints Committee censured two members for their failure to apply for registration on the Oral Anaesthetic Roster prior to administering oral anaesthetic, and the Extended Practice Roster prior to practising in an alternative practice setting. Once notified of this by the Board of Assessors, the Registrar/ED referred the two registrants to the Complaints Committee. The Complaints Committee decided the appropriate disposition of this matter was to censure both registrants. A member can be censured under 24 (1) (d) of the Act if the member has agreed to accept the censure. As required under the Act, both registrants

agreed to the censure and met with the chair of the Complaints Committee to accept the censure. 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.

The Inquiry Committee further investigates and coordinates the panel and hearings related to conduct or complaints referred to it by the Complaints Committee. To date, the College has not had to exercise the use of this committee.

Legislation requires the College to comment on the number of practice audits conducted by the CDHM. During the last fiscal year there were no practice audits conducted. Since the College was established, the Council has made no decision as to when practice audits will commence being conducted.

## COMPLAINTS INFORMATION AND DECISIONS

	2014/15	2015/16	2016/17
New complaints received	4	2	1
Complaints carried forward from previous years	5	0	2
Complaints closed	3	5	2
Complaints open as of April 30	6	3	1
Complaints withdrawn	0	0	0
Appeals	2	0	0
RDHs with conditions placed on their registration	0	0	1
Illegally practising persons	2	0	3
RDH's with a censure placed	2	2	2

# CONTINUING COMPETENCY PROGRAM

One of the primary responsibilities of the CDHM is to ensure the ongoing competence of its registrants 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 protecting the public’s interest. The focus of the CCP is targeted lifelong learning based on the individual assessment of practice needs, along with ongoing engagement in one’s profession. Once the practice need is determined, the learner takes responsibility for setting goals, identifying resources for learning, reflecting on and evaluating one’s learning, and implementing the change into practice, with the ultimate aim of improving and transforming practice.

The Deputy Registrar gave a three hour CCP presentation/workshop to the senior dental hygiene students at the U of M on January 12, 2017. She discussed the importance of employing reflection, self-assessment, external feedback, critical thought and problem solving to the CCR. In addition, she discussed the Professional Activity Record, the CCP directives and regulations, the history of the CCP and how it is mandated by the government.

Janet Rothney, the U of M dentistry librarian, is no longer conducting CCP workshops as there was a poor turnout the previous year for these workshops. However, she advises that registrants have largely learned how to search for evidence on their own. Janet will meet one on one with any registrant who calls the Neil John Maclean Health Sciences Library at the U of M.

There were 10 registered journal clubs with study topics consisting of fluoride varnish, oral screening/pathology, MRSA, cardiovascular disease in relation to periodontal disease, Invisalign orthodontic treatment, neuromuscular disorders, diabetes effects on periodontal health and the efficacy of Perio Protect.

## CONTINUING COMPETENCY PROGRAM STATISTICS

In 2016-2017:

- 169 audit letters were sent
- 166 submissions were received on time

In assessing the previous year's CCP submissions:

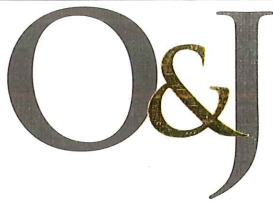
- 18 were deficient

Through the annual 2015-2016 CCP audit process, all registrants met the CCP guidelines.

# THE REGULATED HEALTH PROFESSIONS ACT (RHPA)

The goal of the RHPA Committee of Council is to prepare the materials required for meetings with Manitoba Health. Ultimately, provincial regulations under the RHPA will guide the practice of dental hygiene in Manitoba.

The CDHM RHPA committee has been on hiatus since May 2015 when council passed a motion to break, subject to changing circumstances such as new direction from the Government of Manitoba. In the meantime, the CDHM has continued to participate in the meetings and activities of the Manitoba Alliance of Health Regulatory Colleges.



**OLAFSON & JONES**

CHARTERED PROFESSIONAL ACCOUNTANTS INC.

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## REVIEW ENGAGEMENT REPORT

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To the Members of College of Dental Hygienists of Manitoba

We have reviewed the statement of financial position of College of Dental Hygienists of Manitoba as at April 30, 2017 and the statements of operations, changes in net assets and cash flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the organization.

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

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba  
August 28, 2017

A handwritten signature in blue ink that reads "Olafson &amp; Jones".

CHARTERED PROFESSIONAL ACCOUNTANTS



**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Statement of Financial Position**  
**As at April 30, 2017**  
*(Unaudited)*

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 371,886	\$ 320,679
Accounts receivable	104	-
Prepaid expenses and deposits	3,116	2,579
	375,106	323,258
<b>TANGIBLE CAPITAL ASSETS</b> <i>(Notes 2, 3)</i>	60,683	68,651
	\$ 435,789	\$ 391,909
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 6,026	\$ 8,164
Current portion of note payable <i>(Note 6)</i>	3,500	4,200
Deferred revenue <i>(Note 5)</i>	245,017	233,113
	254,543	245,477
<b>NOTE PAYABLE</b> <i>(Note 6)</i>	-	3,850
	254,543	249,327
<b>NET ASSETS</b>		
<b>NET ASSETS</b>		
Internally restricted net assets	150,681	158,651
Unrestricted net assets	30,565	(16,069)
	181,246	142,582
	\$ 435,789	\$ 391,909

Approved on behalf of the Board:



The accompanying notes are an integral part of these statements.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Statement of Operations**  
**For the Year Ended April 30, 2017**  
*(Unaudited)*

	2017	2016
<b>REVENUES</b>		
Registration fees	\$ 367,281	\$ 337,233
Application fees	17,700	11,730
Interest	3,691	3,253
Other	8,930	2,238
	<u>397,602</u>	<u>354,454</u>
<b>EXPENSES</b>		
Accounting fees	6,763	6,185
Accreditation	5,945	4,719
Advertising and promotion	2,678	921
Amortization	13,731	3,871
Annual general meeting	7,590	5,336
Bank charges	9,610	9,651
Committees	13,843	11,129
Consulting fees	3,324	3,215
Insurance	3,024	3,186
Legal fees	18,213	20,011
Memberships	1,553	1,646
Newsletter	1,044	1,260
Office	15,384	17,999
Professional development	24,099	22,446
Rent and utilities	24,720	24,348
Salaries and benefits	194,132	182,104
Telephone and internet	2,816	2,933
Website	10,469	4,037
	<u>358,938</u>	<u>324,997</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 38,664</u>	<u>\$ 29,457</u>

The accompanying notes are an integral part of these statements.

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**STATEMENT OF MEMBERS' SURPLUS**  
**FOR THE YEAR ENDED APRIL 30, 2017**  
(Unaudited)

	Unrestricted <u>2017</u>	Operational Contingency Reserve Fund <u>2017</u>	RHPA Reserve Fund <u>2017</u>	Registrar Succession Reserve Fund <u>2017</u>	Invested in tangible capital assets <u>2017</u>	Total <u>2017</u>
Members' surplus and fund balances, opening balance	\$ (16,069)	\$ 50,000	\$ 20,000	\$ 20,000	\$ 68,651	\$ 142,582
Excess of revenues over expenses	38,664	-	-	-	-	29,457
Interfund transfers	<u>7,970</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,970)</u>	<u>-</u>
Members' surplus and fund balances, closing balance	<u>\$ 30,565</u>	<u>\$ 50,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 60,681</u>	<u>\$ 172,039</u>

	Unrestricted <u>2016</u>	Operational Contingency Reserve Fund <u>2016</u>	RHPA Reserve Fund <u>2016</u>	Registrar Succession Reserve Fund <u>2016</u>	Invested in tangible capital assets <u>2016</u>	Total <u>2016</u>
Members' surplus and fund balances, opening balance	\$ 3,770	\$ 50,000	\$ 20,000	\$ 20,000	\$ 19,355	\$ 113,125
Excess of revenues over expenses	29,457	-	-	-	-	29,457
Interfund transfers	<u>(49,296)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,296</u>	<u>-</u>
Members' surplus and fund balances, closing balance	<u>\$ (16,069)</u>	<u>\$ 50,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 68,651</u>	<u>\$ 142,582</u>

*The accompanying notes are an integral part of these statements.*

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Statement of Cash Flow**  
**For the Year Ended April 30, 2017**  
*(Unaudited)*

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Cash receipts from members	\$ 409,401	\$ 349,670
Interest received	-	3,253
Grants and other receipts	-	2,238
Cash paid to suppliers and employees	<u>(347,883)</u>	<u>(305,700)</u>
Cash flow from operating activities	<u>61,518</u>	49,461
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(5,761)	(53,167)
Repayment of note payable	(4,550)	-
Proceeds of note payable	<u>-</u>	<u>8,050</u>
Cash flow used by investing activities	<u>(10,311)</u>	<u>(45,117)</u>
<b>INCREASE IN CASH FLOW</b>	<b>51,207</b>	4,344
Cash - beginning of year	<u>320,679</u>	316,335
<b>CASH - END OF YEAR</b>	<b><u>\$ 371,886</u></b>	<b><u>\$ 320,679</u></b>

The accompanying notes are an integral part of these statements.

# COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

## Notes to Financial Statements

For the Year Ended April 30, 2017

(Unaudited)

### 1. PURPOSE OF THE ORGANIZATION

The College of Dental Hygienists of Manitoba (CDHM) 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

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

#### Revenue recognition

The College follows the deferral method of accounting for revenues. Member registration fees are recognized in the year to which they relate on a pro rata basis. Accordingly, member fees for the subsequent fiscal year are deferred and recognized as revenue in the applicable year. All other revenue is 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. Interest is recognized as revenue when earned.

#### Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives diminishing balance at the following rates and methods:

Computer software	20%	diminishing balance method
Equipment	20%	diminishing balance method
Leasehold improvements	20%	straight-line method

The organization regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

#### Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the reported amounts of revenue and expenses. The main estimates include estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

(continues)

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Notes to Financial Statements**  
**For the Year Ended April 30, 2017**  
*(Unaudited)*

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

Fund accounting

College of Dental Hygienists of Manitoba follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Tangible Capital Asset Fund reports the assets, liabilities, revenues and expenses related to Organization's tangible capital assets.

The Operational Contingency Reserve fund represents an amount restricted to mitigate fluctuations in revenue and cash flow.

The RHPA Reserve Fund is an amount restricted for the cost of compliance and training related to the Regulated Health Professions Act (RHPA).

The Registrar Succession Reserve Fund is an amount restricted to address the recruitment and training costs associated with the succession of the Registrar.

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. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2017 Net book value
Computer equipment	\$ 78,624	\$ 26,416	\$ 52,208
Furniture and equipment	31,427	22,952	8,475
Leasehold improvements	22,432	22,432	-
	<u>\$ 132,483</u>	<u>\$ 71,800</u>	<u>\$ 60,683</u>
			2016
	Cost	Accumulated amortization	Net book value
Computer equipment	\$ 74,430	\$ 14,412	\$ 60,018
Furniture and equipment	29,859	21,226	8,633
Leasehold improvements	22,432	22,432	-
	<u>\$ 126,721</u>	<u>\$ 58,070</u>	<u>\$ 68,651</u>

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Notes to Financial Statements**  
**For the Year Ended April 30, 2017**  
*(Unaudited)*

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**4. LEASE COMMITMENTS**

The Organization is committed under a lease agreement for the premises. The minimum annual commitment for lease payments is as follows:

2018	\$ <u>22,522</u>
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**5. DEFERRED REVENUE**

	2017	2016
Balance, beginning of year	\$ 233,113	\$ 218,027
Prior year accrual reversed	(233,113)	(218,027)
Amount received during the year	409,402	349,670
Amount recognized as revenue	(164,385)	(116,557)
	-	-
	\$ 245,017	\$ 233,113

**6. NOTE PAYABLE**

The College entered into an agreement during the year for a new membership system and database with Alinity Inc. \$10,000 of the initial license fee is repayable over 30 months by means of monthly repayments of \$350.

	2017	2016
Note payable	\$ 3,500	\$ 8,050
Less: current portion	(3,500)	(4,200)
	\$ -	\$ 3,850

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Notes to Financial Statements**  
**For the Year Ended April 30, 2017**  
*(Unaudited)*

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**7. FINANCIAL INSTRUMENTS**

The Organization's financial instruments consist of cash, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

Credit risk

CDHM maintained cash with reputable and major financial institutions. The organization does not have any significant credit risk.

Fair value

CDHM's cash, accounts payable and accrued liabilities are short term financial instruments whose fair value approximates their carrying values.





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