



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

2015 ANNUAL REPORT





COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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THE COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA (CRDHA) EXISTS SO THAT ALBERTANS RECEIVE SAFE, HIGH QUALITY DENTAL HYGIENE CARE FROM A CONTINUALLY ADVANCING DENTAL HYGIENE PROFESSION.

PRESIDENT'S MESSAGE



I am pleased to present the CRDHA Annual Report for the fiscal year ending October 31, 2015.

The CRDHA exists so that Albertans will receive safe, high quality dental hygiene health care from a continually advancing dental hygiene profession. The CRDHA is proud to have its members, the public, and the government recognize the dental hygienists profession as a vital and progressive health profession.

The vision and efforts of councillors, committees, volunteers, supporters and staff in attaining and maintaining self regulation has resulted in Alberta dental hygienists having the broadest scope of practice in Canada. As such, I am happy to share with you that the University of Alberta Dental Hygiene program is the first in Canada to offer a Master's Degree program.

Alberta dental hygienists practice in highly varied practice settings, including independent practice and residential and long-term care facilities without legislative barriers that inhibit the public's choice and access to care.

I am honoured to serve as CRDHA President this term. I continually look forward to the opportunities to communicate with members from across the province. I would like to welcome all of you to continue correspondence with us, we appreciate your feedback and suggestions.

Respectfully submitted,

A handwritten signature in black ink that reads "Laurie Smith". The signature is written in a cursive, flowing style.

Laurie Smith, RDH
PRESIDENT

MEMBERS OF COUNCIL

Laurie Smith, President
Arlynn Brodie, Vice President
Aimee Bradley, Past President
Jack Belkin, Public Member
Allison Boone
Joanna Czarnobaj
Rocell Gercio-Chad
Sabrina Heglund
Joshua Jackman, Public Member
Michael Lummerding, Public Member
Kathleen Sauze
Jacqueline VanMalsen

PUBLIC MEMBERS' MESSAGE



JACK BELKIN



JOSHUA JACKMAN



MICHAEL LUMMERDING

As a Public Member on the CRDHA Council, it is my privilege to provide you an insight into the role of public members and the work of the CRDHA Council.

As public members appointed in accordance with the *Health Professions Act* (under the authority of the Lieutenant Governor and the Premier of Alberta and formalized by an Order in Council), we believe it important to reemphasize our roles and responsibilities:

Public Members are appointed to serve as active participants and observers on the CRDHA Council. As a guiding principle, the CRDHA Public Members provide accountability to ensure the CRDHA operates in the interest of the public.

As part of providing this assurance, I am pleased to confirm the work of the Council always involves open and candid dialogue and when a decision is required, it is voted upon in a democratic fashion and made with all available information. Decisions are based upon broad inputs, both from those within and beyond the Council. Each of your elected and public members is afforded ample opportunity to participate in discussions and decisions of the Council.

No council can function well without dedicated and capable staff to support the College's activities. Their leadership and experience is greatly appreciated by all and has been recognized both provincially and nationally. The expansive knowledge of the CRDHA staff, coupled with their strong work ethic and effort make our service on the CRDHA Council a distinct pleasure. Their leadership and teamwork is nothing but professional and amazing.

In conclusion, we are pleased to offer the Public Member's opinion that the CRDHA Council and staff consistently demonstrate a strong commitment to ensuring that "Albertans receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession". We further confirm that the day-to-day operations of the College are managed in a prudent and fiscally responsible manner.

Respectfully Submitted,

Michael Lummerding, on behalf of the Public Members

INTRODUCTION

BACKGROUND

Dental hygienists have been providing services to Albertans since 1951. The profession has been self-regulating since 1990. The profession is currently regulated under the *Health Professions Act* and the Dental Hygienists Profession Regulation. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist practices, community health, continuing care facilities and home care settings.

THE ROLE OF THE COLLEGE

The *Health Professions Act* and Dental Hygienists Profession Regulation give us the authority to:

- determine who is qualified to practice dental hygiene in Alberta
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Alberta dental hygienists to:

- meet or exceed the standards for registration and renewal of practice permits
- meet the requirements of the College's continuing competence program
- meet the College's Practice Standards
- abide by the College's Code of Ethics

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral health care services to their clients.

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

In their practice, dental hygienists do one or more of the following:

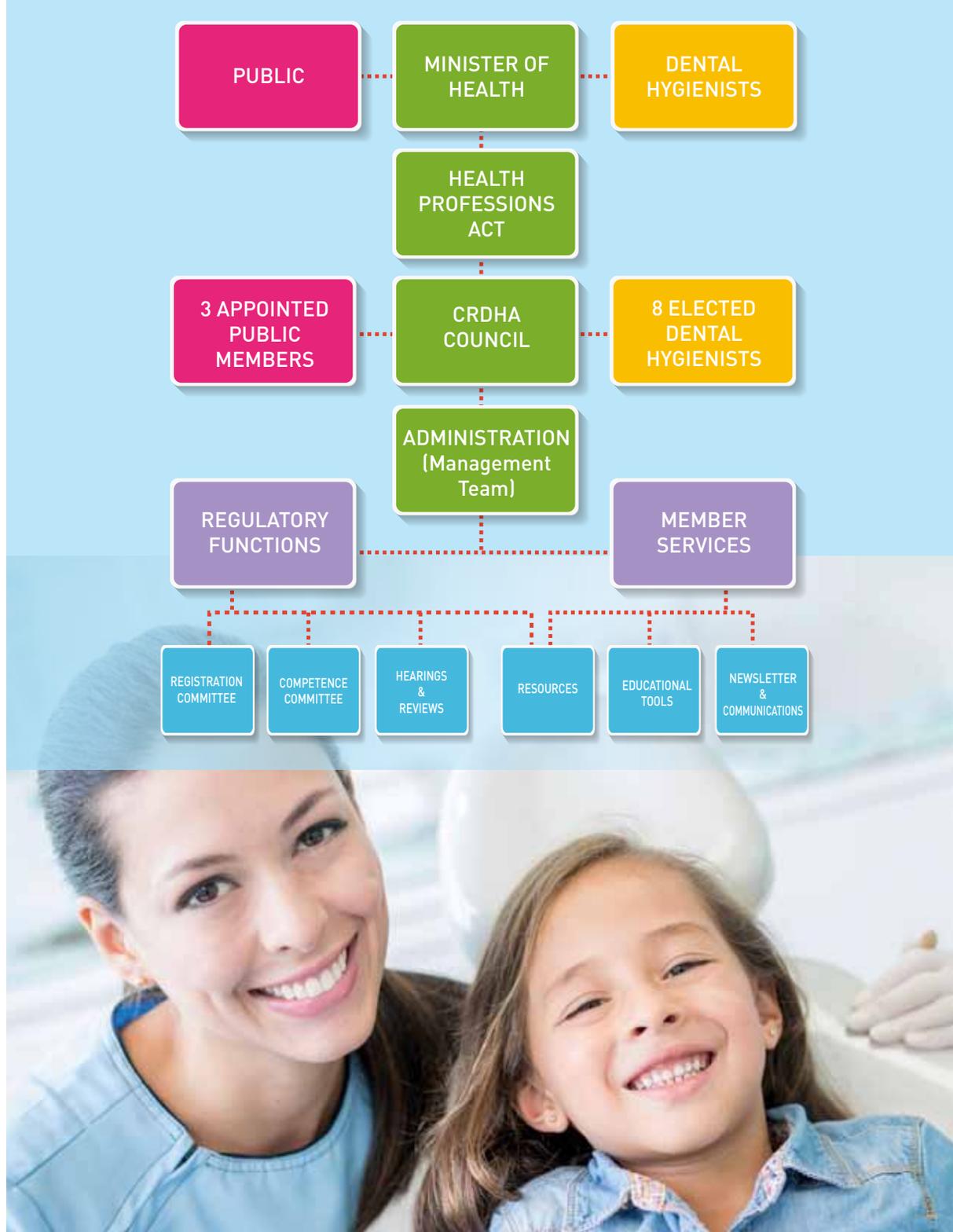
- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- provide restricted activities authorized by the regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

A regulated member of the College of Registered Dental Hygienists of Alberta may use the following titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

ORGANIZATIONAL STRUCTURE

The CRDHA is established through Schedule 5 of the *Health Professions Act* (the Act). Council, committees and other positions are established in accordance with the Act and the CRDHA Bylaws. The organizational structure of the College is set out below.



COUNCIL

The Council is comprised of not fewer than eight regulated members of the College, elected in accordance with the Bylaws, and three members of the public appointed by the Lt. Governor in Council.

Council appoints the Registrar, Complaints Director, Hearings Director, and members of the Registration and Competence Committees. Council also appoints individuals to a list of members available for Hearing Tribunals and Complaint Review Committees.

REGISTRAR & COMPLAINTS DIRECTOR

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the alternate complaint resolution process, or referred to a hearing.

HEARINGS DIRECTOR

Trudy Korner, Administrative Assistant is the CRDHA Hearings Director. The Hearings Director carries out key administrative and organizational duties related to professional conduct hearings and appeals.

REGISTRATION COMMITTEE

The Registration Committee consists of no fewer than three College members. The Committee members review registration issues referred to them by the Registrar.

MEMBERS:

Sharon Compton, Chair
Sophy Bakker
Sally Lockwood

COMPETENCE COMMITTEE

The Competence Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal.

MEMBERS:

Shannon Eaton-Lefroy, Chair
Kimron Penner
Leanne Rodine
Sylvie Royer

MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more members from the appointed membership list are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate sanctions. Two or more members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an alternate complaint resolution process or to review the dismissal of a complaint, if requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

MEMBERS:

Laureen Best
Lisa Kim
Heather Nelson
Christine Martinello
Rachelle Pratt
Kathleen Sauze
Jeanette Trenchie

COLLEGE MANAGEMENT TEAM

College staff is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the College's goals and objectives (Ends) through application of policies established by the Council.

Brenda Walker, Registrar & Complaints Director
Stacy Mackie, Deputy Registrar
Darlene Fraser, Member Services Coordinator
Marthe Benoit, Practice Advisor
Rena Schafers, Registration Coordinator
Trudy Korner, Administrative Assistant
& Hearings Director
Leona Farris, Administrative Assistant

GOVERNANCE



Laurie Smith
President



Arlynn Brodie
Vice President



Aimee Bradley
Past President



Jack Belkin
Public Member



Allison Boone



Joanna Czarnobaj

COUNCIL'S ROLE

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council under the Act and the Bylaws. The CRDHA Council operates under the Carver Model of Policy Governance[®]. The CRDHA's mission statement, Ends, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- Establish long and short term Ends for the College
- Guide the Council's own conduct and performance
- Delegate authority to the Registrar
- Set out a system for monitoring operations and achievement of Ends

Council held three in-person business meetings, three teleconferences, two governance workshops, and an Annual General Meeting between November 1, 2014 and October 31, 2015 to fulfill the responsibility of managing and conducting the business of the College.





ROCELL
GERCIO-CHAD



SABRINA HEGLUND



JOSHUA JACKMAN
PUBLIC MEMBER



MICHAEL
LUMMERDING
PUBLIC MEMBER



KATHLEEN SAUZE



JACQUELINE
VAN MALSEN

RESOURCE ALLOCATION

Although some financial support for specific projects may be provided by grants from government (e.g. Alberta Innovation Fund, Occupational Health and Safety), funding for College programs and services primarily comes from member fees. For the fiscal period November 1, 2014 to October 31, 2015, the Council allocated College resources in several key areas:

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, the financial audit, insurances, and professional and consulting fees related to the Council's activities and responsibilities.
2. High quality dental hygiene care: includes all expenses incurred in fulfilling the CRDHA's regulatory responsibilities.
3. Access and advancement: includes expenses for initiatives that provide oral health information for the public, information and support to members regarding practice issues and opportunities, increased recognition of the profession, and member and student awards and scholarships.



BRENDA WALKER
REGISTRAR &
CHIEF ADMINISTRATIVE OFFICER

ENTRY-TO-PRACTICE EXAMINATIONS

National Examination

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the CRDHA. The examination is offered three times each year in sites across Canada. The CRDHA has a voting member on the National Dental Hygiene Examining Board (NDHCB) and Alberta regulated members sit on NDHCB exam development committees.

Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete an on-line jurisprudence examination that increases their knowledge of the provincial legislation and the CRDHA's practice standards, practice guidelines and code of ethics. Current members can complete the new Jurisprudence Examination as a continuing competence learning opportunity.

Alberta Clinical Examination

In order to assist with determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta program, applicants for registration may be required to complete the CRDHA clinical examination or other testing and assessment activities. In the year ending October 31, 2015, five individuals were required to complete the clinical examination.

Alberta Clinical Exam Results in the year ending October 31, 2015

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
December 19, 2014	0	1	0	1
July 7, 2015	4	0	1	3

PRACTICE STANDARDS AND CODE OF ETHICS

Practice standards and code of ethics provide direction to health professionals in the practice of their profession. The Act considers contravention of a College's code of ethics or standards of practice to be unprofessional conduct.

CRDHA has the following standards documents in place: *Code of Ethics*, *Practice Standards*, *Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation*, *Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice*, *Policy on Leaving or Closing a Dental Hygiene Practice* and *Rules Respecting Advertising*. The College has adopted *Safety Code 30 – Radiation Protection in Dentistry* and the Alberta Dental Association and College's *Infection Prevention and Control Standards and Risk Management for Dentistry*.

CONTINUING COMPETENCE PROGRAM

A mandatory continuing competence program (CCP) has been in place since 1997. Each regulated member must meet the program requirements as expressed in the CCP Rules. A member must earn 45 CCP credits and 600 practice hours in a three-year reporting period. A registrant's reporting period begins on the November 1 immediately following the initial date of registration with the College.

CRDHA conducts an ongoing CCP audit. When each request for CCP credit is received, the request is reviewed for eligibility under the CCP Rules. At annual renewal, all applications are reviewed for compliance with the CCP. When a member fails to meet the CCP requirements, application for a practice permit is denied.

REGULATED MEMBER STATISTICS

The Dental Hygienists Profession Regulation establishes a General member register and a Courtesy member register. General members hold a practice permit and may use the protected titles set out in the Act.

The data below demonstrates over 21% increase in the number of College registrants between 2011 and 2015.

Regulated Members

AS AT OCTOBER 31, 2015

	2011	2012	2013	2014	2015
General	2537	2711	2799	2897	3078
Courtesy	2	3	1	0	0
Total	2539	2714	2800	2897	3078

New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2011	2012	2013	2014	2015
Received			226	207	195
Total			226	207	195

New Registrations Completed

BETWEEN NOVEMBER 1 AND OCTOBER 31

	2011	2012	2013	2014	2015
U of A Graduates	45	41	45	37	40
Other Canadian Graduates	153	212	156	176	138
International Graduates (USA)	11	16	11	8	13
Total	209	269	212	221	191

Conditional Registrations

	2011	2012	2013	2014	2015
Issued	9	11	9	12	6
Conditions Met by October 31, 2014	7	4	3	2	2
Conditional Registrations Revoked	2	1	1	7	3

RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify that they have achieved competence to perform restricted activities set out in the Dental Hygienists Profession Regulation are authorized to perform those activities. Courtesy members may hold a practice permit under the Act and Regulation on a temporary basis, for up to 60 days, and may also perform restricted activities if authorized by the College. The distribution of restricted activity authorizations requiring advanced training is:

Restricted Activity

	2013	2014	2015
Administering local anaesthesia by injection	1792	1856	1954
Performing restorative procedures of a permanent nature in collaboration with a dentist	37	45	48
Prescribing a limited subset of Schedule 1 drugs	83	82	78
Administering nitrous oxide/oxygen conscious sedation	225	251	253
Performing orthodontic procedures in collaboration with a dentist	42	54	65

The College provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

REVIEWS BY COUNCIL

There were no requests for reviews by Council this year.

NON-REGULATED MEMBER STATISTICS

The College Bylaws establish four non-regulated member registers – Non-practicing, Student, Life, and Honourary. Each non-regulated membership category is briefly described below.

Non-practicing membership is for individuals who were previously on the College's Regulated member register. Non-practicing members do not hold a practice permit and are not authorized to use the protected titles. Non-practicing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field.

Student membership is open to students enrolled in the University of Alberta Dental Hygiene Program.

Life membership may be granted to a dental hygienist who has been a registered member in good standing in the College or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honourary membership may be granted to any person who has made outstanding contributions to the College or the practice of dental hygiene who would not be eligible for registration as a regulated or non-regulated member.

Non-regulated Members

AS AT OCTOBER 31, 2015

	2011	2012	2013	2014	2015
Non-Practicing	191	188	152	146	199
Student	2	1	0	0	40
Life	3	3	3	3	3
Total	196	192	155	149	242

HEARINGS DIRECTOR REPORT

There were no hearings held this reporting period

INSPECTIONS

CRDHA initiated inspections under Part 3.1 of the Health Professions Act in late 2011. In 2015, three Council-appointed inspectors conducted inspections of independent dental hygiene practices. Inspectors assess the work environment in general, infection prevention and control in all areas of the practice and conduct chart audits. Inspections are primarily viewed as an opportunity to mentor and assist practitioners to make adjustments to their practice where deficiencies are detected. However, matters will be referred to the Complaints Director if there appear to be substantive deficiencies or where there is evidence of unprofessional conduct.

Inspections Information	2014	2015
Number of inspections initiated	12	11
Number of inspections resulting in minor recommendations for change	3	2
Number of inspections resulting in follow-up visits to ensure compliance*	7 (6*)	7 (5*)
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	2	2
Number of referrals to Complaints Director	0	0

*Includes inspections conducted prior to official opening, number indicated with an asterisk in the column.

COMPLAINTS DIRECTOR REPORT

The College manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to written complaints about the practice or conduct of regulated members from all sources – members of the public, members of other health professions, employers, and members of the College.

Complaints Information	2013	2014	2015
Number of new complaints received	3	5	5
Number of complaints carried forward from previous years	2	2	6
Number of complaints closed	3	1	5
Number of complaints still open at October 31, 2015	2	6	6
Number of complaint resolution agreements			3
Number of Hearings	0	1	0
Number of complaints dismissed			2
Number of complaints withdrawn	0	0	0
Number of Hearings partly or completely closed to the public	0	0	0
Number of appeals	0	0	0
Number of members dealt with under s.118	0	0	1

Summary of New Written Complaints Received

NOV 1, 2014 TO OCT 31, 2015

NO.	NATURE OF COMPLAINT	COMPLAINT ORIGIN	DISPOSITION
1	Being charged the full amount of the estimated fees for treatment, despite the fact that the visit was shorter in duration than the estimate proposed.	Member of the Public	Complaint resolved under s. 55(2)(a.1) of the HPA. Member acknowledged that billing was incorrect and inappropriate, member apologized, member acknowledges her responsibility to ensure accurate billing in her practice. Member provided refund to the complainant .
2	Appointment with elderly client proceeded in daughter's absence; client left lying in awkward position at end of appointment; inadequate information or instructions left for daughter or care givers; lack of sensitivity & understanding re: providing DH treatment to an elderly client with dementia; inappropriate disclosure of personal information to the BBB.	Member of the Public	Investigator appointed
3	DH was rude, caused pain with flossing in one spot, DH was disorganized and may have dropped items although complainant could not see that instruments were dropped.	Member of the Public	Complaint Dismissed Insufficient evidence of unprofessional conduct.
4	DH failed to inform client ahead of time that a second appointment would be required to complete the DH treatment, client's mouth was not sufficiently rinsed out before being dismissed from the DH appointment; DH injured client's gums and client had to see another dentist because gums got sorer after the DH appointment.	Member of the Public	Investigator appointed
5	Concerns re: numbers of temporary restorations placed; appropriateness of billing certain time-related procedures; proper use of examination fee codes.	Insurance Company	Investigator appointed

FACILITATING CONTINUING COMPETENCE

The College has committed to ensuring that members have opportunities for quality, relevant continuing education. A number of activities were undertaken this year to fulfill this commitment.

ANNUAL CONTINUING COMPETENCE (ACC) EVENT

The College held a successful Annual Continuing Competence (ACC) Event in Edmonton, May 7-9, 2015. The pre-event sessions focused on Occupational Health and Safety including interactive, hands-on workshops relating to Infection Prevention and Control and Radiation Safety; Taking Action Against Elder Abuse; and Self-Assessment.

The evening session focused on the *Health Professions Act* and Key Concepts in Discipline Hearings. The ACC Event included scientific sessions and workshops relating to the theme, “*Intersections of Aging*”. These sessions provided information to support dental hygiene practice in a variety of practice settings. For example, sessions related to individualizing preventive strategies to improve desired health outcomes for elderly clients, working with clients with dementia and/or communication disorders, cultural competence, inter-professional collaboration, and leadership were offered.

A Community Connections Showcase provided attendees with product information and practice resources. Community organizations and government agencies are invited to the showcase. CRDHA is always pleased to feature the University of Alberta Dental Hygiene Program student research posters as part of the event.

LOCAL ANAESTHETIC CONTINUING EDUCATION

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure continued delivery of the Council-approved local anaesthesia course for dental hygienists. The course is available to individuals who have completed an out-of-province dental hygiene program which does not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete the U of A local anaesthesia course before the College will authorize them to perform this restricted activity.

ORTHODONTIC MODULE

The College is a co-owner of the Orthodontic Module delivered annually by the Department of Continuing Dental Education, University of Alberta. Regulated members must complete the course in order to be authorized to provide certain orthodontic procedures including the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

ELEMENTS OF PRESCRIBING: A REFRESHER COURSE FOR DENTAL HYGIENISTS

The Dental Hygienists Profession Regulation (2006) enabled dental hygienists who meet the criteria established by CRDHA Council, to become prescribers of the Schedule 1 drugs used in dental hygiene practice. Dental hygienists are required to successfully complete the CRDHA's comprehensive Elements of Prescribing Course before being entered on the CRDHA's Prescriber Roster. There are 86 CRDHA members on the CRDHA's Prescriber Roster as of October 31, 2015.

OTHER CONTINUING COMPETENCE OPPORTUNITIES

With the support of a grant from Alberta Occupational Health and Safety to partially fund a project, the CRDHA developed and distributed to each member a set of posters illustrating appropriate donning and doffing of personal protective equipment. These posters were also featured during the ACC Event infection prevention and control interactive sessions.

The College hosted an exhibit booth at the Edmonton and District Dental Society's Northwest Dental Exposition. All five oral health professions come together at this event to learn from a variety of speakers and access the latest product information from industry suppliers.

PROMOTIONAL OPPORTUNITIES

The CRDHA collaborated with Alberta Health Services (AHS), Apple Magazine to develop a six-page educational resource, "*Your Mouth, Where Health*

Begins". It was included in the Fall 2015 Apple magazine, reaching Albertans across the province. Additional resources such as the *Smiles* flyer, the *All Smiles* flyer, and *More Smiles* flyer include regulatory information, features on dental hygienists in a variety of practice settings, and "Did You Know" facts about dental hygiene practice in Alberta. Printed copies of all the resources are available, on request, to CRDHA members for use in their practice or in educational presentations.

The CRDHA provides promotional displays that volunteers and staff use at in-person community events. The displays focus on the regulatory and educational aspects of the profession and provide oral health information. CRDHA volunteers participated in classroom presentations at several schools to provide information regarding oral health and career opportunities. Volunteers also participate at conferences arranged by other health professional colleges to explore opportunities for inter-professional collaboration. CRDHA members are encouraged to wear an identification pin to raise awareness of the profession.

NEWSLETTER

Four editions of the *InTouch* newsletter were published and distributed to the members. *InTouch* continues to provide members with information about dental hygiene practice, health promotion, legislative and other educational topics.

EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards.

THE INFORMED ENTREPRENEUR: A PRIMER FOR THE BUSINESS OF DENTAL HYGIENE

This resource was developed for members interested in setting up an independent dental hygiene practice.

WEBSITE

WWW.CRDHA.CA

The site provides a variety of information about the roles and responsibilities of the CRDHA and its regulated members, about dental hygiene education, registration to practice dental hygiene, professional standards of practice, and the professional conduct complaint process. The website also displays CRDHA news and publications, notice of continuing competence events, employment listings and links to other useful websites.

RECOGNIZING EXCELLENCE

GRADUATE FUNCTION

The CRDHA sponsored its annual graduate recognition function on April 12, 2015, for the 2015 University of Alberta dental hygiene graduates.

AWARDS & SCHOLARSHIPS

The following College sponsored awards and scholarships were conferred this year:

STUDENT AWARD OF MERIT:
Jessica Chiscop

CRDHA FIRST YEAR SCHOLARSHIP:
Kayla Jacklin

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE II:
Jacquelyn Fleming

CRDHA GOLD SCHOLARSHIP
IN DENTAL HYGIENE:
Kylie Younghans

CRDHA SILVER SCHOLARSHIP:
Drew Young

CRDHA AWARD FOR LEADERSHIP
IN DENTAL HYGIENE III:
Danielle Clark

CRDHA SCHOLARSHIP FOR FOURTH YEAR
BSc - DENTAL HYGIENE SPECIALIZATION:
Amberly Greer

40TH ANNIVERSARY AWARD:
Samantha Dalpe

CRDHA GOLD MEDAL:
Janel Walz

CRDHA JAN PIMLOTT AWARD:
Keli Mallard

CRDHA AWARD IN HONOUR OF
MARGARET BERRY MACLEAN:
Selda Suleymanoglu

DR. CHARL ELS/CRDHA PRIZE IN
ADDICTION AWARENESS AND BRIEF
INTERVENTIONS:
Jessica Mensink



AUDITOR'S REPORT

TO THE MEMBERS OF COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA:

We have audited the accompanying financial statements of the **College of Registered Dental Hygienists of Alberta** which consist of the statement of financial position at October 31, 2015, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the **College of Registered Dental Hygienists of Alberta** as at October 31, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Yaremchuk & Annicchiarico LLP

CHARTERED ACCOUNTANTS

EDMONTON, ALBERTA

MARCH 12, 2016

STATEMENT OF FINANCIAL POSITION

AS AT OCTOBER 31, 2015

	2015	2014
ASSETS		
CURRENT ASSETS:		
Cash	\$ 2,084,295	\$ 2,025,281
Due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario (Note 3)	15,318	–
Investments and Accrued Interest	1,098,633	1,216,297
Prepaid Expenses	41,673	29,107
Total Current Assets	3,239,919	3,270,685
Investments and Accrued Interest (Note 5)	1,925,713	1,940,664
Equipment (Note 4)	136,874	53,441
Total	\$ 5,302,506	5,264,790
 LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts Payable and Accrued Liabilities	\$ 172,648	\$ 134,119
Prepaid Membership Fees	2,103,631	1,963,588
Deferred Revenue	–	25,980
Total Current Liabilities	2,276,279	2,123,687
 NET ASSETS:		
Invested in Equipment	136,874	53,441
Internally Restricted (Note 5)	1,925,713	1,940,664
Unrestricted	963,640	1,146,998
Total Net Assets	3,026,227	3,141,103
Total	\$ 5,302,506	\$ 5,264,790

APPROVED BY THE COUNCIL:



STATEMENT OF CHANGES IN NET ASSETS

	FOR THE YEAR ENDED OCTOBER 31, 2015				
	Invested In Equipment	Internally Restricted (Note 5)	Unrestricted	2015 Total	2014 Total
Balance at beginning of year	\$ 53,441	\$ 1,940,664	\$ 1,146,998	\$ 3,141,103	\$ 2,966,593
Excess of (expenses) revenue for the year	(32,291)	(114,951)	32,366	(114,876)	174,510
Purchase of equipment	115,724	-	(115,724)	-	-
National Clinical Exam Project contribution	-	100,000	(100,000)	-	-
Balance at end of year	\$136,874	\$ 1,925,713	\$ 963,640	\$ 3,026,227	\$ 3,141,103

STATEMENT OF OPERATIONS

	FOR THE YEAR ENDED OCTOBER 31, 2015	
	2015	2014
REVENUE:		
Membership fees	\$ 1,664,978	\$ 1,587,160
Continuing education - annual	128,867	116,915
- other programs	42,750	-
Examination fees	9,800	7,600
Grants - Employment and Immigration Innovation Fund	18,113	26,210
- Occupational Health & Safety	18,107	22,174
Interest	65,160	75,267
Newsletter, website and other	13,369	11,920
Total revenue	1,961,144	1,847,246
EXPENSES:		
GOVERNANCE - Schedule 1	192,005	115,522
HIGH QUALITY - Schedule 2	1,413,804	1,153,657
ADVANCEMENT - Schedule 3	461,833	403,557
Loss on disposal of equipment	8,378	-
Total expenses	2,076,020	1,672,736
EXCESS OF (EXPENSES) REVENUE FOR THE YEAR	\$ (114,876)	\$ 174,510

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2015

	2015	2014
OPERATING ACTIVITIES:		
Cash receipts:		
Membership fees	\$ 1,805,021	\$ 1,969,366
Continuing education - annual	128,867	116,915
- other programs	42,750	-
Examination fees	9,800	7,600
Grants	10,240	30,280
Interest	65,160	75,267
Newsletter, website and other	13,369	11,920
	<u>2,075,207</u>	<u>2,211,348</u>
Cash disbursements	<u>2,033,084</u>	<u>1,618,149</u>
Net cash from operating activities	<u>42,123</u>	<u>593,199</u>
 INVESTING ACTIVITIES:		
Purchase of equipment	(115,724)	(5,897)
Decrease (increase) in investments - net	<u>132,615</u>	<u>(70,062)</u>
Net cash used in investing activities	<u>16,891</u>	<u>(75,959)</u>
 INCREASE IN CASH DURING THE YEAR		
	59,014	517,240
CASH AT BEGINNING OF THE YEAR	<u>2,025,281</u>	<u>1,508,041</u>
CASH AT END OF THE YEAR	<u>\$ 2,084,295</u>	<u>\$ 2,025,281</u>

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. PURPOSE OF COLLEGE:

The College regulates the practice of dental hygiene in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession, and investigates and acts on complaints.

NOTE 2. ACCOUNTING POLICIES:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

Revenue Recognition:

Membership fees revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the event to which the revenue relates has occurred. Grant revenue is accounted for by the deferral method. Under this method, revenue is accounted for in the period in which the related expenditures are incurred. Unexpended funds are recorded as deferred revenue and will be recognized as revenue when the related expenditures are made.

Donated Services:

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

Investments:

Investments consist of term deposits and money market funds. Investments are stated at amortized cost plus accrued interest.

Equipment:

Equipment is stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Computer equipment	30%
Office equipment and furniture	20%

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2015 or 2014).

Financial Instruments:

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

The College's financial instruments measured at amortized cost consists of cash, investments and accrued interest, due from College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario and accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments that can be readily converted to cash.

Use of estimates:

The preparation of financial statements in conformity 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 disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 3. DUE FROM COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA AND COLLEGE OF DENTAL HYGIENISTS OF ONTARIO

In 2012, the College of Registered Dental Hygienists of Alberta, College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario entered into a collaborative project to develop a standardized national clinical examination with grant funds received from Alberta Innovation. At the end of the grant period, the three provincial regulatory authorities committed up to \$100,000 each to continue the project. The College of Registered Dental Hygienists of Alberta agreed to manage the project funds.

	Expenditures Incurred	Funds Provided	Balance Due at	
			OCT 31, 2015	OCT 31, 2014
College of Registered Dental Hygienists of Alberta (Note 5)	\$ 57,659	\$ 57,659	\$ -	\$ -
College of Dental Hygienists of British Columbia	\$ 57,659	\$ 50,000	7,659	\$ -
College of Dental Hygienists of Ontario	\$ 57,659	\$ 50,000	7,659	\$ -
	<u>\$ 172,977</u>	<u>\$ 157,659</u>	<u>\$ 15,318</u>	<u>\$ -</u>

NOTE 4. EQUIPMENT:

The major categories of equipment and related accumulated amortization are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2015	2014
Computer equipment	\$ 176,942	\$ 65,115	\$ 111,827	\$ 23,289
Office equipment and furniture	120,833	95,786	25,047	30,152
	<u>\$ 297,775</u>	<u>\$ 160,901</u>	<u>\$ 136,874</u>	<u>\$ 53,441</u>

NOTES TO THE FINANCIAL STATEMENTS

NOTE 5. NET ASSETS - INTERNALLY RESTRICTED:

By resolution of Council, net assets included in investments have been internally restricted as follows:

	2015	2014
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:		
Balance at beginning of the year	\$ 548,558	\$ 535,808
Interest earned	16,100	12,750
Costs of investigation and discipline	(64,000)	-
Balance at the end of the year	\$ 500,658	\$ 548,558
b) Health Professions Act implementation fund established to finance the costs of implementing the <i>Health Professions Act</i> :		
Balance at beginning of the year	\$ 217,356	\$ 217,356
Member consultations	(14,592)	-
Balance at the end of the year	\$ 202,764	\$ 217,356
c) New building fund established to finance costs of a future building:		
Balance at beginning of the year	\$ 1,024,750	\$ 1,000,000
Interest earned	30,200	24,750
Balance at the end of the year	\$ 1,054,950	\$ 1,024,750
d) Registrar recruitment fund established for the registrar recruitment process:		
Balance at beginning of the year	\$ 50,000	\$ -
Contributions	-	50,000
Balance at the end of the year	\$ 50,000	\$ 50,000
e) U of A dental hygiene graduate student research fund established for donations to the U of A dental hygiene master's degree program:		
Balance at beginning of the year	\$ 100,000	\$ 100,000
Donations	(25,000)	-
Balance at the end of the year	\$ 75,000	\$ 100,000
f) National clinical exam project contribution. The fund was established to continue development of a standardized national clinical exam in collaboration with the College of Dental Hygienists of British Columbia and College of Dental Hygienists of Ontario:		
Contributions	\$ 100,000	\$ -
Development costs (Note 3)	(57,659)	-
Balance at the end of the year	\$ 42,341	\$ -
Total	\$ 1,925,713	\$ 1,940,664

NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. COMMITMENTS:

- a) The College is committed to the rental of business premises under a lease agreement expiring November, 2017. The minimum rent payable is \$6,667 per month to November, 2017, plus the College's proportionate share of common area costs.
- b) The College is committed to the rental of office equipment under a lease agreement which expires February, 2019. The minimum lease payments are \$2,871 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2015, \$16,941 (\$5.86 per member) was paid to the Commission (2014 - \$16,706). The commitment will be \$6.76 per member in 2016.

NOTE 7. FINANCIAL INSTRUMENTS:

The College is exposed to risk on certain financial instruments as follows:

Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk on the investments and accrued interest. The fixed-rate instruments subject the College to a fair value risk.

Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

NOTE 8. INCOME TAX STATUS:

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

SCHEDULE I. GOVERNANCE EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2015	
	2015	2014
Insurance	\$ 11,225	\$ 11,142
Meeting expenses	111,864	57,195
Professional fees - audit, consulting	57,473	47,185
Reviews and appeals	11,443	—
Total	\$ 192,005	\$ 115,522

NOTES TO THE FINANCIAL STATEMENTS

SCHEDULE 2. HIGH QUALITY EXPENSES:

	FOR THE YEAR ENDED OCTOBER 31, 2015	
	2015	2014
Advertising and promotion	\$ 16,788	\$ 11,873
Amortization	16,739	11,453
Commission on Dental Accreditation (Note 6)	16,941	16,706
Continuing education - annual	61,591	48,690
- other programs	28,122	6,061
Costs of investigations and discipline	100,653	29,262
Examinations	11,107	5,725
Grant expenses		
- Employment and Immigration Innovation Fund	18,113	26,210
- Occupational Health & Safety	18,107	22,174
Inspections	63,672	87,015
Insurance	3,440	3,201
Liaisons and committees	14,264	5,406
Meetings		
- travel and accommodation	23,804	27,008
Member consultations	14,592	-
National clinical exam development	57,659	-
Newsletter and website	17,913	20,745
Printing, postage and office	104,248	115,652
Professional fees		
- legal, consulting, accounting and computer	101,820	111,797
Rent (Note 6)	117,245	107,105
Salaries and benefits	592,965	484,513
Telephone	14,021	13,061
Total	\$ 1,413,804	\$ 1,153,657

NOTES TO THE FINANCIAL STATEMENTS

SCHEDULE 3. ADVANCEMENT EXPENSES:

FOR THE YEAR ENDED OCTOBER 31, 2015

	2015	2014
Amortization	\$ 7,174	\$ 4,909
Awards - members	2,044	1,007
- students	4,761	8,307
Continuing education - annual	61,591	52,151
- other programs	4,261	4,305
Dental hygiene promotion	24,038	14,079
Donations	31,500	5,092
Functions	5,605	4,337
Insurance	1,147	1,044
Meetings - travel and accommodation	2,560	5,598
Newsletter and website	17,854	20,228
Printing, postage and office	54,104	53,341
Professional fees	36,901	29,514
Rent	39,082	35,836
Salaries and benefits	164,604	159,640
Telephone	4,607	4,169
Total	\$ 461,833	\$ 403,557



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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