



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA



2 0 0 7 A N N U A L R E P O R T



CONTENTS

I	PRESIDENT'S MESSAGE
I	MEMBERS OF COUNCIL
2	INTRODUCTION
4	ORGANIZATIONAL STRUCTURE
6	GOVERNANCE
8	REGULATING THE PROFESSION
10	COMPLAINTS DIRECTOR REPORT
11	PROFESSIONAL INITIATIVES
13	RECOGNIZING EXCELLENCE
15	COMMUNICATING
16	AUDITOR'S REPORT AND FINANCIAL STATEMENTS

The College of Registered Dental Hygienists of Alberta (CRDHA) exists so that Albertans will receive safe, high quality dental hygiene care and the profession of dental hygiene is advanced.

president's message



JACKI BLATZ, RDH
PRESIDENT

Proclamation of the Dental Hygienists Profession Regulation under the *Health Professions Act* (the Act) on October 31, 2006 launched a new era for the profession of dental hygiene and the delivery of dental hygiene services to Albertans. Under the Act, Alberta Registered Dental Hygienists (RDHs) have been given the broadest scope of practice in Canada, with the potential to improve access and delivery of dental hygiene services to Albertans.

Many years of work by the CRDHA, and the Alberta Government's vision and commitment to improving access to oral health care for Albertans, has positioned our college as a national leader, with other provincial dental hygiene organizations looking to CRDHA as they develop proposals and strategies to encourage their own governments to implement equivalent legislation.

The new Alberta legislation allows registered dental hygienists RDHs to practice to the full extent of their competencies in a wider variety of settings.

In this first full year of regulation under the new legislation, twenty RDHs have ventured into new practice arrangements including practicing in association with another health care provider, mobile dental hygiene practices and private dental hygiene clinics. These pioneers have established their practices in a variety of areas around the province, not just in the major centres of Calgary and Edmonton. They have established collaborative relationships with

dentists and dental specialists, physicians, dietitians, pharmacists and other health care providers to ensure comprehensive care for their clients.

It has been a pleasure and a privilege to serve as your president at this exciting time. I have appreciated the opportunity to meet and communicate with many members across the province, to work with Council, and to have the support of a very dedicated staff. I'd like to take this opportunity to thank all of our members and volunteers. Without your support we would not have achieved our profession's legislative goals. Without the commitment of those who volunteer to serve as council and committee members we would not be able to meet our responsibilities as a self-regulating profession.

Respectfully submitted,
Jacki Blatz, RDH, *President*

MEMBERS OF COUNCIL

Jacki Blatz, President
Brenda Murray, Vice President
Trish Clayton, Past President
Rebecca Beaulne
Geraldine Cool
Jean Fraser, Public Member
Debbie Hubbard, Public Member
Wendy Maloney
Laura McLaughlin
Marianne Reeder
Tawnya Wilde

i n t r o d u c t i o n



BACKGROUND

Dental hygienists have been providing oral health services to Albertans since 1951. The profession was first regulated under the Dental Professions Act. From November 1990 to October 31, 2006 the profession held self-regulating status under the *Dental Disciplines Act*. On October 31, 2006, the new Dental Hygienists Profession Regulation under the *Health Professions Act* came in force, replacing the previous legislation. The new legislation maintained the College's self-regulating status and eliminated previous barriers to practice and delivery of dental hygiene services.

THE ROLE OF THE COLLEGE

In accordance with Section 3(1) of the *Health Professions Act*, "A college

- a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- d) must establish, maintain and enforce a code of ethics,
- e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- f) may approve programs of study and education courses for the purposes of registration requirements."



OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

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

- a) assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- b) provide restricted activities authorized by the regulations, and
- c) 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:

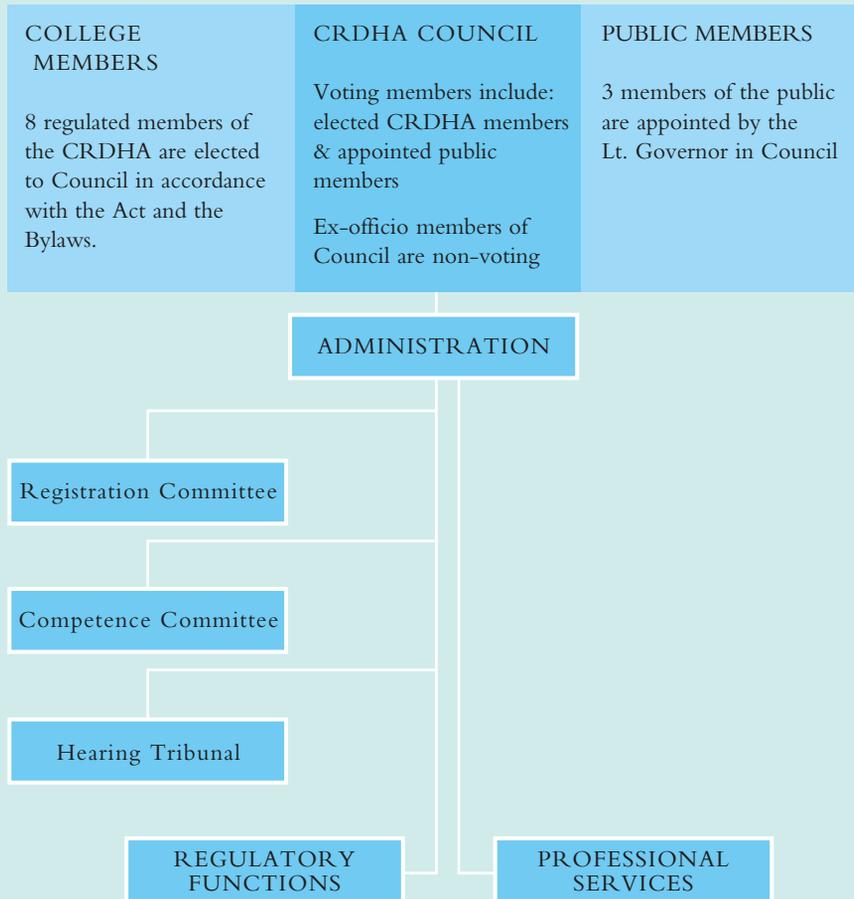
- a) dental hygienist
- b) registered dental hygienist
- c) DH
- d) RDH

o r g a n i z a t i o n a l s t r u c t u r e



Jackie Blatz, CRDHA President, The Honorable Dave Hancock, Minister of Health, Brenda Walker, CRDHA Registrar, at CRDHA Reception, April 4, 2007, celebrating the Proclamation of the HPA for the profession of dental hygiene.

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. The Registrar is appointed as an ex-officio member of 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 as well as those 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.

DEPUTY REGISTRAR & HEARINGS DIRECTOR

The Deputy Registrar serves as the Hearings Director for the College. The CRDHA 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: Janice Pimlott, Chair
Judy Clarke
Jennifer deBoer
Julia Salvia

COMPETENCE COMMITTEE

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

Members: Monica Kun, Chair
Catherine Fairfield
Val Felesky
Robin Lutz
Donna Stewart

MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more members from the appointed members 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 a review is requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

Members: Lauren Best
Rachelle Pratt
Beverly Silvester
Jeanette Trenchie

COLLEGE ADMINISTRATIVE STAFF

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
Stacy Mackie, Deputy Registrar
Darlene Fraser, Member Services Coordinator
Kim Koble, Administrative Assistant
Trudy Korner, Registration Clerk

g o v e r n a n c e



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 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 seven business meetings, two governance workshops, and an Annual General Meeting between November 1, 2006 and October 31, 2007 to fulfill the responsibility of managing and conducting the business of the College.

BY-LAWS

Council completed its consultation with members and worked with legal counsel in the previous fiscal year in order to give final approval to new CRDHA Bylaws on November 10, 2006. The Bylaws address operational items such as meetings, quorums, elections and establishment of non-regulated membership categories.



RESOURCE ALLOCATION

For the fiscal period November 1, 2006 to October 31, 2007, the Council allocated College resources to governance of the organization and to two key ends determined at their annual ends planning session.

Governance of the organization includes Council's operational expenses for meetings, member forums, the financial audit, insurance, professional and consulting fees related to Council activities and responsibilities.

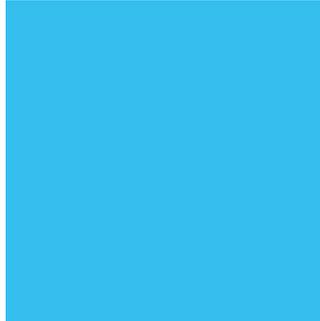
The first end, "high quality, accessible dental hygiene care" encompasses the CRDHA's regulatory responsibilities including registration processes and assessment of entry-level competence, a continuing competence program, practice standards, practice guidelines and a code of ethics, public oral health education initiatives, and professional conduct processes. Costs associated with professional conduct processes including complaints, investigations and hearing tribunals are funded through an internally restricted net asset fund as noted in the Financial Statements.

The second end, "advancement of the dental hygiene profession" includes initiatives that provide information and support to members regarding practice

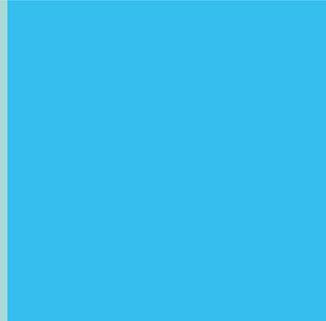
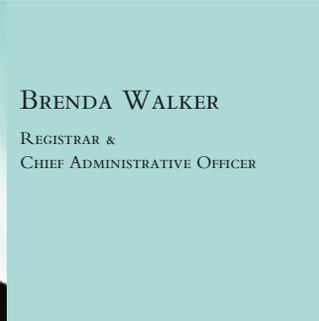
and employment issues and opportunities, increased recognition of the profession, and member and student awards and scholarships.

Often, initiatives related to achievement of ends are not fully completed by the fiscal year end. This unfinished business results in the reporting of a surplus of funds in the Financial Statement. These initiatives are still scheduled for completion and the surplus funds at year end will be used to complete these projects.

regulating the profession



BRENDA WALKER
REGISTRAR &
CHIEF ADMINISTRATIVE OFFICER



REGULATORY ACTIVITIES

This year saw CRDHA complete the transition to its new regulatory environment. *Health Professions Act* information sessions were delivered across the province through January 2007. The new CRDHA website included items clarifying restricted activity authorization and other information related to the new legislation. Changes in registration and professional conduct processes were incorporated. A revised continuing competence program and a new self-assessment tool was introduced. CRDHA practice standards, practice guidelines and a new code of ethics were adopted.

EXAMINATIONS

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

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 CRDHA standards of practice, practice guidelines and code of ethics.

Applicants for registration who are graduates of non-accredited dental hygiene programs are required to complete a CRDHA clinical examination. In the year ending October 31, 2007, two individuals were required to complete the clinical examination. Both individuals were placed on the CRDHA Register.

STANDARDS OF PRACTICE AND CODE OF ETHICS

Standards of practice and codes 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.

Following consultation with members and review by the Minister, Council approved *CRDHA Practice Standards, Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation, Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice*, and a *CRDHA Code of Ethics* on June 18, 2007.

CONTINUING COMPETENCE PROGRAM

At year end, all members applying for renewal of their practice permits had met the requirements set out in the CRDHA continuing competence program. Every regulated member is required to meet the continuing competence and currency requirements set out in the Regulation, in each consecutive three year reporting period commencing November 1, 2006 or, for new members, commencing on the November 1 following their date of registration.

UNAUTHORIZED PRACTICE

Last year we reported that CRDHA issued two cease and desist notices to individuals who were representing themselves as dental hygienists and performing dental hygiene services, including restricted activities such as administration of local anaesthesia by injection. These individuals had previously worked in dental offices as receptionists and dental assistants but neither had ever been enrolled in or completed a dental hygiene program. The conduct of one of these individuals has been dealt with by the College of Alberta Dental Assistants under the professional conduct section of the *Health Professions Act*. The other case has been turned over to the Crown Prosecutor's office.

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.

General members who have provided the CRDHA 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 perform restricted activities if authorized by the College.

REGULATED MEMBERS AS AT OCTOBER 31, 2007					
	2003	2004	2005	2006	2007
General	1475	1560	1640	1784	1876
Courtesy	0	0	0	1	1
Total	1475	1560	1640	1785	1877

The Canadian Institute for Health Information identifies Alberta as one of the three magnet provinces for interprovincial migration of dental hygienists. Ontario and British Columbia are the other magnet provinces. Between November 1, 2006 and October 31, 2007, CRDHA approved one hundred eighty-five applications for registration and refused the application for registration of one applicant.

NEW REGISTRATIONS COMPLETED BETWEEN NOV 1, 2006 & OCT 31, 2007					
	2003	2004	2005	2006	2007
Graduates U of A	60	49	45	38	40
Other Canadian Graduates	60	67	63	102	134
International Graduates	11	7	19	18	11
Total	131	123	127	158	185

NON-REGULATED MEMBER STATISTICS

The CRDHA 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.

Honorary 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, 2007					
	2003	2004	2005	2006	2007
Non-Practicing	209	206	200	178	136
Student	n/a	n/a	n/a	n/a	33
Life	3	4	3	3	3
Total	212	210	203	181	172

COMPLAINTS DIRECTOR REPORT

The College is accountable to Albertans to ensure that dental hygienists practicing in Alberta meet the College's established standards. The College manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to formal complaints about the practice or conduct of regulated members from all sources - members of the public or other health professions, employers, or members of the College.

In the year ending October 31, 2007, one formal (written) complaint was received. The complaint against the regulated member was submitted by an employer. In coming to the decision to dismiss the complaint, the Complaints Director was of the view that there were employer/employee issues between the complainant and the regulated member but there was insufficient evidence of conduct that constituted unprofessional conduct as defined by the *Health Professions Act*. The complaint was dismissed and the complainant was notified of the right to appeal. No appeal was received.

professional initiatives



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

A record three hundred and twenty-five attendees participated in the CRDHA Annual Continuing Competence Event which was held in Edmonton on May 4 and 5, 2007. A pre-event session held on May 3 attracted over seventy-five attendees. The ACC Event included a variety of scientific sessions and workshops relating to “Access to Care”. These sessions provided information to support dental hygiene practice in a variety of practice settings. An Exhibitor Showcase provided attendees with product information and practice resources. 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 these 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 continue to access this course and must complete the course in order to be authorized to provide the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

OTHER CONTINUING COMPETENCE OPPORTUNITIES

The College sponsored province wide videoconferences on January 18 at 6 locations and on January 25 at 7 locations (at least one location in each health region) to inform members about their responsibilities under the *Health Professions Act*.

From February to April, 2007 CRDHA hosted 10 information sessions and workshops focused on the Continuing Competence Program and the new CRDHA Self-Assessment Tool. Over 600 members attended the sessions.

In October 2007 the popular videoconference format was also used to offer Dr. Trey Petty's Infection Prevention and Control presentation to members in 13 locations.

The College hosted exhibit booths at the Edmonton and District Dental Society's Northwest Dental Exposition and the Calgary and District Dental Society's (CDDS) Mini-Lecture and Exhibits. All five oral health professions come together in Calgary and Edmonton to learn from a variety of speakers and access the latest product information from industry suppliers

recognizing excellence



GRADUATE FUNCTION

CRDHA sponsored its annual graduate recognition function for the 2007 University of Alberta (U of A) dental hygiene graduates on April 15, 2007.

AWARDS & SCHOLARSHIPS

A number of awards and scholarships are sponsored by the CRDHA and administered by the U of A Student Awards office. The following CRDHA awards and scholarships were conferred to students in the U of A Dental Hygiene Program:

STUDENT AWARD OF MERIT

Jody Regush received the CRDHA Student Award of Merit in recognition of combined academic, clinical and professional excellence as a senior dental hygiene student.

CRDHA FIRST YEAR SCHOLARSHIP

Tammy Zimmer Ferguson received this award for superior academic achievement.

CRDHA AWARD FOR LEADERSHIP IN DENTAL HYGIENE II

Sara Berkel received this award.

CRDHA GOLD SCHOLARSHIP IN DENTAL HYGIENE

Samantha Lee received this scholarship for the highest academic achievement in the convocating class of the U of A Dental Hygiene Program.





CRDHA SILVER SCHOLARSHIP

Jessica Carson received this award for academic achievement during her final year of the Dental Hygiene Program.

CRDHA AWARD FOR LEADERSHIP IN DENTAL HYGIENE III

Christine Ta received this leadership award.

CRDHA SCHOLARSHIP

This scholarship was awarded to **Azra Lalani** for superior academic achievement in the fourth year of studies in the Bachelor of Science (Dental Hygiene Specialization) Program.

The CRDHA 40th Anniversary Award was presented to **Shirley Matsiskas**. This award is conferred to a CRDHA member entering the last year of studies in the Bachelor of Science (Dental Hygiene Specialization) (Degree Completion Program). The award recognizes leadership in the community, commitment to lifelong learning and exemplary practice as a dental hygienist

A CRDHA Scholarship in Honour of **Margaret Berry-MacLean**, founding Director of the U of A Dental Hygiene Program, was created this year. The scholarship will be presented to a student with superior academic achievement enrolled in the final year of studies in the Bachelor of Science (Dental Hygiene Specialization) (Degree Completion Program).

c o m m u n i c a t i n g



EVALUATING COMMUNICATIONS TOOLS

In November 2006, CRDHA commissioned an independent firm to conduct research about members' perceptions of the profession and the CRDHA, their preferences for continuing competence event topics and delivery formats, and methods of communication. CRDHA communication tools include the *InTouch* newsletter, the website, information sessions, the annual general meeting, and surveys. Overall, members expressed satisfaction with CRDHA's communication tools and expressed a high level of satisfaction with the services provided by CRDHA. In follow-up to member responses, the CRDHA introduced a toll free phone number this year.

NEWSLETTER

Three 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.

PROMOTIONAL PUBLICATIONS

In January 2007, CRDHA published a promotional resource to highlight the regulation of the dental hygienists profession under the *Health Professions Act*. The flyer was inserted in the Calgary Health Region's *Apple* magazine and the Capital Health Region's *Your Health* magazine. It is also available on the CRDHA website.

EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS

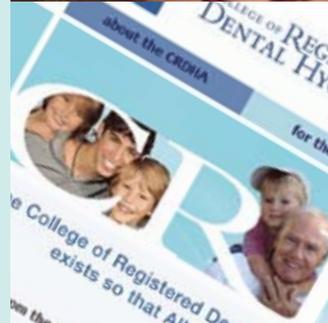
This useful handbook, developed and updated by our legal counsel, is available for purchase and answers many of the questions raised by members about their employment experiences and provincial labour standards.

THE INFORMED ENTREPRENEUR

This resource for members interested in setting up an independent dental hygiene practice, is available for purchase.

WEBSITE www.crdha.ca

The site features "chapters" dedicated to the role of the CRDHA, and the dental hygienist's role, the education and qualifications of dental hygienists, CRDHA news and publications, employment opportunities, tips for good oral health, and links to other useful websites.



AUDITOR'S REPORT

To the Members of College of Registered Dental Hygienists of Alberta:

We have audited the statement of financial position of College of Registered Dental Hygienists of Alberta as at October 31, 2007 and the statements of changes in net assets, operations and cash flows for the year then ended. These financial statements are the responsibility of the College's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College of Registered Dental Hygienists of Alberta as at October 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

EDMONTON, ALBERTA

JANUARY 4, 2008

Yaremchuk & Annicchiarico LLP

CHARTERED ACCOUNTANTS

financial statements

STATEMENT OF FINANCIAL POSITION

	As at October 31, 2007	
	2007	2006
ASSETS		
Current Assets:		
Cash	\$ 372,672	\$ 361,826
Investments and Accrued Interest <i>(note 4)</i>	1,871,588	1,907,775
Prepaid expenses	7,742	7,742
Total Current Assets	2,252,002	2,277,343
Property And Equipment <i>(note 3)</i>	146,182	184,287
Total	\$ 2,398,184	\$ 2,461,630
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable and Accrued Liabilities	\$ 39,391	\$ 109,920
Prepaid Membership Fees	240,005	287,232
Total Current Liabilities	279,396	397,152
Deferred Lease Inducement	39,988	53,318
Net Assets:		
Invested in Property and Equipment	146,182	184,287
Internally Restricted <i>(note 4)</i>	914,786	1,091,191
Unrestricted	1,017,832	735,682
Total Net Assets	2,078,800	2,011,160
Total	2,398,184	\$ 2,461,630

Approved by the Council:


RBeaulne

STATEMENT OF CHANGES IN NET ASSETS

	<i>for the Year October 31, 2007</i>				
	Invested in Property & Equipment	Internally Restricted (note 4)	Unrestricted	2007 Total	2006 Total
Balance at beginning of year	\$ 184,287	\$1,091,191	\$ 735,682	\$ 2,011,160	\$ 1,915,737
Excess of revenue (expenses) for the year	(50,098)	(159,365)	277,103	67,640	95,423
Transfers:					
Rental cost fund	—	(16,400)	16,400	—	—
Employment handbook development fund	—	(640)	(640)	—	—
Purchase of equipment	11,993	—	(11,993)	—	—
Balance at end of year	<u>\$ 146,182</u>	<u>\$ 914,786</u>	<u>\$1,017,832</u>	<u>\$2,078,800</u>	<u>\$ 2,011,160</u>

STATEMENT OF OPERATIONS

	<i>for the Year October 31, 2007</i>	
	2007	2006
REVENUE		
Membership fees	\$ 932,122	\$ 860,899
Continuing education – annual	78,174	18,790
– other programs	30,607	6,751
Academic review fees	5,340	37,795
Interest	98,999	91,684
Newsletter, website and other	9,226	7,615
Total revenue	1,154,468	1,023,534
EXPENSES		
GOVERNANCE <i>(schedule 1)</i>	81,219	107,609
HIGH QUALITY <i>(schedule 2)</i>	598,694	435,857
ADVANCEMENT <i>(schedule 3)</i>	406,915	384,645
Total expenses	1,086,828	928,111
EXCESS OF REVENUE FOR THE YEAR	\$ 67,640	\$ 95,423

STATEMENT OF CASH FLOWS

	<i>for the year ended October 31, 2007</i>	
	2007	2006
OPERATING ACTIVITIES		
Cash receipts:		
Membership fees	\$ 884,895	\$ 802,377
Continuing education – annual	78,174	18,790
– other programs	30,607	6,751
Academic review fees	5,340	37,795
Interest	98,999	91,684
Newsletter, website and other	9,226	7,615
	1,107,241	965,012
Cash disbursements	1,120,589	818,939
Net cash (used in) from operating activities	(13,348)	146,073
INVESTING ACTIVITIES		
Purchase of property and equipment	(11,993)	(69,136)
(Decrease) increase in short-term investments - net	36,187	(354,644)
Net cash (used in) investing activities	24,194	(423,780)
(INCREASE) DECREASE IN CASH DURING THE YEAR	10,846	(277,707)
CASH AT THE BEGINNING OF THE YEAR	361,826	639,533
CASH AT END OF THE YEAR	\$ 372,672	\$ 361,826

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. PURPOSE OF COLLEGE:

By order in Council dated October 25, 2006, the Lieutenant Governor of Alberta proclaimed Schedule 5 of the *Health Professions Act* in force effective October 31, 2006.

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 generally accepted accounting principles. The significant accounting policies are as follows:

REVENUE RECOGNITION:

Membership revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the function to which the revenue relates to has been presented or completed.

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 of determining their fair value, donated services are not recognized in these financial statements.

INVESTMENTS:

Investments consist of government bonds, treasury bills and term deposits. Investments are classified as held-to-maturity financial instruments and are valued at cost or amortized cost plus accrued interest and are adjusted to recognize impairment, other than a temporary impairment, in the underlying value.

PROPERTY AND EQUIPMENT:

Property and equipment are stated at cost. Amortization is provided at the following annual rates:

Computer equipment	30% declining balance
Office equipment and furniture	20% declining balance
Leasehold improvements.....	straight line over term of lease (84 months)

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2007 or 2006).

DEFERRED LEASE INDUCEMENT:

The deferred lease inducement represents the value of cash reimbursements for leasehold improvements provided by the lessor and is amortized over the term of the lease on a straight-line basis. The amortization of the deferred lease inducement is recorded as an adjustment to rent expense.

CASH AND CASH EQUIVALENTS:

Cash and cash equivalents consist of balances with banks and short-term investments with maturities not exceeding 90 days.

USE OF ESTIMATES:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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.

NOTE 3. PROPERTY AND EQUIPMENT:

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

	Cost	Accumulated Amortization	Net Book Value	
			2007	2006
Computer equipment	\$ 137,090	\$ 81,057	\$ 56,033	\$ 70,051
Office equipment and furniture	113,415	79,721	33,694	38,962
Leasehold improvements	131,731	75,276	56,455	75,274
	<u>\$ 382,236</u>	<u>\$ 236,054</u>	<u>\$ 146,182</u>	<u>\$ 184,287</u>

NOTE 4. NET ASSETS - INTERNALLY RESTRICTED:

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

	2007	2006
a) Investigations and discipline fund: The fund was established to finance contingencies related to the costs of investigations and discipline	\$ 556,580	\$ 514,870
b) Employment handbook development fund: The fund was established to finance the costs of establishing an employment handbook and personnel policy for the College	-	6,000
c) Rental cost fund: The fund was established to cover the increased leasing costs of new office premises to 2010	49,200	65,600
d) <i>Health Professions Act</i> implementation fund: The fund was established to finance the costs of implementing the <i>Health Professions Act</i>	309,006	504,721
Total	914,786	\$ 1,091,191

In 2007, the investigations and discipline fund had a net increase of \$41,710. This net increase resulted from interest revenue earned of \$48,000 less costs of investigation and discipline of \$6,290.

The employment handbook development fund decreased as a result of \$5,360 of costs incurred during 2007 and the unused balance of \$640 was transferred to unrestricted net assets.

The rental cost fund was authorized by Council in 2003 and 1/7 of the fund (based on the lease term of seven years) will be utilized annually to offset the current year's rent.

The *Health Professions Act* implementation fund decreased as a result of \$195,715 of costs incurred during 2007.

NOTE 5. COMMITMENTS:

- a) The College is committed to the rental of business premises under a lease agreement which expires November, 2010. The minimum rent payable is \$2,795 per month to November, 2008 then increasing to \$3,075 per month to November, 2010 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 September, 2010. The minimum lease payments will be \$2,745 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2007, \$11,445 (2006 - \$11,049) was paid to the Commission. The commitment will be \$4.82 per member in 2008.

NOTE 6. FINANCIAL INSTRUMENTS:

The College's financial instruments consist of cash, short-term investments and accrued interest, and accounts payable and accrued liabilities. It is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The carrying values of the financial instruments approximate their fair values.

NOTE 7. 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:

	<i>for the year ended October 31, 2007</i>	
	2007	2006
Insurance	\$ 2,411	\$ 2,564
Meeting expenses	56,406	42,647
Professional fees - audit, consulting	22,402	62,398
Total	<u>\$ 81,219</u>	<u>\$ 107,609</u>

SCHEDULE 2. HIGH QUALITY EXPENSES:

	<i>for the year ended October 31, 2007</i>	
	2007	2006
Advertising and promotion	\$ 13,255	\$ 27,014
Amortization	25,049	23,499
Commission on Dental Accreditation	11,445	11,049
Clinical exam	3,349	3,656
Costs of investigations and discipline	6,290	636
Employment handbook	5,360	-
<i>Health Professions Act</i> - implementation	140,327	9,279
Insurance	1,066	1,406
Jurisprudence exam	1,656	-
Liaisons and committees	1,375	2,722
Loss on disposal of equipment	-	1,968
Meetings - travel and accommodation	19,940	8,914
Member consultation	-	1,605
Newsletter and website	14,496	8,091
Printing, postage and office	43,408	44,101
Professional fees -		
legal, consulting, accounting and computer	50,906	56,143
Rent	28,469	27,812
Salaries and benefits	226,919	199,888
Telephone	5,384	8,074
Total	<u>\$ 598,694</u>	<u>\$ 435,857</u>

SCHEDULE 3. ADVANCEMENT EXPENSES:

	<i>for the year ended October 31, 2007</i>	
	2007	2006
Amortization	\$ 25,049	\$ 23,499
Awards - members	1,089	1,724
- students	1,687	5,127
- endowment	-	25,000
Continuing education - annual	73,935	13,127
- other programs	16,111	37,611
Dental hygiene promotion	12,249	27,804
Donations	2,000	3,000
<i>Health Professions Act</i> - pharmacy course development	55,388	45,081
Insurance	1,066	1,406
Loss on disposal of equipment	-	1,968
Meetings - travel and accommodation	6,102	5,040
Member consultation and functions	1,981	2,506
Newsletter and website	30,242	12,956
Printing, postage and office	36,520	38,633
Professional fees -		
legal, consulting, accounting and computer	18,239	20,145
Rent	28,469	27,812
Salaries and benefits	92,734	87,991
Telephone	4,054	4,215
Total	<u>406,915</u>	<u>\$ 384,645</u>



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

SUITE 206, 8657 - 51 AVENUE
EDMONTON, ALBERTA T6E 6A8

TEL: 780.465.1756

TOLL FREE: 1.877.465.1756

FAX: 780.440.0544

Email: info@crdha.ca

Website: www.crdha.ca