

## College of Registered Dental Hygienists of Alberta

### Policy and Requirements Regarding Entry onto the Roster of Members Authorized to Perform Orthodontic Procedures

Registered Dental Hygienists must have successfully completed both the clinical and theoretical components of the Council-approved Alberta Orthodontic Module or an orthodontic program deemed by the College of Registered Dental Hygienists of Alberta (CRDHA) to be substantially equivalent and be authorized by the CRDHA prior to performing any of the orthodontic procedures listed in Appendix 1.

#### Legislative Reference to a Restricted Activity

Section 13(2) of the Dental Hygienists Profession Regulation (the "Regulation") states:

*"A general member or a courtesy member who has provided evidence satisfactory to the Registrar of having completed and remaining current in the advanced training required by the Council and who has received notification from the Registrar that the authorization is indicated on the general register or the courtesy register is authorized to perform the following restricted activities: ....*

*(b) in collaboration with a dentist, to fit an orthodontic or periodontal appliance for the purpose of determining the preliminary fit of the appliance;"*

#### Definitions

For the purposes of this policy the following definitions apply:

- 1 *"In collaboration with a dentist"* means that a dental hygienist authorized to perform any orthodontic procedures must only perform such procedures following the diagnosis and treatment planning prescribed by the dentist. The dentist must be on-site and available to assist during the performance of the orthodontic procedures listed in Appendix 1. Prior to dismissal of the client, the dentist must:
  - Perform the final fitting and/or adjustment of any appliance, and
  - Perform a final check on any of the following orthodontic procedures performed by the dental hygienist:
    - Bonding of non-critical attachments
    - Indirect bonding
    - Cementation of bands and appliances
- 2 *"Appliance"* means any temporary, provisional, or long-term fixed or removable device designed to influence the shape and/or function of the stomatognathic system.
- 3 *"Orthodontic appliance"* means any device used to influence the growth or the position of teeth and jaws (e.g. holding arches, bands, headgear, activator, bionator, palatal expansion device, etc.).
- 4 *"Periodontal appliance"* means any device used to immobilize and stabilize loose teeth (e.g. splint); reduce occlusal trauma caused by bruxism (e.g. nightguard) or treat TMJ disorders.
- 5 *"Preliminary fit"* means the initial try-in or placement of an appliance prior to final fitting and/or adjustment by a regulated member of the Alberta Dental Association and College (ADA+C).

## Entry onto the Roster of Authorized Members

The CRDHA Policy for entry onto the Roster of members authorized to perform orthodontic procedures is based on a combination of:

- Appropriate education related to the performance of this advanced practice restricted activity;
- The length of time that has elapsed since an applicant successfully completed their education related to performance of orthodontic procedures; and
- The length of time that has passed since the applicant last performed orthodontic procedures on a regular basis.

Appropriate education is the acquisition of the competencies (knowledge, skills, attitude and judgment) required to perform orthodontic procedures at an entry-level standard of competence. Appropriate education provides sufficient theoretical foundation and clinical experience for the practitioner to practice in a competent, legal, ethical and professional manner.

## Eligibility

The Regulation requires advanced training to perform this restricted activity. A regulated member who has successfully completed an educational course or program that meets the criteria set out in the *CRDHA Policy Regarding Approval of Orthodontic Dental Hygiene Courses* may apply for entry onto the CRDHA Roster of members authorized to perform orthodontic procedures.

## Orthodontic Courses Currently Deemed CRDHA Council-Approved<sup>1</sup>

The Alberta Orthodontic Module, jointly owned by the ADA+C, the CRDHA and the College of Alberta Dental Assistants (CADA) is the Council-approved program for the purpose of entry onto the roster of members authorized to perform orthodontic procedures and serves as the benchmark program of study for all Alberta applicants. To determine substantial equivalence of orthodontic training acquired through another orthodontic program, practical evaluations, theoretical evaluations, and clinical upgrades may be required.

The *CRDHA Policy Regarding Approval of Orthodontic Dental Hygiene Courses* is Appendix 2 to this document.

Orthodontic courses delivered as continuing education courses by the following accredited educational institutions are considered substantially equivalent to the AB Orthodontic Module:

- Columbia College Dental Assisting Program, AB, Alberta Orthodontic Module
- Southern Alberta Institute of Technology , Continuing Education Dept., Alberta Orthodontic Module
- Saskatchewan Polytechnic, Regina, SK (formerly SIAST, Wascana Campus), Orthodontics for Allied Oral Health Personnel (RDH's and CDA's)
- University of Alberta Continuing Dental Education Dept., Alberta Orthodontic Module
- University of British Columbia Continuing Dental Education Dept., Orthodontic Module for Certified Dental Assistants and Registered Dental Hygienists
- University of Western Ontario, Schulich Division, Continuing Dental Education Dept. (2007, 2008 only)

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<sup>1</sup>The list of approved courses may change as course providers and/or course content changes.

## **Application for Entry onto the CRDHA Roster**

The information required as part of an application for entry onto the CRDHA Roster may vary depending on the length of time that has lapsed since the applicant completed their orthodontic educational program and whether the program has previously been deemed to be CRDHA Council-approved. Applicants should refer to sections A, B and C of this Policy and the application form to determine the required documentation.

**A regulated member must not perform orthodontic procedures until they have been notified in writing that their application has been approved and their name has been added to the CRDHA's Roster of dental hygienists who have been authorized to perform orthodontic procedures.**

## **General Timeline for Review of Applications**

If an application is complete, the orthodontic program is Council-approved, and the regulated member meets the currency of practice criteria set out in this Policy, notification will generally be mailed within 7 to 10 working days of receipt of the application.

Courses or programs that are not currently on the Council-approved list will have to be reviewed. Detailed course information (ie. course outline, schedule, course syllabus, course manual) must accompany the application. After all required documents are received, applicants should expect a minimum of 4 to 6 weeks for review.

CRDHA staff and the volunteer Registration Committee will do the best they can to handle applications in an expedient fashion.

If the information provided with the application is incomplete or additional information is required, the process may take longer.

**Applicants must determine which of the following Policy sections (A, B or C) applies to their situation and proceed accordingly.**

***Section A. If the applicant completed an orthodontic course 0 - 36 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to perform orthodontic procedures, the application must proceed as follows:***

**Documentation to be submitted to CRDHA:**

- A completed application for entry onto the CRDHA Roster of practitioners authorized to perform orthodontic procedures
- Evidence (as specified on the application form) of successful completion of appropriate education
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. Applicants may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

**Processing of Applications**

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant's educational course related to performance of orthodontic procedures (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name will be entered on the CRDHA Roster.
- If the Registrar or Registration Committee is not satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete Council-approved orthodontic dental hygiene education prior to re-applying for entry onto the CRDHA Roster.
- An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

***Section B. If the applicant completed an orthodontic course more than 36 months but not more than 72 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to perform orthodontic procedures, the application must proceed as follows:***

**Documentation to be submitted to CRDHA:**

- A completed application for entry onto the CRDHA Roster of practitioners authorized to perform orthodontic procedures
- Evidence (as specified on the application form) of successful completion of appropriate education
- Evidence of currency of practice in the performance of orthodontic procedures, in the form of a letter from the applicant's employer(s) verifying that the applicant regularly performed orthodontic procedures as part of the practice of dental hygiene
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. The applicant may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

**Processing of Applications**

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant's educational course related to performance of orthodontic procedures (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures and there is evidence of currency in performance of orthodontic procedures, the applicant's name will be entered on the CRDHA Roster.
- If the Registrar or Registration Committee is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures but more than 36 months have elapsed since the applicant last performed orthodontic procedures on a regular basis, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete Council-approved refresher dental hygiene orthodontic education prior to re-applying for entry onto the CRDHA Roster.
- If the Registrar or Registration Committee is not satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete Council-approved orthodontic dental hygiene education prior to re-applying for entry onto the CRDHA Roster. Refresher education **will not** qualify.
- An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

***Section C. If the applicant completed a orthodontic course more than 72 months prior to the date of application for entry onto the CRDHA Roster as a practitioner authorized to perform orthodontic procedures, the application must proceed as follows:***

**Documentation to be submitted to CRDHA:**

- A completed application for entry onto the CRDHA Roster of practitioners authorized to perform orthodontic procedures
- Evidence (as specified on the application form) of successful completion of appropriate education
- Evidence of currency of practice in the performance of orthodontic procedures, in the form of a letter from the applicant's employer(s) verifying that the applicant regularly performed orthodontic procedures as part of their practice of dental hygiene
- Evidence of CPR certification. The level of CPR certification required for initial registration and annual renewal of a Practice Permit is sufficient. The course must have been completed within the last twelve months. The applicant may be asked to provide a photocopy of their CPR wallet card if it is not already on file.

**Processing of Applications**

- Each application for entry onto the Roster will be reviewed on an individual basis.
- The Registrar or Registration Committee may request additional information in order to verify an applicant's educational course related to performance of orthodontic procedures (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
- If the Registrar or Registration Committee is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures and there is evidence of currency in performance of orthodontic procedures, the applicant's name will be entered on the CRDHA Roster.
- If the Registrar or Registration Committee is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures but more than 36 months have elapsed since the applicant last performed orthodontic procedures on a regular basis, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete Council-approved dental hygiene orthodontic education prior to re-applying for entry onto the CRDHA Roster.
- If the Registrar or Registration Committee is not satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name **will not** be entered on the CRDHA Roster and the applicant will be required to successfully complete a Council-approved orthodontic dental hygiene course prior to re-applying for entry onto the CRDHA Roster.
- An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

**Orthodontic Skills Requiring Council-Approved Orthodontic Training  
and  
CRDHA Authorization**

- placement and removal of separators
- preliminary placement of fixed appliances prior to adjustment by a dentist
- preliminary placement of removable appliances prior to adjustment by a dentist
- preliminary fitting of bands
- bonding of non-critical attachments following prescription of the dentist and prior to final check by the dentist
- indirect bonding following the prescription of the dentist and prior to final check by the dentist
- cementation of bands and appliances prior to final check by the dentist
- placement and removal of archwires which have been formed by a dentist
- placement and removal of archwire accessories and ligatures
- removal of bands and bonded metal attachments

### Policy Regarding Approval of Orthodontic Dental Hygiene Courses

An educational course designed to produce competency in the performance of orthodontic procedures will be considered a CRDHA Council-approved program if it meets the following criteria:

Theoretical course content must include:

- 1 Classifications of malocclusion
- 2 Common etiologies of malocclusion
- 3 Goals of orthodontics and indications for treatment
- 4 The four stages of comprehensive treatment
  
- 5 Treatment mechanics:
  - 5.1 Mechanics of orthodontic /orthopaedic/surgical movement
  - 5.2 General mechanics of appliance action
  - 5.3 Fixed appliances and their mechanics of action
  - 5.4 Band and bond structure
  - 5.5 Properties of archwires
  - 5.6 Fixed and removable appliances and their mechanics of action
  
- 6 Diagnostic records:
  - 6.1 Orthodontic evaluation
  - 6.2 Photographs
  - 6.3 Radiographs
  - 6.4 Orthodontic impression taking
  - 6.5 Centric occlusion wax bite
  - 6.6 Model trimming
  - 6.7 Bitefork and facebow registration
  - 6.8 Mounting articulated models
  
- 7 Clinical procedures:
  - 7.1 Separation
  - 7.2 Banding and debanding
  - 7.3 Bonding and debonding
  - 7.4 Archwires
  - 7.5 Ligatures
  - 7.6 Self-ligating brackets
  - 7.7 Power products and accessories
  - 7.8 Checking appliance integrity and initial try-in of appliances including:
    - 7.8.1 Determining the preliminary fit of removable appliances prior to final fitting and/or adjustment by a dentist
    - 7.8.2 Determining the preliminary fit of bands prior to final fitting and/or cementation by a dentist
    - 7.8.3 Determining the preliminary fit of fixed appliances prior to adjustment and cementation by a dentist
  
- 8 Patient instruction:
  - 8.1 The care and use of orthodontic appliances
  - 8.2 Oral hygiene and disease control
  - 8.3 Elastic placement
  - 8.4 Proper eating habits and patient cooperation
  - 8.5 Orthodontic emergencies
  
- 9 Infection control in orthodontics



Pre-clinical and clinical course content must include:

- 1 Taking intra-oral and extra-oral photographs
- 2 Patient placement for exposure of extra-oral radiographs (hand/wrist, cephalometric, panoramic)
- 3 Registration of centric occlusion wax bite
- 4 Bitefork and facebow registration
- 5 Placement and removal of separators
- 6 Placement and removal of oral isolation devices in preparation for direct bonding procedures
- 7 Manipulation and application of materials for bonding and banding procedures
- 8 Removal of banding cement and bonding adhesive with hand (or ultrasonic) instruments
- 9 Preparation of the teeth for banding and direct bonding procedures
- 10 Checking integrity of bands, bonds, attachments, etc.
- 11 Placement and removal of archwires which have been formed by a dentist
- 12 Placement and removal of archwire accessories and ligatures
- 13 Removal of bands and bonded metal attachments, utilizing hand instruments
- 14 Provide patient instruction regarding:
  - 14.1 the care and use of orthodontic appliances
  - 14.2 oral hygiene and disease control
  - 14.3 elastic placement
  - 14.4 proper eating habits and patient cooperation
  - 14.5 orthodontic emergencies
- 15 Determining the preliminary fit of removable appliances prior to final fitting and/or adjustment by a dentist
- 16 Determining the preliminary fit of bands prior to final fitting by a dentist and cementation by a dentist or RDH
- 17 Determining the preliminary fit of fixed appliances prior to adjustment and cementation by a dentist

### **Additional Requirements**

- 1 There must be evidence that course participants receive sufficient experiences in both the pre-clinical and clinical settings to attain competence. The clinical session must be a minimum of 24 hours including instruction, practice, and evaluation.
- 2 The orthodontic course must be delivered as a component of an accredited<sup>2</sup> dental hygiene program or as a continuing education course delivered by:
  - 2.1 An accredited faculty of dentistry,
  - 2.2 An accredited dental hygiene program, or
  - 2.3 An accredited dental assisting program.
- 3 The orthodontic program must be taught by oral health practitioners who are registered/licensed in good standing and authorized to provide orthodontic procedures in the jurisdiction where they hold registration/licensure. In accordance with the *Health Professions Act*, persons teaching clinical courses in Alberta must be registered with the appropriate Alberta regulatory authority (e.g. CRDHA, ADA+C).
- 4 The orthodontic program must be held in a properly equipped dental environment which will permit the course participants to use the techniques being taught to achieve an acceptable entry-level of competence for the performance of orthodontic procedures.
- 5 There must be evidence of appropriate evaluation in both the theory (written examination) and clinical components.
- 6 Course providers must issue evidence of successful completion of the orthodontic course (e.g. transcript from dental hygiene program, certificate of completion from continuing education course). A dental hygienist will only be considered a graduate of an orthodontic program education upon successful completion of both the theoretical and clinical aspects of the program.

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<sup>2</sup>Accredited means accredited by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation.