

**COLLEGE OF DENTAL HYGIENISTS OF ONTARIO**  
**COUNCIL MEETING MINUTES – (#11-003)**  
**Friday, October 28, 2011**

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A Council Meeting of the College of Dental Hygienists of Ontario was held on Friday, October 28, 2011 at St. Paul's on Bloor, 227 Bloor St. East – Great Hall, Toronto Ontario.

**Attendance:**

C. Barr Overholt\*, C. Blair, M. Carrick, M. Connor, L. Jamieson, S. Katyal, S. Laldin, C. Lotz, D. McLennon, I. McNamara, J. Munn, L. Pavao, T. Quizan, S. Rifai, C. Ross, B. Shayan, S. Silverman, I. St. Onge, A. Venton

**Administration:** E. Waters, L. Taylor, J. Cain, J. Keir, R. Farinaccia, M. Catalfo, P. Singh

**Absent With Cause:** E. Feldman, H. Blondin, J. Johnson, F. Richardson, Registrar

**Legal Counsel:** Richard Steinecke\*

**Guest Speakers:** Jennifer Harrison, RRT, College of Respiratory Therapists of Ontario  
Graham Loughton, Ipsos Public Affairs

**Guests:** K. Ivan, RDH  
S. Bennett, MHPS  
L. Samek, ODA  
J. King, ODHA  
B. Hardiman, RCDSO  
R. Starr, MOHLTC  
D. Daniels, RDH  
L. Iorio, RDH  
G. Marion, RDH, Non-Council Member  
L. Sweeney, ODA  
S. Tobin, Denturists Assoc. of Ontario

**\*attended a portion of the meeting**

**3.0 CALL TO ORDER & OPENING REMARKS**

The meeting was called to order at 9:00 a.m.

**3.1 INTRODUCTION OF GUESTS**

Linda Jamieson welcomed everyone and then all participants then introduced

themselves.

### **3.2 APPROVAL OF AGENDA**

The agenda was approved as amended with the addition of guest speaker, Graham Loughton of Ipsos Public Affairs and Section C.3. Budget Motion sheet.

### **3.3 ADOPTION OF MINUTES**

The minutes of Friday, May 27, 2011 were approved as amended with typo correction.

### **3.4 ADMINISTRATIVE REPORT**

Evelyn Waters, Deputy Registrar presented the Administrative Report in the absence of the Registrar, Fran Richardson. She advised Council that Administration had been very busy attending meetings and presentations. She acknowledged the participation of the Practice Advisors "Setting the Record Straight" presentations which have been occurring all over the province. She related that registration renewal time was coming up and that this would be the last year that paper renewal forms would be sent without a special request for such. She reported that with the upcoming elections, there was the possibility of 5 new Council members, and advised that Preeya Singh was a new member of Administration in the role of Investigations Coordinator. She also informed Council that Nova Scotia, New Brunswick and Newfoundland & Labrador were in the process of incorporating the administration of local anaesthesia for qualified registrants into their regulations, and that only PEI, Quebec and Ontario were the only dental hygienists in Canada without that choice.

### **3.5 COMMITTEE REPORTS**

#### **COMMITTEE REPORTS WITH RECOMMENDATIONS**

##### **Executive Committee**

Linda Jamieson, President, presented the Executive Committee Report and advised Council that the Committee had met twice since the last Council meeting. She advised that the Draft Regulation for Prescribing, Dispensing, Compounding, Using and Selling of Drugs was still under discussion at the Ministry. She also informed Council that the Advertising Regulation had been in transit so long at the Ministry that it may now be redundant, due to new social media and how to address those issues in the regulation. She told Council that a new Non-Council member, Romaine Hesketh, had joined the Registration and Discipline Committees. She also conveyed that the ODHA and CDHO had developed a terms of reference which was included in the

agenda, for use during their joint meetings.

I. **Conflict of Interest for Council/Non-Council Members-First Reading**

Over the years, a number of current and past members of Council have been conducting professional development courses for registrants in Ontario. This situation is becoming more prevalent with the increase in course facilitators and the number of registrants seeking professional development activities.

Even though the people providing the courses are quite clear that they are not speaking on behalf of CDHO, there is a perception that if a member of CDHO Council provides the course, that CDHO will accept it as either fulfilling a requirement of direction given by the Registration/Quality Assurance or the Inquiries Complaints and Reports Committees. The CDHO does not have control over the content and the office often takes calls following the presentations.

Course providers can, of course, state on their bios that they are, or have been members of CDHO Council. They are requested to state that they are not speaking on behalf of CDHO. Current QA assessors are requested to refrain from providing courses as they will be assessing the educational activities during their assessments. Current members of Council are not permitted to offer courses or remediation upon which a registrant or potential registrant relies on to fulfill a CDHO requirement. The following motion was made.

**MOTION: Mike Connor/Ilga St. Onge**

**WHEREAS** the College is committed to being open and transparent; and

**WHEREAS** it is prudent to publish a policy regarding the delivery of courses by Council/Non-Council Members

**THEREFORE BE IT RESOLVED THAT** the attached draft policy be considered by members of Council and brought to the January 2012 Council meeting for Second Reading.

**CARRIED UNANIMOUSLY**

**Draft Policy**

Conflict of Interest for CDHO Representatives

**CDHO Representatives Providing Dental Hygiene Courses Educational or Mentoring Activities**

This policy applies to members of Council, committees working groups and taskforces and to those registrants who act as Quality Assurance Assessors or Clinical Competency Evaluators (“CDHO representatives”).

There are two major concerns about College of Dental Hygienists of Ontario

(CDHO) representatives providing educational or mentoring activities in dental hygiene. First, where the activity is part of the regulatory requirement (e.g., a direction from a CDHO Committee, to fulfill an undertaking given to the CDHO, preparation for a quality assurance assessment) and is done for financial gain, a perception is created that the CDHO representative is using her or his position for personal benefit. Second, any statement made by the CDHO representative will generally be interpreted as representing the CDHO's position or views, even if this is not the case.

CDHO representatives must not provide educational or mentoring activities in dental hygiene for financial gain where the activity is part of the regulatory requirement. This does not apply to educators teaching dental hygiene students in their capacity as employees of their educational college/institution.

CDHO representatives must at all times be aware that registrants attending courses provided by such persons may perceive that those courses are endorsed by the College. Therefore, any CDHO representative providing educational or mentoring activities that are not part of a regulatory activity or that is not provided for financial gain must always declare that they are not doing so on behalf of CDHO.

In addition, the College recommends that educational or mentoring activities that are part of a CDHO regulatory activity not be given by CDHO representatives for one year following the end of their term.

CDHO representatives may accept invitations to speak to local dental hygiene societies or participate in professional continuing competency activities with colleagues. However, they must adhere to agreed-upon statements, positions and policies endorsed by the CDHO and remuneration other than a small thank you gift should not be accepted.

CDHO representatives should use professional judgement and caution when considering invitations to speak at dental hygiene gatherings. For example, it would not be prudent for a Quality Assurance Assessor to conduct a portfolio course, or for a Clinical Competency Evaluator to conduct a clinical evaluation preparatory course, even if no financial gain is involved.

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## 2. **Council Meeting Dates for 2012**

Council Meeting dates are usually determined one year in advance to facilitate planning.

### **MOTION: Executive Committee**

**WHEREAS** Council Meeting dates are determined one year in

advance, in order to secure appropriate meeting space and to allow Council and Administration to plan accordingly;

**THEREFORE BE IT RESOLVED THAT** the CDHO Council Meeting dates for the year 2012 be set as January 27, June 1 and November 2.

**CARRIED**

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Mary Catalfo gave an overview of cost increases over the past five years and projected scenarios. She advised Council that the number of registrants had doubled, CDAC fees were increased from \$7.00 per registrant to \$11.41 per registrant for each year, office space had been increased, as well as the number of staff. She reported that some dental hygiene colleges will not have any graduates in 2013, which will mean less revenue for that year. She also stated that Quality Assurance costs would double for the next couple of years, and that there would be a significant increase in IT infrastructure. Registration fees would not be increased in 2012, but perhaps in 2013 due to the deficit budget.

### **3. Finance - 2012 Budget**

**MOTION: Executive Committee/Tote Quizan**

**THAT** the proposed 2012 budget be accepted as presented.

**CARRIED UNANIMOUSLY**

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### **Registration Committee**

Ilga St. Onge presented the Registration Committee report, extended a warm welcome to new member Romaine Hesketh and advised that the Committee had met twice since the last Council meeting. She reported that some members of administration had met with representatives from the Office of the Fairness Commissioner to discuss the OFC Assessment Report, which contained some minor suggestions.

She also advised that the registration form was being updated to assist with online renewals and which would include a police check coming into effect next year. She also reported that the online Jurisprudence Course which is now a policy would become a regulation. She advised that Debbie Daniels was retiring as the Chief Clinical Competency Evaluator, and was being replaced by Laura Iorio.

She advised that the Ministry of Training, Colleges & Universities has now determined that where a profession is regulated, the regulatory authority will be consulted prior to any new program approval.

## **Guidelines for Restorative Dental Hygiene, Second Reading**

The College has not previously published restorative guidelines for CDHO registrants. The previous material related to restorative dental hygiene was written by the Royal College of Dental Surgeons of Ontario in November 1997 and was Section 5.(1) of the *RCDSO Revised Proposed Regulation Respecting Orders*. As that document included a list of procedures which are now out-of-date, was devoid of input from the CDHO, and is no longer relevant in 2011, the Registration Committee decided to develop a flexible guideline. Due to the rapid changes in techniques, materials and procedures a “list of duties” was considered inappropriate. Therefore, a basic set of principles was considered.

Three experts in the field of restorative dental hygiene were asked to participate on a working group. This working group then devised a survey that was forwarded by e-mail to dental hygienists in Ontario in the specialty category of registration to determine the range and frequency of procedures. From the results of the survey a guideline was drafted and sent to the members of the working group for comment. Changes were made and the draft reviewed by the Registration Committee.

### **MOTION: Janet Munn/Cathleen Blair**

**WHEREAS** the attached *Guidelines for Restorative Dental Hygiene* has been drafted by a working group of experts in the field of restorative dental hygiene; and

**WHEREAS** guidelines are meant to guide the profession and therefore do not require circulation to stakeholders prior to adoption; and

**WHEREAS** the CDHO believes in being open and transparent;

**THEREFORE BE IT RESOLVED THAT** the CDHO will post the draft guidelines on the CDHO website for comment/feedback and will accept comment/feedback until November 28, 2011 with the intent of bringing the guideline back to Council for approval at the January 2012 Council Meeting.

**CARRIED**

**Abstention:** Inga McNamara

## **3.6 COMMITTEE REPORTS FOR INFORMATION ONLY**

### **Discipline Committee**

Shirley Silverman presented the Discipline Committee Report to Council, and advised Council that a dental hygienist who had been referred to the Discipline

Committee relating to numerous allegations had signed an Undertaking agreeing to resign from the College and never to re-apply for registration as a dental hygienist with the College. The Panel of the Discipline Committee agreed to adjourn the disciplinary proceedings against her indefinitely. She also reported that four Committee members had attended the “Conducting a Discipline Hearing” basic and advanced programs held by the Federation.

### **Inquiries, Complaints & Reports Committee**

Inga McNamara presented the Committee’s report and advised that both panels had met twice since the last Council meeting. She advised that HPARB had handed down two decisions, with five matters pending before the board. She reported that 25 matters had been completed since that last Council meeting, with 35 matters ongoing.

### **Patient Relations Committee**

Due to Chair, Julia Johnson’s absence from the Council meeting, Lucy Pavao, Committee member, presented the report to Council. She reported that the final “Setting the Record Straight” presentation would be held on November 5<sup>th</sup>, with a Webinar taking place on November 16/11. She advised that the College is reviewing feedback from the sessions and will take that information into account for next years’ presentations. A budget of \$425,000 has been submitted to Council for the 2012 Public Education Plan. She notified Council that a CDHO e-Brief was created in July and would be e-mailed monthly to registrants who have supplied the College with their e-mail addresses. She also told Council that in September an electronic version of the *Instructor’s Guide for Preventing Sexual Abuse of Clients* was e-mailed to the program directors of all dental hygiene programs in Ontario. Guidelines are currently being drafted to help registrants comply with the January 2012 deadline for accessible customer service in which registrants would develop a plan on how to provide effective care and service to clients with disabilities.

### **Quality Assurance Committee**

Michele Carrick presented the Quality Assurance Committee’s Report due to Chair, Heather Blondin’s absence. She reported that the Committee had met five times since the last Council meeting. She advised that of the 1,089 professional portfolios requested in 2011, 959 had met the guidelines. She also reported that the Committee met to begin a formal review and evaluation of the current QA program. She stated that a training and calibration workshop for QA Assessors was planned for January 2012, and that approximately 1,200 portfolio submissions were expected by January 31, 2012.

**3.7 PLAQUE PRESENTATION**

Linda Jamieson, President, presented Debbie Daniels, RDH with a plaque and gift of thanks upon her retirement as Chief Clinical Competency Evaluator.

**3.8 GUEST SPEAKERS**

Jennifer Harrison, RRT, Professional Practice Advisor, College of Respiratory Therapists of Ontario presented an overview of the CDHO and CRTO Working Together to Make A Difference Best Practices for Oral Care of Mechanically Ventilated Patients

Graham Loughton, of Ipsos Public Affairs gave an informative presentation on a poll they conducted for the Quality Assurance Program.

**3.9 IN CAMERA SESSION**

**MOTION: Salam Rifai/Charles Ross**

**WHEREAS** the College of the Council of Dental Hygienists of Ontario deems it necessary to consult about personnel issues:

**THEREFORE BE IT RESOLVED THAT** as per Section 7 (2)(d) of the *Regulated Health Professions Act, 1991* that the Council move into an in camera session.

(Section 7(2)(d) states: "personnel matters or property acquisitions will be discussed.")

**3.10 MEETING EVALUATION**

All members were then asked to complete their meeting evaluation forms.

**3.11 DATE OF NEXT MEETING**


The next Council meeting is scheduled for Friday, January 27, 2012.

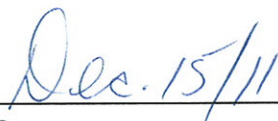
**3.12**

**ADJOURNMENT**

The meeting adjourned at 2:13 p.m.

**Approved by:**

  
**Signature of Chair**

  
**Date**