

The Saskatchewan Dental Hygienists' Association

Annual Report: 2018-2019

March 28, 2020



The Saskatchewan Dental Hygienists' Association Authorities

The Dental Disciplines Act and accompanying Bylaws give the SDHA authority to:

- ◆ Determine who is qualified to practice dental hygiene in Saskatchewan
- ◆ Set and administer standards of practice
- ◆ Investigate and resolve complaints about dental hygienists and administer discipline when necessary
- ◆ Set and administer the Continuing Competency Program
- ◆ Protect the title of 'dental hygienist', 'registered dental hygienist' and/or 'RDH' to be used only by registered members of the SDHA
- ◆ As the regulatory authority, the SDHA requires dental hygienists in Saskatchewan to:
 - ◆ Meet or exceed the standards established for registration and renewal
 - ◆ Meet the requirements for the SDHA Continuing Competency Program
 - ◆ Adhere to current jurisdictional legislation and regulations including Practice Standards, Competencies, The Code of Ethics, Practice Guidelines, and Policies of the SDHA relevant to the profession and practice settings

By meeting these professional expectations, Saskatchewan dental hygienists are well prepared to provide safe, competent and effective oral health services to the people of Saskatchewan.

The Council of the Association aims to create conditions that ensure

2.1 The public is assured of quality dental hygiene care.

2.2 The public recognizes, values and seeks dental hygiene care

2.2.1 More people, especially underserved populations, will have access to dental hygiene care and oral health information.

2.3 Members explore the roles and responsibilities of the dental hygiene profession as oral health providers, health promoters, client advocates, educators and researchers.

2.3.1 They have opportunities for alternative practice settings and utilize a broader scope of practice as entrepreneurs or employees.

2.3.2 They have the information, professional resources and support for effective practice and professional growth.

2.3.3 They recognize and represent themselves as professionals.

2.3.4 They demonstrate respect and a commitment to the continued development of the profession, and

2.4 A wide range of private, public and not for profit entities seek the professional expertise and comprehensive services that dental hygienists provide.

The Saskatchewan Dental Hygienists' Association exists so that the public has safe, competent, knowledge based dental hygiene care and expertise that contributes to oral and overall health using cost effective stewardship of resources.

The Practice of Dental Hygiene

The Practice of dental hygiene includes the assessment, diagnosis and treatment of oral health conditions through the provision of therapeutic, educational, and preventive dental hygiene procedures and strategies to promote oral and overall wellness for their clients and communities.

SDHA President Report

It has been an honor to represent the SDHA Council as President for the past two terms. I joined the SDHA Council in 2016, and was elected as Council President in 2017. I have been passionate about volunteering my time and energy on behalf of our membership ever since! I feel especially lucky to be in this position as we celebrate the 50th anniversary of our organization at this year's annual Live, Love, Learn Conference.

In July of 1970, the CDHA approved the proposed constitution and bylaws, and the SDHA was born! The first official SDHA meeting was held in November of 1970. In 1994, the SDHA advocated to the Saskatchewan Government and submitted a proposal to the Minister of Health to become a self-regulated profession. After Regulatory Bylaws were proclaimed, self-regulation came into effect in March of 1998. Since then, the SDHA has continued as a corporation under the Dental Disciplines Act.

The SDHA continues to make headway into the future of Dental Hygiene in Saskatchewan. After years of dedicated work by past and present staff and Council members, the SDHA has submitted a proposal to amend section 25 of the Dental Disciplines Act to the Saskatchewan Government. Although innovative in its time, parts of the Act need to be updated to keep up with our province's current needs, specifically regarding underserved populations. This includes seniors over the age of 65, Indigenous people, new immigrants, special-needs, and low income populations.

Our request is simple; amending section 25 of the Act pertaining to the need for a contract with a dentist for professions complementary to dentistry. Our organization strongly feels that it's time to align the Saskatchewan Dental Disciplines Act to the Acts in majority of Canadian jurisdictions, and promote equal treatment of professions considered complementary to dentistry. The changes in legislation proposed by the SDHA would open the door for those dental professionals wishing to work in chosen areas without regulatory barriers.

The SDHA successfully hosted a MLA reception on November 19th, attended by 31 MLA's, including the Minister of Health Jim Reiter, the Minister of Social Services Paul Merriman and the Minister of Rural Health Warren Kaeding. There was great engagement, and a follow up meeting was held in January with Minister Reiter, Minister Merriman, and Minister Kaeding.

Now, let's talk about our SDHA Council! (Remember, the SDHA Council is elected by our membership, and is always looking for new faces at the table!). Your SDHA Council currently consists of 5 dental hygienists, 3 public representatives appointed by government, and a representative from Saskatchewan Polytechnic. Council is greatly supported by Registrar/Chief Executive Officer Catherine Folkersen, Deputy Registrar Shelby Hamm, and Administrative Assistant Karalee Emmerson. The SDHA is a unique organization, as it acts as both regulatory body and professional association for Dental Hygiene in Saskatchewan. In the boardroom, your council meets 3-4 times per term. Council's main jobs are to ensure public safety, and act on behalf of the Dental Hygienists within Saskatchewan.

My terms spent as SDHA Council President have been very rewarding, thanks to the support of association members, Council members, and the hard working SDHA staff members. Thank-you all so very much for your guidance, wisdom, and support over the past 3.5 years!

Warm Regards,
Alyssa Boyer, BA(Psy), RDH
SDHA Council President 2017-2020



SDHA Registrar CEO Year End Report

Since November 2018 the SDHA has gone through a complete change of staff and its member database management system. 2019 saw the retirement of Karen MacDonald, Membership Coordinator; Kellie Glass, Registrar.CEO joined the University of Saskatchewan team and Tracy Hoey bid us adieu in July 2019. The Access database ceased to exist after July 4th 2019. Shelby Hamm RDH, took up the role of Deputy Registrar on January 10, 2019, I joined SDHA on May 23, 2019 as Registrar.CEO and Karalee Emmerson started with the SDHA as Administrator on September 23, 2019.

The database was opened for use on August 20th 2019. The summer was spent developing the new membership database – since the Access database was no longer an option the new system had to be ready for membership renewal. It was. The database has a few new twists but most users are happy with how easy it is to navigate.

What remained that same this year is the mandate of the Saskatchewan Dental Hygienists' Association to oversee the profession of dental hygiene to ensure that the public receives safe, high quality dental hygiene care and that members are continuing to advance their practice and abilities through continued education and volunteerism. Many hygienists are capable and engaging speakers who volunteer to educate youth, immigrants and other health care professionals about the oral systemic link. This message is getting out there and proof of that lies in the attention given to oral health care in the federal election. It was not the biggest issue but it was of note to hear it on an election platform. This is a positive development on the national scene and there are many networks across Canada that have pushed that message into Ottawa.

Continuing to support organizations that serve underserved populations was on the agenda of SDHA. The Northern Health and Wellness event at Clearwater and La Loche at the end of September was supported by our Deputy Registrar's commitment to planning and logistics. The event saw many people treated and classroom education sessions about oral health care were very well attended.

The SDHA continues to attend national events and meetings to ensure our organization understands the issues occurring across Canada with respect to scope of practice, disciplinary actions, regulatory changes to registered dental hygiene practice, or changes to the operations of the regulatory colleges, and trends in education and continuing competency. The national organizations – the Federation of Dental Hygiene Regulators of Canada and the National Dental Hygiene Certification Board began a process to unite as one organization. Since the SDHA is a voting member of each organization we are supportive of the direction and the intention of this change.

Our IT has been an issue in the past year and we are working on a better website and being more active on social media. But the changes in the office this year have meant that learning, planning and executing plans were all happening simultaneously and that created some challenges. We are on a path of incremental improvements and we will continue to address technology, communications and responsible management of members' dues to ensure that the office of the registrar is able to ensure public safety and that the association is able to provide continuing education and volunteer opportunities for its members.



Catherine Folkersen
Registrar/CEO



Regulating the Profession

NATIONAL EXAMINATION

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the SDHA. The examination is offered three times each year in sites across Canada. The SDHA is a voting member on the National Dental Hygiene Certification Board (NDHCB).

CONTINUING COMPETENCE PROGRAM

A mandatory continuing competence program (CCP) is in place whereby each regulated member must meet the program requirements as expressed in the CCP Guidelines. A member must earn 50 CCP credits and complete a CPR course in a three-year reporting period. When a member fails to meet the CCP requirements, application for license renewal is denied. This fiscal year, the SDHA offered the Jurisprudence Education Module (JEM). The JEM will be completed by all new registrants in Saskatchewan and by existing members, once per three-year reporting period. The implementation date for the JEM was November 2018.

Continuing Competency Committee

The functions of the Continuing Competency Committee include: considering appeals on the approval of continuing competency activities; reviewing PL Tool Submissions; and dealing with any other continuing competency related issues that arise. **MEMBERS: Nola Barden-Walker, Judy Simonson, Tracy Thompson-Oliver**

The SDHA conducts an annual CCP audit to review 10% of dental hygienists' who are completing their reporting period. Their Personal Learning Tool Forms are submitted and reviewed by an auditor. The audit was completed on a random selection of 23 members in autumn 2019.

REGULATED MEMBER STATISTICS

The data below indicates registration numbers in 2018/19:

- **34** individuals did not renew their dental hygiene license by October 31, 2019 and were stricken from the register. Most informed us they would not be renewing and thus were cancelled in good standing.
- **14** conditional licences were issued since November 1 2018. Conditional status refers to someone not entitled to administer Local Anesthetic (LA). Conditional registrants are granted two years from their initial registration date to obtain their LA credential.
- Between November 2018 and October 2019, **29** new dental hygienists registered and licenced with the SDHA, compared to 23 the previous fiscal year.

Membership Summary as of October 31, 2019

FULL LICENSE	583
CONDITIONAL LICENSE	20
NON-PRACTICING LICENSE	48

COMPLAINTS & DISCIPLINE

The SDHA manages complaints, investigations and discipline processes in accordance with the Dental Disciplines 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 SDHA.

Complaints Information 2018-19

- Number of new complaints received: 1
- Number of complaints carried forward from previous years: 1
- Number of Hearings: 0

The complaints received this year were diverse in nature:

- One complaint was relating to a substance abuse concern. An undertaking/agreement was signed with the registered dental hygienist to ensure safety of the public and this member has continued to be monitored.
- One complaint was investigated with the complainant (public) alleging professional misconduct and incompetence on the part of the dental hygienist. This was determined not to be professional misconduct and the member agreed to recommendations of the Professional Misconduct committee.

MEETINGS & ACTIVITIES

The following is a summary of the Registrar-Executive Directors activities in this fiscal year.

- Represents the SDHA at the Federation of Dental Hygiene Regulators of Canada (FDHRC) meetings twice annually.
- Represented the SDHA on the Dental Hygiene Program Advisory Committee (PAC) to SK Polytechnic. Annual meetings are held in the fall.
- Attended the CDHA conference in October 2019 in St. John's Newfoundland.
- SDHA prepared to host the Members of the Legislative Assembly to elevate members understanding of the profession of dental hygiene and issues within Saskatchewan.
- SDHA Conference was held on March 26 and 27, 2019
- The SDHA hosts meetings of the Saskatchewan Oral Health Professions group and the Oral Health Coalition.

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Saskatchewan Dental Hygienists Association:

We have reviewed the accompanying financial statements of Saskatchewan Dental Hygienists Association that comprise the statement of financial position as at October 31, 2019, and the statements of operations, of changes in net assets and of 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 these 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.

Practitioner's Responsibility

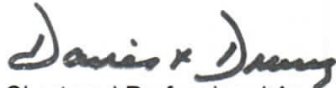
Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Saskatchewan Dental Hygienists Association as at October 31, 2019, 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.



Chartered Professional Accountants
Saskatoon, Saskatchewan

January 20, 2020

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SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS AT OCTOBER 31, 2019

(Unaudited)

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash	\$ 132,344	\$ 454,810
Temporary investments, at cost (Note 3)	659,222	348,058
Deferred licensing expenses	10,065	10,065
Prepaid expenses and lease deposit	10,216	5,565
	<u>811,847</u>	<u>818,498</u>
PROPERTY AND EQUIPMENT (Note 4)	<u>13,955</u>	<u>15,272</u>
	 <u>\$ 825,802</u>	 <u>\$ 833,770</u>
 <u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	\$ 2,129	\$ 4,484
Canadian Dental Hygienists Association payable	135,190	127,628
Deferred licensing revenue	339,482	346,383
Deferred continuing education revenue	2,272	4,215
	<u>479,073</u>	<u>482,710</u>
NET ASSETS:		
Invested in property and equipment	13,955	15,272
Internally restricted funds (Note 5)	235,000	225,000
Unrestricted net assets	97,774	110,788
	<u>346,729</u>	<u>351,060</u>
	 <u>\$ 825,802</u>	 <u>\$ 833,770</u>

Approved on behalf of the Board:

Bayr Member

Wells Member

The accompanying notes are an integral part of the financial statements.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED OCTOBER 31, 2019

(Unaudited)

	(12 months) <u>2019</u>	(4 months) <u>2018</u>
REVENUE:		
License and registration fees	\$ 371,311	\$ 116,118
Advertising and other	13,100	4,900
Continuing education	53,353	-
Investment income	15,910	623
Gain on sale of temporary investments	5,254	-
	<u>458,928</u>	<u>121,641</u>
EXPENDITURES:		
FEES AND EDUCATION:		
CDAC fees	7,303	-
Continuing education	40,151	7,665
PROGRAMS AND COMMITTEES:		
Public relations	5,581	2,945
LEGAL AND PUBLISHING	14,693	4,637
ADMINISTRATION:		
Amortization	5,480	1,571
Bank charges	457	131
Credit card processing fees	17,787	674
Database	34,073	-
Insurance	2,669	1,392
Meetings	56,530	8,522
Office	17,124	8,165
Professional fees	7,421	4,440
Rent	35,197	11,732
Salaries and benefits	208,974	69,974
Telephone and utilities	8,409	2,404
Web site	1,410	-
	<u>463,259</u>	<u>124,252</u>
DEFICIENCY OF REVENUE OVER EXPENDITURES	<u>\$ (4,331)</u>	<u>\$ (2,611)</u>

The accompanying notes are an integral part of the financial statements.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED OCTOBER 31, 2019

(Unaudited)

	Investment in Property and Equipment	Internally Restricted	Unrestricted	(12 months) 2019 Total	(4 months) 2018 Total
Balance at beginning of the year	\$ 15,272	\$ 225,000	\$ 110,788	\$ 351,060	\$ 353,671
Capital expenditures	4,163	-	(4,163)	-	-
Transfers	-	10,000	(10,000)	-	-
Deficiency of revenue over expenditures	<u>(5,480)</u>	<u>-</u>	<u>1,149</u>	<u>(4,331)</u>	<u>(2,611)</u>
Balance at end of the year	<u>\$ 13,955</u>	<u>\$ 235,000</u>	<u>\$ 97,774</u>	<u>\$ 346,729</u>	<u>\$ 351,060</u>

The accompanying notes are an integral part of the financial statements.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED OCTOBER 31, 2019

(Unaudited)

	(12 months) <u>2019</u>	(4 months) <u>2018</u>
CASH FLOWS FROM (TO) OPERATING ACTIVITIES:		
Cash received from members	\$ 428,920	\$ 365,298
Cash paid to members and suppliers	(457,223)	(5,099)
Investment income received	15,910	623
	<u>(12,393)</u>	<u>360,822</u>
CASH FLOWS FROM (TO) INVESTING ACTIVITIES:		
Purchase of temporary investments	(545,910)	(623)
Proceeds from temporary investments	240,000	-
Purchase of property and equipment	(4,163)	-
	<u>(310,073)</u>	<u>(623)</u>
(DECREASE) INCREASE IN CASH DURING THE YEAR	(322,466)	360,199
CASH AT BEGINNING OF THE YEAR	<u>454,810</u>	<u>94,611</u>
CASH AT END OF THE YEAR	<u>\$ 132,344</u>	<u>\$ 454,810</u>

The accompanying notes are an integral part of the financial statements.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

OCTOBER 31, 2019

(Unaudited)

1. NATURE OF OPERATIONS:

The Saskatchewan Dental Hygienists Association is the regulatory body over Registered Dental Hygienists in the province of Saskatchewan and is mandated by the provincial government, under *The Dental Disciplines Act*, to carry out its activities and govern its members in a manner that serves and protects the public interest.

2. SIGNIFICANT ACCOUNTING POLICIES:

These financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO) and include the following significant accounting policies:

Financial Instruments

Measurement of Financial Instruments

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

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and temporary investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The 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 that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

Temporary Investments

Temporary investments consists of mutual funds and money market funds. The Association follows the cost method of accounting for its investments, written down for any impairment in value that is considered other than temporary.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

OCTOBER 31, 2019

(Unaudited)

2. SIGNIFICANT ACCOUNTING POLICIES - continued:

Property and Equipment

Property and equipment are recorded at cost and amortized using the declining-balance method, except for leasehold improvements which are amortized on a straight-line basis over 5 years. On acquisitions during the year, amortization is calculated at one-half the annual rate. Annual amortization rates are as follows:

Office equipment	20%
Computer	45%

Contributed Services

Volunteers contribute an undefined number of hours to assist the Association in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Revenue Recognition

The Association follows the deferral method of accounting for revenue. Licensing revenue, advertising and other, and continuing education revenues are recognized in the period that the related member services are expensed.

Investment income is recognized in the year earned.

Website and Database Development Costs

Website and database development costs are expensed as the costs are incurred.

Income Taxes

No provision has been made for income taxes as none of the activities carried on by the Association are subject to income taxes.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian ASNFPO 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. Significant areas requiring the use of estimates include: impairment of long-lived assets, estimated useful lives of property and equipment, and the fair value of financial instruments. Actual results may differ from management's best estimates as additional information becomes available in the future.

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

OCTOBER 31, 2019

(Unaudited)

3. TEMPORARY INVESTMENTS:

	<u>2019</u>	<u>2018</u>
Money market fund	\$ 12,847	\$ 12,666
Mutual fund - fair market value of \$656,162 (2018 - \$332,367)	<u>646,375</u>	<u>335,392</u>
	<u>\$ 659,222</u>	<u>\$ 348,058</u>

4. PROPERTY AND EQUIPMENT:

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2019</u>	<u>2018</u>
Office equipment	\$ 39,448	\$ 31,800	\$ 7,648	\$ 9,560
Computer	14,355	10,888	3,467	439
Leasehold improvements	<u>12,167</u>	<u>9,327</u>	<u>2,840</u>	<u>5,273</u>
	<u>\$ 65,970</u>	<u>\$ 52,015</u>	<u>\$ 13,955</u>	<u>\$ 15,272</u>

5. INTERNALLY RESTRICTED FUNDS:

In 2002, the Association established a \$50,000 legal contingency fund. The fund was increased to \$100,000 in 2018. This is reflected in the financial statements as internally restricted.

In 2006, the Association established an \$80,000 emergency reserve fund. The fund was increased to \$110,000 in 2019. This is reflected in the financial statements as internally restricted.

In 2018, the Association established a \$25,000 Registrar search fund to be used if the Association needs to recruit and train a new Registrar. This is reflected in the financial statements as internally restricted.

	<u>2019</u>	<u>2018</u>
Legal contingency fund	\$ 100,000	\$ 100,000
Emergency reserve fund	110,000	100,000
Registrar search fund	<u>25,000</u>	<u>25,000</u>
	<u>\$ 235,000</u>	<u>\$ 225,000</u>

6. COMMITMENTS:

The Association is committed to a building lease with a minimum monthly cost of \$2,118 plus occupancy costs and GST, expiring December 31, 2020.

Estimated minimum annual payments over the term of the lease are as follows:

2020	\$ 36,737
2021	6,123

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

OCTOBER 31, 2019

(Unaudited)

7. FINANCIAL INSTRUMENTS:

The Association, as part of its operations, carries financial instruments. It is management's opinion that the Association is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as follows:

Other Price Risk

The Association enters into transactions to purchase a mutual fund, for which the market price fluctuates.

SDHA Council Members: 2018-2019

President — Alyssa Boyer (3 years March 2020)

1st Vice-President — Leah Wells (3 years March 2021)

2nd Vice-President — Karen Ollivier (3 years March 2021)

Past President — Kaylen Anholt (6 years March 2021)

Councillor — Nancy Newby (3 years March 2022)

Public Rep — Jared Dunlop (3 years April 2020); Resigned

Public Rep — Raymond Sass (3 years June 2021)

Public Rep — Jyotsna (Jo) Custead (3 years September 2022)

SK Polytechnic Rep — Sharman Woynarski

CDHA Rep - Leanne Huvenaars



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