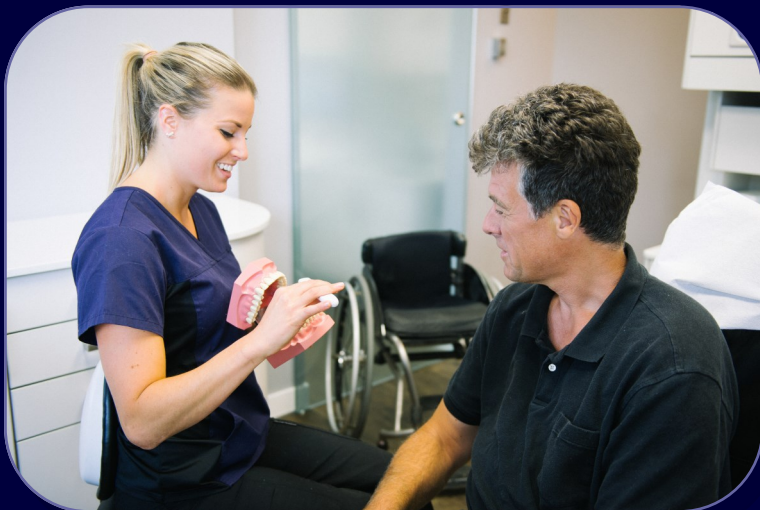




The Saskatchewan Dental Hygienists' Association

2015/16 ANNUAL REPORT





Contents

Introduction	3
Message from the President & Registrar-Executive Director	4
Governance and the SDHA Council	5
Growth and Structure	6
Regulating the Profession	7-8
Financial Statements	9-15




ANNUAL GENERAL MEETING

Saturday, Sept. 17, 2016

TCU Place, Salon B

1:00 pm



*Credit provided to the College of Dental Hygienists of
Manitoba for pictures used in this publication.*

SDHA GOALS/ENDS

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.

Subsequent ENDS

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

Introduction



Background

Dental hygienists have been providing service to the people of Saskatchewan since 1950. Mary Geddes (nee Brett) was the first dental hygienist to register in Canada, with the College of Dental Surgeons of Saskatchewan (CDSS) on April 1, 1950. In July of 1970, the Canadian Dental Hygienists' Association (CDHA) approved the initial constitution and bylaws and the SDHA became a reality. The profession of dental hygiene became self-regulating in 1998 under the *Dental Disciplines Act*, which remains our legislation today. The Act and SDHA Bylaws, facilitate efficient and effective delivery of dental hygiene services in a variety of settings.

The Role of the SDHA

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 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.

Dental hygienists educate and empower Canadians to embrace their oral health for better overall health and well-being.



A Year in Review

Message From the President and Registrar - Executive Director

The mandate of the Saskatchewan Dental Hygienists' Association (SDHA) is to ensure that the people of Saskatchewan receive safe, high quality dental hygiene care and expertise from a continually advancing dental hygiene profession. On behalf of the SDHA Council and staff, we are pleased to present the 2015-16 Annual Report. We will highlight the ways the SDHA has worked hard to fulfill its mandate during this past year.

The SDHA is proud to have members, the public, and the government recognize that the profession of dental hygiene is a vital, progressive and valuable health profession whose membership includes dedicated, and passionate professionals.

Registered dental hygienists provide valued oral health care services in a variety of clinical, educational, and alternative settings and practices, taking on diverse oral health issues and improving access to care.

Notably, our commitment to upholding the standards of the dental hygiene profession remains our top priority. This year, we have been developing Practice Guidelines designed to support and provide direction to members. Registration forms and documents have been redesigned for more effective review and processing. Time and resources have been dedicated to the complaints and investigative process by both SDHA staff and the Professional Conduct Committee.

We are passionate about working collaboratively to improve the oral and overall health of the people of Saskatchewan. Our continued commitment and dedication to the Saskatchewan Oral Health Coalition and it's work has us actively involved in this very important cause. We continue to work very closely with the other oral health professions where legislation and scope of practice are concerned. As well, we continue to work as a team to plan the annual Oral Health Professions conference each September. The "Better Oral Health in Long Term Care" project has been making progress with the SDHA and several dental hygienists dedicated to its success.

Health promotion within the communities was again a large part of our work this past year. Oral health supplies are continually donated to those in need throughout Saskatchewan. Presentations have been offered within nursing and continuing care aide curriculums, in seniors populations, including denture labelling sessions, within new Canadian populations, and in high schools. Recently,

we have been working with northern health regions and dentists that provide care to our aboriginal populations, to increase access to care to this vulnerable group. The SDHA again was invited to speak on local news programming and during National Dental Hygienists Week, we sponsored an event televised by CTV Morning Live. A collaborative newspaper feature with the other oral health professions was published during the month of April to promote oral and overall health. Many of our members were actively out in their communities making a difference in people's lives.

The SDHA held another very successful annual dental hygiene conference in Regina on April 15 & 16, 2016. The event again included scientific sessions and workshops that provided information to support dental hygiene practice in a variety of practice settings. In addition to the sessions, an awards lunch was held to recognize and acknowledge those dental hygienists reaching significant milestones in their career.

Three editions of The SDHA Edge newsletter were published and distributed to the members. The newsletter continues to provide information about dental hygiene practice, health promotion, legislative and other educational topics.

We would like to acknowledge the efforts and contributions of volunteers, committee members, the SDHA Council and a very dedicated staff who are committed to this organization. Together we strive to exceed expectations and fulfill our responsibilities as a self-regulating profession.

Respectfully submitted,

Kaylen Anholt & Kellie Watson



Governance and the SDHA Council

The SDHA Council manages and regulates the affairs and business of the SDHA, exercises the rights, powers and privileges, and carries out the duties of the SDHA and Council as established by the Act and Bylaws. The SDHA Council consists of 6 elected dental hygienists and 3 public representatives appointed by government.

The SDHA Council operates under the Carver Model of Policy Governance®, whereby the SDHA’s ENDS, governance and management policies provide direction to both Council and staff. Under this model, the Council is responsible for establishing strategy and leadership to the SDHA and the Registrar-Executive Director is responsible for executing that strategy and achieving the goals set out by Council.

The Council creates policies that:

- Establish short and long term goals (ENDS)
- Guide the Council’s own responsibilities, conduct and performance
- Delegate authority to the Registrar-Executive Director
- Establish a system for monitoring operations and achievement of ENDS

Council held three in-person meetings, one teleconference, and an Annual General Meeting between July 1, 2015 and June 30, 2016 to fulfill the responsibility of managing and conducting the business of the SDHA.

The Act and Bylaws establishes the following committees:

Professional Conduct Committee

The Professional Conduct Committee investigates and makes decisions regarding complaints made against members that can be brought to the attention of the SDHA by the public, other oral health professionals, the Registrar-Executive Director or other members.

MEMBERS: Jaime Andrusiak, Carynne Gill & Pearl Kashmere

Discipline Committee

The Discipline Committee reviews, upon the recommendation of the Professional Conduct Committee, complaints to determine whether the person whose conduct is the subject of a complaint or allegation is guilty of professional incompetence and/or professional misconduct.

MEMBERS: Crissie Fafard, Angela Fellner & Tanya Springinatic



Kaylen Anholt
President



Harmony Boisjoli



Leanne Huvenaars
Vice-President
CDHA Rep



Jackie Kozlow



Kay Munchinsky



Janel Parkinson



Lynn Johnson
SK Polytechnic



Mike San Miguel
Public Rep



Tolu Oyeboode
Public Rep



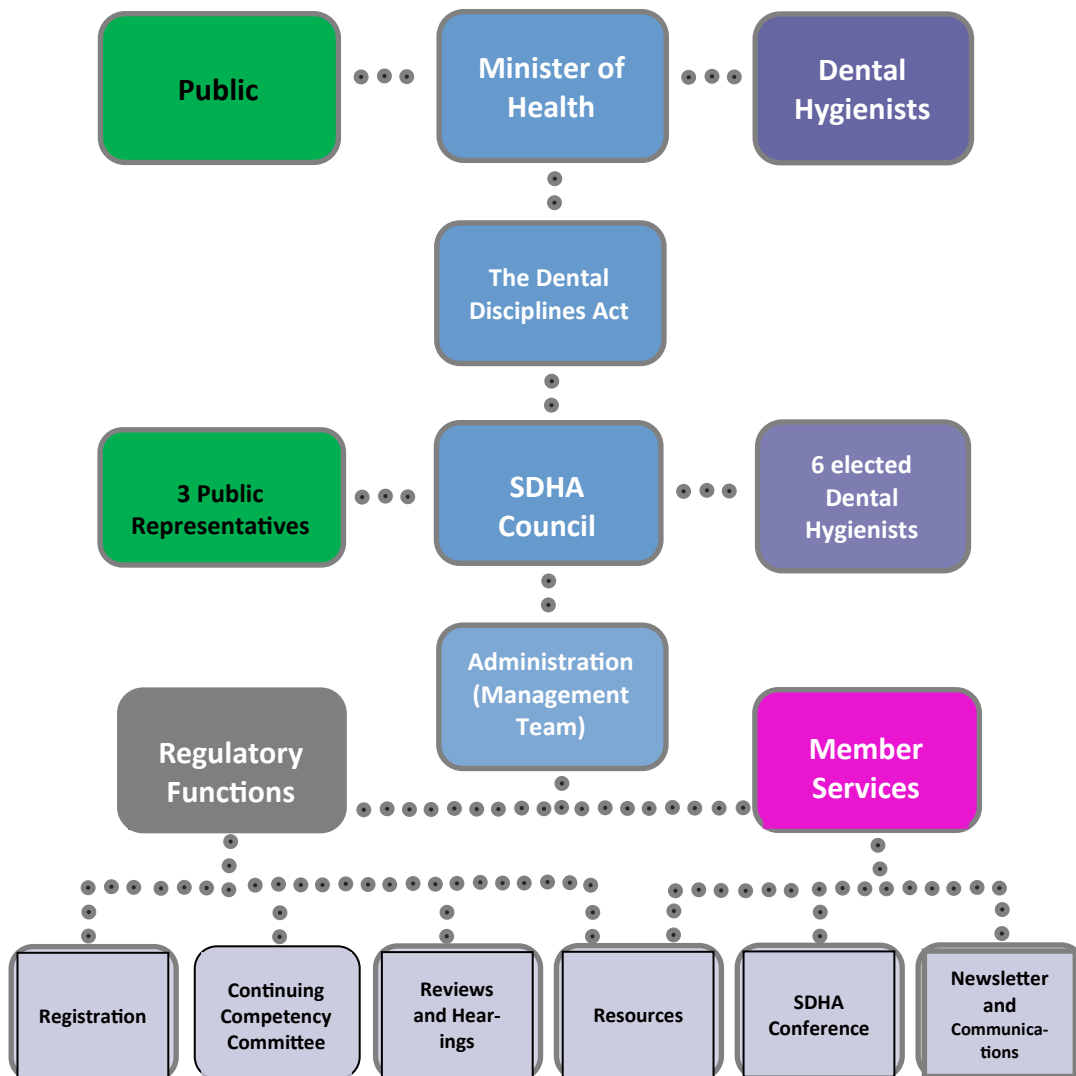
Ray Sass
Public Rep

Growth and Structure

The number of dental hygienists registering and licensing with the SDHA over the years has been steadily increasing. In just 10 years, we have seen our numbers almost double: 347 dental hygienists registered in 2006, and as of June 30, 2016, we had 652. This is an 88% in 10 years! In November 2015, the SDHA moved into its new home. With our lease expiring at the location on Taylor Street, we researched alternative locations and were able to find more space, services and great street exposure at our new location—1024 8th Street.

With growth, comes both opportunities and challenges. Opportunities have included more dental hygienists being able to serve more people in a variety of settings; broader reach equals more people having access to oral health care. In addition, greater numbers allows us to have a stronger community of dental hygienists in which to draw exceptional expertise and education from. The challenges with larger numbers can lead to an increasing amount of complaints, and ensuring dental hygienists understand and comply with legislation and standards of practice.

The chart below illustrates the structure of the SDHA.



The 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:** Lana Dahl-Backman, Judy Simonson, Tracy Thompson-Oliver

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 Examining 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.

The SDHA conducts an annual CCP review that randomly audits 10% of dental hygienists' Personal Learning Tool Forms. The audit process was developed and carried out on a random selection of seventeen (17) members in October 2015 who were at the end of their three-year reporting period. Those selected for audit have two months notice to submit their completed PL Tool forms. Members of the Continuing Competency Committee (CCC) perform a peer-review of the forms to ensure all the required evidence of continuing professional development have been included and all successfully completed the audit. Feedback was provided to each member audited.

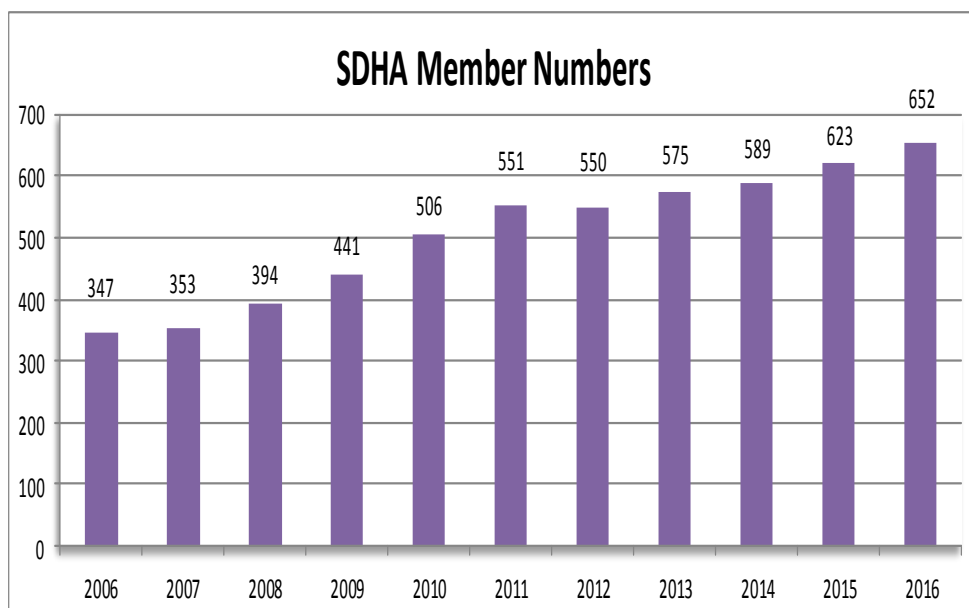
REGULATED MEMBER STATISTICS

The data below indicates registration numbers in 2015/16.

- Twenty eight (28) individuals did not renew their dental hygiene license by October 15, 2015 and were stricken from the register. Some informed us they would not be renewing and thus were cancelled in good standing.
- Sixteen (16) conditional licences were issued since July 1, 2015. Conditional status refers to someone not entitled to administer Local Anaesthetic (LA). Conditional registrants are granted two years from initial registration date to obtain their LA credential.
- Between July 1, 2015 and June 30, 2016, 52 new dental hygienists registered and licenced with the SDHA, of which 39 were recent graduates.

Yearend June30th Summary

FULL LICENSE	602
Conditional License	21
Non-Practicing License	28
Conditional Non-Practicing	1
Grand Total	652



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 2015-16

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

The complaint received this year was from a patient, unhappy with the care she had received by two dental hygienists within the same practice. Consultation with the complainant, the dental hygienists, SK Polytechnic and another practice which the patient had attended for a second opinion. The complaint process spanned from December 2015 to June 2016 and was eventually resolved informally. No determination of professional misconduct or incompetence was found.

MEETINGS & ACTIVITIES

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

- Represented the SDHA on the National Dental Hygiene Certification Board (NDHCB) and attended the NDHCB meetings throughout the year. Served as President of the Board of Governors from 2011 to 2015.
- Represented the SDHA at the Federation of Dental Hygiene Regulatory Authorities (FDHRA) meetings: Boston in September 2015, and Ottawa in May 2016, and holds the position of Treasurer for this group.
- Represented the SDHA at the provincial Network of Interdisciplinary Organizations (NIRO) meetings held in fall and spring annually.
- Represented the SDHA on the Dental Hygiene Program Advisory Committee to SK Polytechnic (PAC). Annual meetings are held in November.
- The SDHA has hosted meetings of the Saskatchewan Oral Health Professions group and the Oral Health Coalition
- Serves as Chair for the SK Oral Health Coalition Leadership Team with meetings occurring bi-annually.
- Serves as President for the Saskatchewan Tobacco Reduction Coalition and is a member of the committee on Tobacco Cessation.
- Provide presentations to first and second year SK Polytechnic dental hygiene students each year to educate them regarding the profession of dental hygiene, the SDHA and regulatory matters that affect dental hygiene practice.

The SDHA values collaboration and strong relations with the other health professions in Saskatchewan. The Saskatchewan Oral Health Professions Conference was held in Regina on September 11-12, 2015, and was an excellent venue for our professional associations to collaborate on a scientific and social level. The 2016 session will be held September 15-17, 2016 in Saskatoon.

Collaboration continues to strengthen our organization; with the CDHA, sister dental hygiene regulatory bodies across Canada and with other health professions within SK.



We continue to work very closely with Public Health, the other Oral Health Professions and the University of Saskatchewan, Faculty of Dentistry to develop a model for long-term care, with the end goal being to provide oral care services to those individuals residing in these homes.

Addressing the oral health needs in this, and other underserved populations is a major focus of the association.

SDHA Financial Statements for the Year Ending June 30, 2016



J. H. A. Davies, C.A.** Jeff Gorman, C.A.**
Kirby L. Drury, C.A.** Spencer Beaulieu, C.A.**

*operating as a joint venture
**professional corporation

REVIEW ENGAGEMENT REPORT

To the Members of
Saskatchewan Dental Hygienists Association:

We have reviewed the statement of financial position of Saskatchewan Dental Hygienists Association as at June 30, 2016 and the statements of operations, of changes in net assets and of cash flows for the year then ended. Our review was made in accordance with Canadian Generally Accepted Standards for Review Engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).

A handwritten signature in black ink that reads "Davies & Drury".

Chartered Accountants
Saskatoon, Saskatchewan

August 25, 2016

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

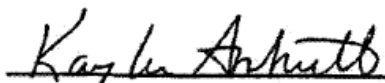
STATEMENT OF FINANCIAL POSITION

AS AT JUNE 30, 2016

(Unaudited)

	<u>2016</u>	<u>2015</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash	\$ 63,280	\$ 14,243
Term deposits and GIC's (at cost)	300,237	329,219
Accrued interest receivable	965	1,480
Prepaid expenses and deposits	5,565	5,565
	<u>370,047</u>	<u>350,507</u>
PROPERTY AND EQUIPMENT (Note 3)	<u>28,660</u>	<u>18,610</u>
	<u>\$ 398,707</u>	<u>\$ 369,117</u>
 <u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	\$ 2,242	\$ 4,676
Deferred licensing revenue	87,954	92,301
	<u>90,196</u>	<u>96,977</u>
 NET ASSETS:		
Invested in property and equipment	28,660	18,610
Internally restricted - legal contingency fund (Note 4)	50,000	50,000
Internally restricted - emergency reserve fund (Note 5)	80,000	80,000
Unrestricted net assets	149,851	123,530
	<u>308,511</u>	<u>272,140</u>
	<u>\$ 398,707</u>	<u>\$ 369,117</u>

Approved on behalf of the Board

 _____ Member

 _____ Member

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED JUNE 30, 2016

(Unaudited)

	<u>2016</u>	<u>2015</u>
REVENUE:		
License and registration fees	\$ 276,068	\$ 214,875
Continuing education	38,600	58,093
Advertising and other	11,660	8,470
Interest	4,460	4,647
Transfer from unrestricted fund	-	50,000
	<u>330,788</u>	<u>336,085</u>
EXPENDITURES:		
FEES AND EDUCATION:		
CDAC fees	6,509	5,054
Continuing education	33,585	52,393
PROGRAMS AND COMMITTEES:		
Public relations	4,005	6,600
LEGAL AND PUBLISHING:		
Annual reports	6,676	11,754
ADMINISTRATION:		
Amortization	6,113	5,247
Bank charges	251	495
Insurance	1,275	1,238
Meetings	32,282	30,289
Office	24,327	17,752
Professional fees	6,067	3,795
Rent	32,968	34,024
Salaries and benefits	130,762	140,609
Telephone	3,535	2,896
Utilities	2,762	-
Web site	3,300	-
	<u>294,417</u>	<u>312,146</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ 36,371</u>	<u>\$ 23,939</u>

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2016

(Unaudited)

	Investment in Property and Equipment	Internally Restricted	Unrestricted	2016 Total	2015 Total
Balance at beginning of the year	\$ 18,610	\$ 130,000	\$ 123,530	\$ 272,140	\$ 298,201
Capital expenditures	16,163	-	(16,163)	-	-
Transfers	-	-	-	-	(50,000)
Excess of revenue over expenditures	<u>(6,113)</u>	<u>-</u>	<u>42,484</u>	<u>36,371</u>	<u>23,939</u>
Balance at end of the year	<u>\$ 28,660</u>	<u>\$ 130,000</u>	<u>\$ 149,851</u>	<u>\$ 308,511</u>	<u>\$ 272,140</u>

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2016

(Unaudited)

	2016	2015
CASH FLOWS FROM (TO) OPERATING ACTIVITIES:		
Cash received from members	\$ 321,981	\$ 268,716
Cash paid to members and suppliers	(290,737)	(312,381)
Interest income	4,975	4,644
	<u>36,219</u>	<u>(39,021)</u>
CASH FLOWS FROM (TO) INVESTING ACTIVITIES:		
Purchase of property and equipment	(16,163)	(4,242)
Contributions to term deposits and GIC's	(101,019)	(101,249)
Withdrawal from term deposits and GIC's	130,000	140,000
	<u>12,818</u>	<u>34,509</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	49,037	(4,512)
CASH AT BEGINNING OF THE YEAR	<u>14,243</u>	<u>18,755</u>
CASH AT END OF THE YEAR	<u>\$ 63,280</u>	<u>\$ 14,243</u>

SASKATCHEWAN DENTAL HYGIENISTS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

(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, term deposits and GIC's and accrued interest receivable.

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.

Short-term Investments

Short-term investments consists of money market funds and GIC's. The Association follows the cost method of accounting for its investments, written down for any impairment in value that is considered other than temporary.

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%

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

(Unaudited)

2. SIGNIFICANT ACCOUNTING POLICIES - continued:

Contributed Surplus

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 licensing revenue received from its members. Licensing revenue is recognized in the period that the related member services are expensed.

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.

3. PROPERTY AND EQUIPMENT:

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2016</u>	<u>2015</u>
Office equipment	\$ 39,448	\$ 23,443	\$ 16,005	\$ 15,510
Computer	10,193	8,488	1,705	3,100
Leasehold improvements	12,167	1,217	10,950	-
	<u>\$ 61,808</u>	<u>\$ 33,148</u>	<u>\$ 28,660</u>	<u>\$ 18,610</u>

4. LEGAL CONTINGENCY FUND:

In 2002, the Council of the Saskatchewan Dental Hygienists Association established a \$50,000 legal contingency fund. This is reflected in the financial statements as internally restricted.

5. EMERGENCY RESERVE FUND:

In 2006, the Council of the Saskatchewan Dental Hygienists Association established an \$80,000 emergency reserve fund. This is reflected in the financial statements as internally restricted.

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2016

(Unaudited)

6. COMMITMENTS:

The Association is committed to a building lease with a minimum monthly cost of \$1,861 plus occupancy costs and GST, expiring December 31, 2020.

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

2017	\$	30,954
2018		31,724
2019		32,494
2020		33,264

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:

Interest Rate Risk

The Association is exposed to interest rate risk on the fixed income investments, that have interest rates ranging from .75% to 2.20% and maturity dates ranging from August, 2016 to January, 2021.

8. COMPARATIVE FIGURES:

Certain of the prior year figures presented for comparative purposes have been restated to conform to the current year's presentation.

The Saskatchewan Dental Hygienists' Association

1024 8th Street East
Saskatoon, SK S7H 0R9
306-931-7342
sdha@sasktel.net
www.sdha.ca

