

CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION

MINUTES OF MEETING BOARD OF DIRECTORS

Thursday, February 8 and Friday, February 9, 2018
ODQ Office, 800 boul. René Lévesque West, Montréal, QC

A meeting of the CDRAF Board of Directors took place on Thursday, February 8 and Friday, February 9, 2018 at 9:00 a.m.

PARTICIPANTS:

Ms. Caroline Daoust, Directrice générale et secrétaire, L'Ordre des dentistes du Québec

Mr. Irwin Fefergrad, Registrar, Royal College of Dental Surgeons of Ontario

Dr. Martin Gillis, Registrar, (CDRAF Vice-Chair) Provincial Dental Board of Nova Scotia

Dr. Patti Ling, Registrar, Manitoba Dental Association

Mr. Jerome Marburg, Registrar, College of Dental Surgeons of British Columbia

Dr. Paul O'Brien, Registrar, (CDRAF Chair) Newfoundland and Labrador Dental Board

Dr. Ray Wenn, Registrar, Dental Council of Prince Edward Island

Dr. Bernie White, Registrar, College of Dental Surgeons of Saskatchewan

STAFF:

Dr. Jack Gerrow, CDRAF Executive Director

Ms. Angie Sherban, CDRAF Executive Assistant

OBSERVERS:

Dr. Barry Dolman, President, L'Ordre des dentistes du Québec

Mr. Frédéric Duguay, Director, Commission on Dental Accreditation of Canada

Dr. Doug Mackey, President, National Dental Examining Board of Canada

REGRETS:

Dr. Randall Croutze, Chief Executive Officer, Alberta Dental Association and College

Mr. Dan Leger, Registrar, (CDRAF Treasurer) New Brunswick Dental Society

1. CALL TO ORDER

The Chair, Dr. O'Brien, called the meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA

There were two items added to the agenda circulated:

- (i) Canadian Association of Orthodontists.
- (ii) Chief Dental Officer of Canada (Public Health Agency of Canada)

MOTION: Marburg/White

THAT the agenda of the meeting of February 8-9, 2018 be approved, as amended.

CARRIED
(Unanimously)

3. APPROVAL OF MINUTES

The minutes of the following CDRAF meetings were circulated:

- (i) October 13, 2017 (morning, *in-camera*).
- (ii) October 13, 2017 morning, open).
- (iii) October 13, 2017 (afternoon).
- (iv) November 3, 2017 (teleconference).

MOTION: Daoust/Fefergrad

THAT the minutes of the following CDRAF meetings be approved, as circulated.

- **October 13, 2017 (morning, *in-camera*).**
- **October 13, 2017 morning, open).**
- **October 13, 2017 (afternoon).**
- **November 3, 2017 (teleconference).**

CARRIED
(Unanimously)

4. BUSINESS ARISING

Insurance

The Directors and Officers insurance policy is due for renewal in April and it was agreed that it is required and staff was directed to renew the policy.

RCDC Third-Party Assessment Service Agreement

A copy of the revised Third-Party Assessment Service Agreement with the Royal College of Dentists of Canada (RCDC) was reviewed in detail by the CDRAF Board. Dr. Gillis reported on the meetings he and the CDRAF Working Group (Caroline Daoust, Irwin Fefergrad, Jerome Marburg and Dr. Diane Legault) attended with RCDC representatives to negotiate the Agreement.

In a recent letter, RCDC stated that only those DRAs that are signatory to the Third-Party Service Agreement will have Directors on the National Dental Specialty Examination Board (NDSEB). It was noted that CDRAF is named in the Agreement and it would be appropriate to have a formal relationship. Dr. Gerrow was asked to discuss this with RCDC.

Ms. Daoust advised that the ODQ Board is going to request a revision to the Agreement regarding French examinations. Dr. Gerrow was directed to advise RCDC of this request.

Position of the DRAs is:

British Columbia: Will be taken to the CDSBC Board on February 24, 2018.

Saskatchewan: The CDSS Executive Committee has given authority to proceed, but more clarity on funding required.

Manitoba: Agreeable to sign Agreement, but requires more information on funding.

Ontario: Agreeable to sign Agreement.

Newfoundland: Agreeable to sign Agreement, in principle.

Nova Scotia: Agreeable to sign Agreement, in principle.

- PEI: Not ready to sign Agreement yet, need more information on funding.
- Québec: Quebec is in favour of signing the Agreement under the condition that a provision be added stating that full bilingual documentation and services be provided by RCDC and available at any time.

There was lengthy discussion on funding and selection of Chief Examiners for RCDC. The funding for the National Dental Specialty Examinations Board (NDSEB) to administer and maintain the assessments will be done on a cost recovery basis.

The CDRAF Board agreed to approve the Agreement and recommend it to each of the DRAs for ratification. Dr. Wenn advised that he would abstain from the vote, but undertook to discuss the Agreement with the PEI Board for consideration.

MOTION: Marburg/White

THAT the CDRAF Board approves the RCDC Third Party Assessment Service Agreement under the condition that a provision is added stating that full bilingual documentation and services be provided by RCDC and available at all times;

AND THAT it recommends the Agreement be ratified by each of the dental regulatory authorities.

CARRIED
(Unanimously)
(Abstention: 1)

Dr. Gerrow was directed to inform RCDC of the CDRAF Board's decision.

National Dental Specialty Recognition

The CDRAF Board was provided with a copy of the document entitled "Process for Recognition of a New Dental Specialty" prepared by Mr.

Marburg. Mr. Marburg noted that this document is intended to be an addendum to the process already established for national dental specialty recognition. It does not affect the criteria already in effect.

If adopted, the Board will appoint an Advisory Committee to assess each application for specialty recognition, and provide recommendations to the Board on whether or not recognition should be granted. There will not be an appeal process, as the applicant provides feedback throughout the application and consultation process.

Mr. Marburg was thanked for his work on this document. It was noted that the document needed final formatting and minor editing. With these changes, the CDRAF Board approved the document and agreed to recommend it to each of the DRAs for ratification.

MOTION: Marburg/O'Brien

THAT the CDRAF Board approves the Process for Recognition of a New Dental Specialty (with minor editing and reformatting) and recommends it to each of the dental regulatory authorities for ratification.

CARRIED
(Unanimously)

The Executive Director was directed to finalize the editing and reformatting of the document. A copy of the final document will be attached to the minutes of the meeting.

It was reported that applications could be accepted as soon as ratification from the provinces is confirmed.

National Repository/English Proficiency Assessment and Review of Equivalency Process

Dr. Gerrow reported that the National Dental Examining Board (NDEB) is working on these initiatives and Dr. Marie Dagenais will be in a position to present to the CDRAF Board at its August 2018 meeting.

5. FINANCE

Draft Audited Financial Statements

The draft audited financial statements at December 2017 were provided to the CDRAF Board for review.

MOTION: Marburg/Daoust

THAT the CDRAF Board receives and accepts the audited financial statements of December 2017, as circulated.

CARRIED
(Unanimously)

Fund Balance vs Budget Report, Bank Reconciliation 2017

These documents were provided to the CDRAF Board for information.

Signing Authorities

It was recommended that the banking signing authorities for CDRAF be as follows:

Any two of: Chair (Paul O'Brien), Vice-Chair (Martin Gillis), Treasurer (Dan Leger), Executive Director (Jack Gerrow), Controller (Kelly Tripp), *Irwin Fefergrad (for emergency situations only). *Mr. Fefergrad was suggested as he is located in the Toronto office with the Controller.

MOTION:

THAT the banking signing authorities for the Canadian Dental Regulatory Authorities Federation (CDRAF) be any two of the following:

- Chair
- Vice-Chair
- Treasurer
- Executive Director
- Controller
- Irwin Fefergrad

CARRIED
(Unanimously)

Expense Report Template

The CDRAF Board was provided with a copy of the revised Expense Report template for staff use in electronic format. The CDRAF Board approved the template.

MOTION: Fefergrad/Wenn

**THAT the CDRAF Board approves the Expense Report template,
as circulated.**

CARRIED
(Unanimously)

6. ENTRY TO PRACTICE COMPETENCIES

The CDRAF Board was provided with a copy of the document entitled "Competencies for a Beginning Dental Practitioner in Canada". Dr. Gerrow reported that this document was created in March 2005 and needs to be updated.

There was discussion on DRAs having more input on setting entry-level standards. It was agreed that it would be timely to establish a Working Group to put a proposal together for a process and budget to develop national competency standards for general dentists and bring it back to the Board. It was noted that this is also one of the proposed initiatives from the CDRAF strategic plan.

The following expressed an interest in being part of the Working Group, or agreed to provide names of staff to work on this initiative: Caroline Daoust, Jerome Marburg, Patti Ling, Jack Gerrow, Irwin Fefergrad (possibly Michael Gardner). The Registrars were asked to provide the names to Dr. Gerrow or Ms. Sherban.

7. GUIDELINES ON SEDATION

Mr. Fefergrad reported that Ontario has a Working Group, chaired by Dr. Dan Haas, that is in the process of reviewing sedation standards in Ontario. The final report is expected by March/April 2018. With the

approval of the Executive Committee, he agreed to distribute the report to the CDRAF Board.

Nova Scotia and British Columbia also reported that they are updating guidelines in their provinces.

There was discussion on creating national standards for sedation, but it was felt that with all provinces developing their own versions, reaching an agreement would be challenging. It was agreed to include information on sedation guidelines, standards from DRAs at the next CDRAF Board meeting.

8. OPIOIDS CRISIS

The CDRAF Board was provided for its information with a copy of a letter from the Honourable Ginette Petitpas Taylor dated November 6, 2017 thanking CDRAF for its work on the Joint Statement of Action to Address the Opioid Crisis, together with information from the Canadian Centre on Substance Abuse.

It was reported that Dr. David Mock is involved in many meetings and discussions on Opioids. It was suggested and agreed to ask Dr. Mock to be a CDRAF representative on these discussions and that he provide update reports to CDRAF on a regular basis.

9. CDRAF WEBSITE

Dr. Gerrow advised that the CDRAF website contains information that is not current and should be reviewed. He asked the CDRAF Board how relevant the website really is and how necessary is it? He reported that the CDRAF currently pays over \$400 per month for website hosting, together with additional cost to modify it.

The CDRAF Board reviewed the information contained on the website and agreed that some of it should be removed, for example, wellness articles, registration information. Dr. Gerrow agreed to notify the CDRAF Board of changes made to the website.

10. REPRESENTATIVES AND OBSERVERS AT MEETINGS

It was agreed to have representatives/observers at the following meetings:

Commission on Dental Accreditation of Canada

- Dr. Martin Gillis. He will complete the second 3-year term in 2019.
- Dr. David Tobias will complete his first 3-year term in 2018 and it was agreed to reappoint him for a further 3-year term. Dr. Tobias was contacted and agreed to accept a reappointment, but he felt he was under-utilized and wished to have more involvement.

National Dental Examining Board of Canada

- Dr. Martin Gillis is attending the AGM in Ottawa, and will act as the CDRAF observer.

Royal College of Dentists of Canada

- Dr. Martin Gillis is attending the AGM in Fredericton, and will act as the CDRAF observer.

Canadian Dental Association

- Dr. Bernie White will be attending the AGM in Ottawa and provide a report on behalf of CDRAF.

CDA Committee on Identification and Future of Dentists

- Dr. Jack Gerrow will attend future meetings; Caroline Daoust as alternate.

CDA Task Force on Future of the Profession

- It was reported that there will not be any further meetings for this Task Force.

CDA Wellness Conference

- Dr. Martin Gillis and Jerome Marburg will be attending the conference, and act as CDRAF representatives.

CEO/Registrars' Conference

- It was reported that Ontario will host the next CEO/Registrars' Conference in Montreal on December 5-7, 2018. It is anticipated a CDRAF Board meeting will be held during that time as well.

Association of Canadian Faculties of Dentistry

- Jerome Marburg will attend the ACFD AGM in Vancouver and provide a report on CDRAF.

Association of American Dental Boards

- Dr. Gerrow highlighted the upcoming meeting in Chicago on April 22-23, 2018. All CDRAF Board was encouraged to look at the program and consider attending.

International Society of Dental Regulators

- It was reported that the President and Executive Director of ISDR will be meeting with FDI World Congress in Chicago on February 22, 2018 to discuss the prospect of ISDR associating with FDI as a regulatory arm.

Chief Dental Officer of Canada (Public Health Agency of Canada)

- Dr. Gerrow reported that an invitation was received from Dr. James Taylor, Chief Dental Officer of Canada, the Public Health Agency of Canada, to attend a National Caries Risk Assessment Tool Review Working Group meeting on March 5-6, 2018 in Ottawa. Caroline Daoust will send a representative from ODQ, if available.

11. RESTRICTIVE PERMITS

Dr. Paul Allison, President of the Association of Canadian Faculties of Dentistry (ACFD) was invited to present on this item.

Dr. Allison reported on the increased challenges experienced by the dental faculties in recruiting academic professors. He emphasized the importance for the Academics to perform clinical practice in the faculty at least half a day per week in order for them to maintain and teach their students. He distributed a document to the CDRAF Board detailing the

restricted academic licenses and number of graduate students in universities across the country.

He stated that, although regulators understand the issue, he recognizes that they have legislative responsibilities. He asked CDRAF to give consideration to a uniform approach or solution to help alleviate the problem. He was adamant that the “back door” solution is not appropriate and was not being proposed as an option.

After discussion, the CDRAF Board asked Dr. Allison to provide it with a proposal/submission for its consideration on what ACFD requires specifically from CDRAF, explain the challenges and suggestions on how CDRAF can assist.

12. PGY1 TASK FORCE UPDATE

Dr. White, the CDRAF representative on this Task Force, reported that a graduate student has been hired to conduct a literature review for the report which is due in September 2018.

Dr. Allison commented that he has received requests from the Canadian Dental Association to be involved on this Task Force.

The CDRAF Board did not feel it was necessary to have CDA involved in the initiative at this point in time, although it agreed that it would be more appropriate to include them in the future for communicating with the profession for mentors. After full discussion, it was agreed that CDA can be invited to be part of the Task Force in an observer status. Dr. Allison undertook to advise CDA of the CDRAF Board's decision.

13. CDAC ACTIVITIES AND VISION

Mr. Frédéric Duguay, Director of CDAC, was invited to address the CDRAF Board. He made his presentation via PowerPoint on Friday morning.

Mr. Duguay reported on the following:

- CDAC strategic plan for 2018, being developed by Brenda Fair.
- Activities and projects for 2018.
- Funding and process for site visits.
- Reports from site visits – important for dental schools to share with regulators. CDRAF suggested creating a policy that when site visits are finalized, they are posted on CDAC's website, as transparency is important. Mr. Duguay undertook to review other accreditation agencies' practices.
- International accreditation.
- Reciprocal agreements.
- Benefits of CDAC.
- Discussions on CDAC becoming independent from CDA.
- Request from Royal College of Physicians of Canada for CDAC to collaborate with Kuwait Institute of Medical Specialization.

14. RELATIONSHIP WITH THIRD-PARTY PROVIDERS

There was discussion on inviting third-party providers to meetings of the CDRAF Board and their involvement.

Dr. Gerrow noted that third-party providers find the Board meetings interesting and beneficial to attend. It was agreed to invite the third-party providers (ACFD, NDEB, CDAC and RCDC) to all Board meetings as observers and request a written report from them once a year (October). If third-party providers have an issue they wish to discuss with CDRAF, they would be required to request to raise it prior to the meeting.

It was understood that they would be excused from the meeting where *in-camera* discussion would be required.

It was agreed that the dates of the CDRAF Board meetings will be sent to third-party providers and posted on the CDRAF website.

It was also agreed to invite the Royal Canadian Dental Corps to Board meetings as an observer.

15. RELATIONSHIP WITH OTHER STAKEHOLDERS

The CDRAF Board agreed that meetings are open. Written requests to attend as an observer will be considered by the Chair, and normally granted. Written reports will not be required from the Canadian Dental Association and the Canadian Dental Specialties Association.

16. REPORTS

CEO/Registrars' Conference 2017

Mr. Marburg reported on the CEO/Registrars' Conference 2017. There was a full agenda with interesting presentations and he felt it was a valuable conference for regulators.

Wellness Conference

This conference will be hosted by the CDA and CDSPI in Ottawa on Saturday, April 21, 2018. Dr. Martin Gillis is a member of the Working Group and he reported that the 2012 wellness conference focussed on addiction and substance abuse, whereas the 2018 conference will be more centred on stresses in the dental practice. The proposed outcomes will be to have more resources for dentists on how to handle stressful situations, i.e. financial debt, HR issues in the dental office.

Dr. Gillis reminded the CDRAF Board to complete the survey that was forwarded to them recently to assist the Working Group in its planning for the conference. He undertook to resend the link for the survey for those who had not completed it yet.

Dr. Gillis, Dr. White and Mr. Marburg advised that they would be attending the conference and agreed to report back to the CDRAF Board.

Office des professions du Québec

This report was sent to the CDRAF, but it was only available in French. Ms. Daoust provided a brief summary of the report. It reported on commercial accords, not linked to countries involved with respect to labour mobility.

Regulators Reform – UK

Mr. Fefergrad reported on this report from the U.K. He reported that Ontario is influenced by what is happening in the U.K. The thrust of the report is that regulation of health care professionals must change in order to protect patients. The report stated that there are too many regulatory bodies, 1.5 million health care providers. The elected governance model is not working and competency and eligibility based models are preferred.

Network for Canadian Oral Health Research

A document from Dr. Alain Moreau, Director of Network for Canadian oral Health Research, was provided to the CDRAF Board for its information. The CDRAF Board directed Dr. Gerrow to contact Dr. Moreau and request more information on the document and offer CDRAF's assistance if required.

Report on CDA Inaugural meeting of the Committee on the Identification of Future Dentists, November 20-21, 2017

The report from Dr. Legault on this meeting was provided to the CDRAF Board for its information.

Report on the CDA National Task Force on the Future of the Profession meeting, November 23-25, 2017

The report from Dr. Legault on this meeting was provided to the CDRAF Board for its information.

17. CDRAF BY-LAWS

The CDRAF By-Laws were provided as a resource. Dr. Gerrow reported that housekeeping changes to the by-laws will be required in the future. There was no further discussion. The by-laws will be included in future resource materials.

18. CDRAF STRATEGIC PLAN

The CDRAF Strategic plan was provided as a resource. It was suggested that the CDRAF Board give consideration to engaging Ms. Brenda Fair in

a couple of years to update the strategic plan. There was no further discussion.

19. NEW BUSINESS

Remote Attendance for Observers at Board Meetings

Dr. Ling reported that the CDRAF representative from Manitoba requested to attend the CDRAF Board meeting via video conferencing.

There was discussion on whether video conferencing should be made available for observers and Board members to participate in meetings. It was agreed that video conferencing is not the most appropriate format, particularly for all day meetings. If a Board member cannot attend a meeting, he/she can teleconference for a specific topic, if requested. Remote attendance is not an option for observers.

Sun Life – Rate your Dentist

This item was added by Mr. Fefergrad. Correspondence with Sun Life Financial was provided to the CDRAF Board for its information. Mr. Fefergrad reported that he has a meeting scheduled with Sun Life Financial at the end of the month and he would report back to the CDRAF Board on the outcome.

Access to Care

A document listing the number of dentists licensed in Canada in 2017 was provided to the CDRAF Board for its information.

Dog Therapy

A summary of responses from the DRA's regarding dog therapy in dental offices was provided to the CDRAF Board for its information. The document in pdf format from Saskatchewan will be resent to the CDRAF Board.

- (a) Canadian Association of Hospital Dentists (CAHD), Choosing Wisely Canada (CWC).
- (b) Public Health Agency of Canada, Draft Guideline on the Prevention of Transmission of Bloodborne Viruses from Infected Healthcare Workers in Healthcare Settings, November 2017.

22. ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:30 a.m. on Friday, February 9, 2018.