

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B095 – September 21, 2013 **Approved**

Board Members in Attendance: P. Gardner D. Harden
C. Kafka A. Kumar
C. LeVasseur A. Magro
P. McKivett T. Perrault
D. Sailer
Observers: K. Connolly
Staff in Attendance: J. Roff - Registrar
N. Graham – Program Coordinator
T. Cahill-Closs – Executive Secretary

The meeting was called to order at 8:00 am.

i Approve Draft Agenda

MOTION: By C. LeVasseur that the draft agenda be approved as presented. Seconded by P. Gardner.

CARRIED

ii Approve Draft Minutes of June 1, 2013

MOTION: By P. McKivett, that the draft minutes of the June 1, 2013 Board meeting be approved as presented. Seconded by D. Sailer.

CARRIED

iii Registrar's Report

a) Audited Financial Statements

The members of the Board reviewed the audited financial statements for the year ending March 31, 2013.

The Board also reviewed the June 19, 2013 letter from McDonald Rickett, specifically regarding the lack of segregation between duties as a result of the limited number of staff. The Board was reminded to be diligent in reviewing all financial transactions.

These minutes are approved as circulated.

Apr 19 / 14

Date



Chair of the Board

b) Unaudited Financial Statements

The members of the Board reviewed the unaudited financial statements for May, June, July and August 2013. The Registrar answered questions from the Board.

c) Theory Examination Update

The Registrar reported that thirteen candidates challenged the June 28, 2013 Theory Examination and eleven candidates were successful.

The Registrar reported that the next Theory Examination will be held on Friday September 27, 2013 at the College of Denturists of British Columbia's (CDBC) office.

d) Clinical Examination Update

The 2013 Clinical Examination Coordinator was Christopher Nordell. The Complete Denture Examination was held on July 17 to 19, 2013 and the Objectively Structured Clinical Examination was held on July 20, 2013 at Vancouver Community College.

The Registrar reported that nine candidates challenged the Complete Denture Examination with one candidate being successful. The Objectively Structured Clinical Examination had six candidates with two candidates being successful.

e) Health Professions Review Board Update

The Registrar reported that the CDBC has two inquiry matters before the Health Professions Review Board (HPRB). One is in abeyance and the other will be proceeding to a written hearing.

In addition, one new registration matter has been filed with the HPRB.

f) National Competencies Update

The Registrar reported on the National Competency Development project. The Board reviewed the Competency Profile structure, including the six competency areas; Clinical Practice, Laboratory Procedures, Professional Collaboration, Practice Management, Jurisprudence, Ethics and Professional Responsibilities, and Communication.

The surveys completed by Denturists across Canada were reviewed in August and the Registrar anticipates bringing the Competency Profile forward for the Board's approval in December 2013.

The College's in British Columbia, Alberta and Ontario have begun working on a national examination structure, with theory examination questions being shared and the CDBC sharing our Objectively Structured Clinical Examination materials.

g) HRO Update

The Health Regulatory Organizations' (HRO) public awareness campaign was presented to the Board. Specifically, the Board reviewed the bus shelter advertisements with the message "Make sure your health professional is regulated, licensed and accountable." The advertisements include a common website address www.bchealthregulators.ca, which lists each College and a link to their respective website.

The public awareness campaign will include advertisements in 90 bus shelters, community/ethnic newspapers, cinema slides, BCTV close captioned sponsorships, health authorities, community service providers and MLA offices. In addition, some advertisements are created in languages other than English, to increase awareness of licensed health care professionals. The CDBC has made a contribution to fund this campaign.

The Registrar also reported that the HRO is formalizing into a society, to be called the Health Profession Regulators of British Columbia (HPRBC). There are several areas of common interest among health regulators including, standardizing a patient relations program and developing a common format for published inquiry and discipline decisions. There has also been collaboration on various education sessions on matters of mutual interest and a joint review of the HPRB's activities and processes.

Lastly, the HRO had a meeting in Victoria with Ted Patterson, the Assistant Deputy Minister of Health, and Daryl Beckett, the Director of Professional Regulation. Teresa Cahill-Closs went as the CDBC's representative. It was a relationship building meeting, where the HRO presented who they are and what activities they are collaborating on.

h) Database/Website Update

The CDBC's new website has been launched and the Registrant's are expected to be able to log in at the end of October.

The CDBC's new database is linked to the new website, allowing Registrants to access and amend appropriate information.

iv 2013-2016 Strategic Plan

a) Strategic Plan Activity Reports

MOTION: By P. McKivett to approve SPA report #1.1.1 as presented. Seconded by C. Kafka.

CARRIED

MOTION: By C. Kafka to approve SPA report #2.3.2 as presented. Seconded by Carol LeVasseur.

CARRIED

The presenter for the December 13, 2013 Board meeting will be Vivian Smith.

MOTION: By D. Sailer to approve SPA report #2.3.3 as presented. Seconded by C. Kafka.

CARRIED

MOTION: By D. Sailer to approve SPA report #3.1.1 as presented. Seconded by C. LeVasseur.

CARRIED

MOTION: By P. McKivett to approve SPA report #3.1.2 as presented. Seconded by D. Sailer.

CARRIED

MOTION: By A. Magro to approve SPA report #3.1.3 as presented. Seconded by C. LeVasseur.

CARRIED

MOTION: By P. McKivett to approve SPA report #3.2.2 as presented. Seconded by C. LeVasseur.

CARRIED

MOTION: By P. McKivett to approve SPA report #3.2.3 as presented. Seconded by C. Kafka.

CARRIED

MOTION: By D. Sailer to approve SPA report #3.2.4 as presented. Seconded by A. Magro.

CARRIED

MOTION: By A. Kumar to approve SPA report #3.3.1 as presented. Seconded by D. Harden.

CARRIED

MOTION: By D. Sailer to approve SPA report #3.3.3 as presented. Seconded by P. McKivett.

CARRIED

b) Certificate of Self-Regulation

As per SPA 1.3.4, the Board reviewed a letter to Registrants regarding the Certificate of Self-Regulation.

MOTION: By C. Kafka to approve the Certificate of Self-Regulation letter as amended. Seconded by C. LeVasseur.

CARRIED

Action Item: The Registrar will present the current Certificate of Self-Regulation at the December 13, 2013 Board meeting.

c) Registrant Satisfaction Survey

As per SPA 2.2.3, the Board reviewed the Registrant's Satisfaction Survey.

Action Items: The Executive Secretary will insert a new question before question one to ask: How satisfied are you with the College of Denturists of

British Columbia? She will also insert a new question after question 23: How many years have you been a Registrant of the College of Denturists of British Columbia? Lastly, the Executive Secretary will change 'Comment Box' to read 'Suggestions for Improvement'.

MOTION: By C. Kafka to approve the Registrant Satisfaction Survey as amended.
Seconded by D. Sailer.

CARRIED

d) DABC Monthly Communication Update

As per SPA 2.1.1, the CDBC's Chairperson, T. Perrault reported that he and the Denturist Association of British Columbia's (DABC) President, Kore Connolly, have met several times.

In addition, a Registrant has scheduled a meeting with the Minister of Health, Terry Lake, and has invited both Kore Connolly and Tyler Perrault to attend. The meeting is scheduled for October 2013.

Lastly, the Registrar reported that there is greater interaction between the DABC and the CDBC.

e) Identify Potential Board Members

As per SPA 3.2.2, the Board reviewed their commitment to identify one or more potential candidates for the CDBC's upcoming election.

Action Item: All Board members will provide the Registrar with one or two names of Registrants who may be interested in being elected to the College's Board. In addition, Board members are encouraged to invite Registrants to volunteer on a College committee, act as an examiner, and/or attend our December 13, 2013 Board meeting.

f) Strategic Plan Activity Report Reminders

The Board was reminded that the next SPA reports are due on or before October 11, 2013.

v Unauthorized Practice Concern

Two cease and desist letters were sent, to the same person, who is alleged to be practicing denturism. On legal advice, the Registrar has proceeded with an initial investigation. The report was presented to the Board for their review.

MOTION: By P. McKivett to authorize the Registrar to spend up to \$5,000 to continue the investigation of the alleged unauthorized practice of denturism. Seconded by P. Gardner.

CARRIED

Action Item: The Registrar will inquire with Work Safe BC to see if they release their investigation reports to the public or any other regulatory bodies.

vi Policy/Guideline Development

a) Approve Amended Policy: Correspondence

The Board reviewed the amended Correspondence Policy.

MOTION: By D. Harden, that the Correspondence Policy be approved as presented.
Seconded by A. Kumar.

CARRIED

b) Approve Policy: Signing Authority

The Board reviewed a new policy for preventing fraud, theft and/or improper use of College funds.

MOTION: By D. Sailer, that the Signing Authority Policy be approved as presented.
Seconded by P. McKivett.

CARRIED

c) Approve Policy: Release of Examination Results

The Board reviewed a new policy on how examination results will be released.

MOTION: By D. Sailer, that the Release of Examination Results Policy be approved as presented. Seconded by C. Kafka.

CARRIED

d) Approve Policy: Committee and Panel Members

The Board reviewed a new policy on the procedure for handling requests to sit on College committees and/or panels.

MOTION: By C. LeVasseur that the Committee and Panel Members Policy be approved as presented. Seconded by P. McKivett.

CARRIED

e) Approve AGM Guideline: Meeting Ground Rules

The Board reviewed a new guideline to ensure efficient and effective attendee's participation at the College's Annual General Meeting.

MOTION: By P. McKivett, that the Meeting Ground Rules Guideline be approved as presented. Seconded by D. Sailer.

CARRIED

vii Information for Review

a) Article Review – Registration: Insight into past conduct and good character

The Board reviewed an article on a legal case regarding an applicant's good character. No further action is required.

b) Calendars - Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for September, October, November and December 2013.

c) Expense Form

Expense forms were distributed to each Board member.

vii Business Arising from Committee Minutes

a) Approved Inquiry Committee Meeting Minutes

The approved March 19, 2013, April 5, 2013, May 28, 2013 and July 20, 2013 meeting minutes were presented for members of the Board to review.

a) Approved Quality Assurance Committee Meeting Minutes

The approved April 13, 2012 and December 7, 2012 meeting minutes were presented for members of the Board to review.

a) Approved Registration Committee Meeting Minutes

The approved March 15, 2013, May 24, 2013 and June 27, 2013 meeting minutes were presented for members of the Board to review.

x Other Business

This is P. Gardner's last Board meeting as her six year term as a public member will expire on September 30, 2013. Ms. Gardner gave a short speech thanking the CDDB and noted that she is the longest sitting Board member around the table.

The Board Chairperson, T. Perrault, responded by thanking Ms. Gardner for all of the leadership that she has provided.

The meeting was adjourned at 9:40 am.