

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B086 – September 17, 2011 Approved

Board Members in Attendance: B. Butt G. Feldman  
D. Harden C. LeVasseur  
T. Merkley T. Perrault  
D. Sailer

Regrets: C. Ferreira P. Gardner

Staff in Attendance: J. Roff, Registrar  
T. Cahill-Closs, Recording Secretary  
J. Ho, Program Coordinator

The meeting was called to order at 1:30 pm

**i Approve Draft Agenda**

The members of the Board agreed to add the following item to the draft agenda,

- Seniors' Oral Health Secretariat Update

**MOTION:** By G. Feldman, that the draft agenda be approved as amended.  
Seconded by D. Sailer

**CARRIED**

These minutes are approved as circulated.

Jan 3/12  
Date

[Signature]  
Chair of the Board

**ii Approve Draft Minutes of June 18, 2011**

The members of the Board agreed to amend agenda item iv, Scope of Practice Update, to read "The Scope of Practice Panel will speak to representatives from the DABC regarding the next opportunity for collaboration."

**MOTION:** By T. Merkley, that the draft minutes of the June 18, 2011 meeting be approved as amended. Seconded by C. LeVasseur.

**CARRIED**

**iii Registrar's Report**

**a) Unaudited Financial Statements**

The members of the Board reviewed the unaudited financial statements for May – July 2011.

**b) Health Professions Review Board Update**

At this time, the College does not have any matters before the Health Professions Review Board.

**c) Theory Examination Update**

The next Theory Examination will be held on Friday September 30, 2011 at the College office. At this time, two applicants have confirmed their attendance. The payment deadline was Friday September 16, 2011.

**d) Clinical Examination Update**

Six applicants challenged the Complete Denture Examination and five applicants challenged the Objective Structured Clinical Examination (OSCE). It was noted that C. Nordell did a very good job as the College's Examination Coordinator and the Registration Committee is considering asking him to be the 2012 Examination Coordinator.

**e) CDBC Proposed Bylaw Update**

This agenda item was covered during the College's AGM.

**iv Scope of Practice Update**

T. Perrault reported that the Scope of Practice Panel continues to work on a draft proposal, in collaboration with the DABC, to request an increased scope of practice for the profession of Denturism. The Panel includes P. Gardner, D. Sailer and T. Perrault.

T. Perrault, D. Sailer, C. LeVasseur and the Registrar met with the DABC's Executive Committee yesterday afternoon. The DABC will select a small group from their Executive Committee to work closely with our Scope of Practice Panel.

**v Policy Development**

**a) Advertising – Implant Centre**

The members of the Inquiry Committee requested the Board's approval of the revised Advertising Policy: Implant Centre.

**MOTION:** By D. Harden to approve the Advertising Policy: Implant Centre as presented. Seconded by D. Sailer.

**CARRIED**

**MOTION:** By D. Harden to grandfather the five existing clinics, currently using Implant Centre/Center in their business name, and allow them to continue using these words. Seconded by C. LeVasseur.

**CARRIED**

**Action item:** The Registrar is directed to send letters to the five clinics informing them of the new policy and that they have been grandfathered due to prior approval received by the College.

**b) Expenses**

**MOTION:** By D. Harden that the Expense Policy be amended to reimburse automobile mileage at a rate of 52 cents per kilometer. Seconded by T. Merkley.

**CARRIED**

The Board agreed that no proof of mileage would be required at this time.

**vi Quality Assurance Development**

**a) Approve Quality Assurance Transition Plan**

The Program Coordinator presented an updated Quality Assurance Transition Plan for Registrants to follow when the proposed Bylaws are approved.

**MOTION:** By D. Sailer to approve the Quality Assurance Transition Plan as presented. Seconded by B. Butt.

**CARRIED**

**b) Approve 'A Quick Guide to the QA Program'**

The Program Coordinator presented an updated guide, which Registrants will receive when the proposed Bylaws are approved.

**MOTION:** By D. Sailer to approve the 'A Quick Guide to the Quality Assurance Program' pamphlet as presented. Seconded by C. LeVasseur.

**CARRIED**

**c) Approve Quality Assurance Binder Reorganization**

The Program Coordinator presented a new Quality Assurance binder layout which is more effective than the current one. As well, an instructional letter was created to assist Registrants inserting their new pages.

**MOTION:** By B. Butt to accept the instructional letter and reorganization of the Quality Assurance Program binder as presented. Seconded by D. Sailer.

**CARRIED**

**vii Strategic Development: Establishing Quorum for 2012 AGM**

The members of the Board considered information with respect to video conferencing and other strategies to ensure quorum at the College's 2012 Annual General Meeting (AGM).

The Board agreed that the costs associated with managing a webinar of an AGM are too large.

The Board agreed to request Registrants to RSVP to the College's 2012 AGM. The Board and staff would also conduct a calling campaign to increase attendance beforehand.

The Board requested that the AGM package be projected on the wall so that Registrants can follow along. As well, the Board requested that the AGM package be available on the College's website for viewing beforehand.

**viii 2012 Pacific Dental Conference Booth**

The Board considered information regarding the next Pacific Dental Conference (PDC) held on March 8 – 10, 2012. The Board members agreed to take a variety of shifts at the College's booth.

The Board also agreed that a video presentation was not required.

The Board agreed that a \$250 Visa gift card was an appropriate incentive.

Lastly, the Board agreed that advertising our attendance at the PDC was acceptable but agreed not to permit the placement of the PDC advertisement in our Articulator.

**Action item:** The Registrar will respond to the PDC's request for advertising in the College's Articulator.

**ix Unregistered Practice Concerns**

The Board discussed the possibility of an unregistered person practicing and/or holding himself out as a Denturist. The members reviewed the information presented at this meeting and the previous Board meeting.

**MOTION:** By D. Harden to continue investigating this unregistered person by attempting to book an appointment. Seconded by B. Butt.

**CARRIED**

**Action item:** The Registrar will contact other College's for their investigation methods of unregistered health care professionals.

**x Denturist Regulations Clarification: section 6(3)**

The Board discussed the meaning of the word 'provide' in section 6(3) of the Denturists Regulation.

This item was tabled to the next Board meeting.

**xi Review Draft Reference Letter Guideline**

The Board reviewed the draft Reference Letter Guideline.

The Board agreed to use the term guideline, rather than the term policy. Also, the Board agreed to add the words 'phone number' to the end of the last sentence in paragraph three of the guideline.

**MOTION:** By B. Butt to approve the Reference Letter Guideline as amended. Seconded by G. Feldman.

**CARRIED**

**xii Calendars (Updated) & Expense Form**

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

It was noted that the Inquiry Committee meeting has been changed from Tuesday September 27<sup>th</sup> to Wednesday September 28<sup>th</sup>.

Expense forms were also distributed to the Board.

**xiii Business Arising from Committee Minutes**

**a) Approved Inquiry Committee Meeting Minutes  
(not distributed to Discipline Committee members)**

Approved meeting minutes were presented for members of the Board to review.

The Committee answered questions from the Board with respect to the outcome of COM 2010-33.

**b) Approved Quality Assurance Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**c) Approved Registration Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**xiv Other Business**

**Seniors' Oral Health Secretariat Update**

C. LeVasseur reported that a formal dismantle of the Senior's Oral Health Secretariat has not yet been completed.

The Board sincerely thanked the Program Coordinator, Janice Ho, for her contributions to the College of Denturists of British Columbia and wished her all the best in her future endeavors.

The meeting was adjourned at 4:00 pm.