

TABLE OF CONTENTS

Part I: Definitions	9 - 4
Definitions.....	9 - 4
Part II: Board of the College	9 - 5
Elected registrants.....	9 - 5
Electoral districts	9 - 5
Representation	9 - 5
Nomination procedure	9 - 5
Elections	9 - 6
Terms of office.....	9 - 6
Vacancy.....	9 - 7
Removal of elected board member	9 - 7
Remuneration.....	9 - 7
Chair.....	9 - 7
Vice-chair and acting chair	9 - 8
Board meetings	9 - 8
Part III: Committees.....	9 - 9
Decorum and conduct	9 - 9
General.....	9 - 9
Panels	9 - 10
Registration committee.....	9 - 11
Inquiry committee	9 - 11
Discipline committee	9 - 12
Quality assurance committee	9 - 12
Patient relations committee	9 - 13
Executive committee	9 - 13
Part IV: College Administration	9 - 14
Seal	9 - 14
Financial statement	9 - 14
Registrar and deputy registrar.....	9 - 14
Inspectors.....	9 - 15
Fiscal year	9 - 15
Payments from registrants or others	9 - 15
Borrowing powers.....	9 - 15
Investment income	9 - 15
Auditor	9 - 15
Legal counsel	9 - 16
General meetings	9 - 16
Part V: Registration	9 - 16
Classes of Registrants	9 - 16
Active Full.....	9 - 17
Active Limited B	9 - 18
Active Limited C	9 - 18
Out of province applicants.....	9 - 19
Referral, prescription, and instruction information.....	9 - 19
Student registration	9 - 19
Inactive registration	9 - 20

Inactive becoming active	9 - 20
Certificate of registration	9 - 21
Renewal of registration.....	9 - 21
Continuing education.....	9 - 21
Liability insurance	9 - 22
Interpretation of supervision	9 - 22
Services performed by students	9 - 22
Delivery of products.....	9 - 22
Examinations	9 - 22
General.....	9 - 23
Restrictions on examinations	9 - 24
Initial registration fees	9 - 24
Annual fees	9 - 24
Administration fee.....	9 - 24
Discipline surcharge	9 - 25
Failure to remit	9 - 25
 Part VI: Investigation and Discipline.....	 9 - 26
Interpretation	9 - 26
Consent order.....	9 - 26
Inquiry.....	9 - 26
Decision of the discipline committee	9 - 27
Failure to respond	9 - 27
Discipline	9 - 27
Reinstatement	9 - 28
Professional misconduct	9 - 28
Fines.....	9 - 28
Costs	9 - 29
Disclosure.....	9 - 29
 Part VII: Standards of Practice	 9 - 30
Definition of practice.....	9 - 30
Requisite knowledge	9 - 30
 Part VIII: Miscellaneous.....	 9 - 31
Registrants offering student internship.....	9 - 31
Access to health care records	9 - 32
Disposal of health care records.....	9 - 33
Disposal of records by the college	9 - 33
Advertising.....	9 - 33
Public information certificate	9 - 35
Translation.....	9 - 35
 Part IX: Health Profession Corporations.....	 9 - 35
Definition	9 - 35
General.....	9 - 35
 Part X: Code of Ethics	 9 - 37
General.....	9 - 37
Duty to the public.....	9 - 37
Duty to patients	9 - 38
Duty to the profession	9 - 39
Duties to colleagues	9 - 39

Part XI: Transitional.....	9 - 39
General.....	9 - 39
Schedule A.....	9 - 39
Approved educational programs	9 - 39
Schedule B.....	9 - 40
Internship Portfolio Requirements	9 - 40
Intern Requirements:.....	9 - 40
Technical Requirements.....	9 - 40
Mentor description guidelines.....	9 - 41
Schedule C.....	9 - 43
Fees for information requests.....	9 - 43
Schedule D.....	9 - 44
Referral and Prescription information	9 - 44
Schedule E.....	9 - 45
Fees	9 - 45

Part I: Definitions

Definitions

1. In these bylaws

"Act" means the *Health Professions Act*;

"advertisement" means the use of space or time in any public medium, including signage, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public or a segment thereof, for the purpose of promoting professional services or enhancing the image of the advertiser;

"active registrant" means a practising denturist who is registered within the active category of these bylaws;

"appointed member" means a member of the board appointed under section 17(2)(a) of the *Health Professions Act*;

"board" means the Board of the College of Denturists of British Columbia;

"chair" means the chair of the board;

"college" means the College of Denturists of British Columbia;

"elected member" means a registrant elected to the board;

"examination" means a theoretical examination, given orally or in writing, or a practical examination, or any combination of these;

"incompetence" means being unable to meet the standards of practice under Part VII of these bylaws;

"marketing" includes

(a) any advertisement or promotion,

(b) any publication or communication in any medium with any patient, prospective patient or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance or any other means by which professional denture services are promoted, and

(c) contact with a prospective client initiated by a registrant;

"patient" means any person who seeks the services, permitted by regulation, advice or opinion of a registrant;

"policy" means an interpretation or clarification of a part or section of these bylaws or any other document published and distributed by the board dealing with the practice of denturism;

"professional misconduct" means any act which contravenes the *Act*, the regulations or these bylaws or any behaviour deemed unprofessional by the discipline committee.

"professional misconduct of a sexual nature" by a registrant includes

- (a) sexual intercourse or other forms of physical sexual relations between the registrant and the patient,
- (b) touching, of a sexual nature, of the patient by the registrant, or
- (c) behaviour or remarks of a sexual nature by the registrant towards the patient;
- (d) for the purposes of "professional misconduct of a sexual nature" a spouse by common law or otherwise is excluded;

"practitioner" is a registrant or former registrant registered under section 39 of these bylaws;

"public member" means a member of the board appointed by the minister as a lay representative in accordance with section 17(3)(b) of the *Act*;

"regulations" means the regulations made under the *Health Professions Act*;

"respondent" means a registrant named in a citation under section 37 of the *Act*;

"supervision" means a registrant must be responsible for all services provided under their general or direct supervision as defined in section 47 of these bylaws;

"unprofessional advertising or marketing" means if, in the determination of the inquiry committee, the marketing is contrary to the best interests of the public or it tends to diminish the profession's ability to provide service of the highest quality;

"vice-chair" means the vice-chair of the board.

Part II: Board of the College

Elected registrants

2. The board is comprised of six (6) elected members and a number of appointed public members as determined by the minister.

Electoral districts

3. For the purposes of this section the Province of British Columbia is considered one electoral district.

Representation

4. All elected members shall be active registrants in the Province of British Columbia.

Nomination procedure

5. (1) At least 90 days prior to the expiry of a term of office of an elected member, the registrar must notify every registrant in the college of a pending vacancy and provide information about the voting procedure and of the nomination procedure by sending a written notice to each registrant to his/her last known address.

- (2) Any active registrant, in good standing, may nominate for office a maximum of four (4) active registrants by mailing such nominations to the registrar, together with a letter of consent from the nominee, at least 60 days prior to the expiry of the term of office.
- (3) A nominee must declare in writing, that he or she will observe the provisions of the *Act*, the regulations and these bylaws and the procedures related to the election and the conduct of the election.
- (4) The registrar must disqualify any nominee whose nomination or election contravenes the *Act*, the regulations, or these bylaws.

Elections

- 6. (1) The registrar must prepare and mail to each active registrant an election ballot not less than 45 days prior to the expiry of the term of office.
- (2) Each active registrant will be entitled to one ballot and may vote in favour of one person for each board member to be elected on such ballot. A ballot must not be counted unless it is received by the registrar at least 21 days prior to the expiry of the term of office and is contained in an envelope on which the active registrant's name and signature appears.
- (3) The person or persons receiving the most votes on the return of such ballots must be deemed to be elected.
- (4) In the case of a tie vote, the registrar must cast one additional vote for one of the tied candidates by lottery.
- (5) The registrar must supervise and administer all board elections and may establish procedures, approved by the board, consistent with these bylaws, for that purpose.
- (6) In the event of any irregularity or dispute with respect to any nomination, ballot or election, the registrar must be the sole arbitrator thereof, and his/her decision must be final.
- (7) Where the number of nominees is less than or equal to the number of positions, the registrar will declare the nominees to be elected by acclamation.

Terms of office

- 7. (1) The term of office for an elected member is three (3) years.
- (2) In any election year two active registrants, or the number required to fill the vacancies, will be elected.
- (3) An elected member may resign at any time by delivering a notice in writing to the registrar and the resignation of an elected member shall take effect immediately upon delivery of a notice in writing to the registrar.

- (4) A member who resigns or whose appointment term has ended
 - (a) may, with the board's approval, continue to serve until a successor is appointed, and
 - (b) even if a successor has been appointed may, with the board's approval, continue in an investigation or hearing commenced under part 3 of the *Act* before the resignation or end of term.

Vacancy

8. Any vacancy of an elected member may be filled by an active registrant in good standing for the remainder of that position's term by an affirmative vote of at least two-thirds of the remaining members of the board.

Removal of elected board member

9.
 - (1) Elected members can be removed from office by a resolution of the board or by a special resolution at a special meeting of active registrants.
 - (2) A resolution to remove an elected member of the board shall not be deemed to have passed by the board unless at least 75% of the board members or the registrants present and voting have voted in favour of the resolution.

Remuneration

10. The board may fix and pay out of the funds of the college the salary, remuneration, honorarium or fee to be paid to each officer, employee or servant of the college, or to any member of the board or a committee who renders services to the college, and must reimburse a person for reasonable expenses necessarily incurred in respect to the affairs of the college.

Per diem rates for board meetings and discipline hearings:

full day: \$250.00

half day: \$125.00

Per diem rates for committee meetings:

full day: \$150.00

half day: \$75.00

Chair

11. The chair must
 - (1) preside at all meetings of the college and board and be an ex officio member of all committees,
 - (2) sign all certificates, diplomas and other instruments executed on behalf of the college as required,
 - (3) sign the minutes of each meeting when approved by the board,

- (4) act generally in accordance with the requirements of his/her office for the proper carrying out of the duties of the board, and
- (5) be the head of the public body in regards to the *Freedom of Information and Protection of Privacy Act*.
 - (a) The chair may delegate to any person any duty, power or function pursuant to the *Freedom of Information and Protection of Privacy Act*, except the power to delegate under section 66 of that *Act*.
 - (b) Any delegation under subsection (a) must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate.

Vice-chair and acting chair

- 12. (1) The vice-chair must be elected from among the members of the board by a majority vote of the board for a one year term to perform the duties of the chair in his/her absence.
- (2) In the absence of both the chair and the vice-chair, an acting chair who must be a member of the board must be elected by a majority vote of
 - (a) the board, in the case of a board meeting, and
 - (b) the registrants present, in the case of a general meeting.

Board meetings

- 13. (1) The board must meet at least four (4) times in each fiscal year and reasonable notice of meetings must be given to registrants of the college and to the public by the chair.
- (2) The meetings of the board must be open to registrants and to the public.
- (3) Notwithstanding subsection 2, the board may exclude any person from any meeting, or part of a meeting, if it is satisfied that
 - (a) financial or personal or other matters may be disclosed of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that meetings be open to the public,
 - (b) a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced,
 - (c) personnel matters or property acquisitions will be discussed, or
 - (d) instructions will be given to or opinions received from legal counsel for the college, the board, or committees.
- (4) If the board excludes any person from a meeting, it must have its reasons for doing so noted in the minutes of the meeting.

- (5) Meetings of the board must be called by the registrar at the request of either the chair or any four of the board members.
- (6) A majority of the board constitutes a quorum.
- (7) The board may conduct business by mail, facsimile, conference telephone, or electronic means.

Part III: Committees

Decorum and conduct

14. For the purposes of this section the board is a committee of the whole and except as otherwise provided in the *Act*, the regulations, or these bylaws, Robert's Rules of Order, Revised, must govern the procedures at meetings of the board and its committees.
15. No committee member shall permit his/her personal interests to compete with the interests of the college or the public interest, or
 - (1) use his/her position on the board to derive personal benefit or financial gain, or
 - (2) disclose or benefit from confidential information obtained by participating on the board, committee, sub-committee or panel.

General

16. The chair of any committee, sub-committee or panel must be elected from among the members of the board by a majority vote of the board.
 - (1) A majority of the committee constitutes a quorum.
 - (2) The meetings of a committee must be open to registrants and to the public.
 - (3) Notwithstanding subsection 2, the committee may exclude any person from any meeting, or part of a meeting, for any of the reasons set out in subsections 13(3)(a) through (d).
 - (4) If a committee excludes any person from a meeting, the reasons shall be noted in the minutes of that meeting.
 - (5) No registrant shall be appointed to or remain on a committee, sub-committee or panel
 - (a) if the discipline committee, or a panel thereof determines that registrant acted in an incompetent, unethical, incapacitated or unprofessional manner, or
 - (b) until the expiry of a period of suspension or the completion of any other term or condition imposed by a consent order, the inquiry committee or the discipline committee.

17. (1) A committee member must be appointed by the board, and
 - (a) is eligible for reappointment, and
 - (b) may be removed by a majority vote of the board at any time.
- (2) If a committee member is removed by the board the reasons for that action shall be set out in the minutes of the board meeting where that decision was made.
- (3) A committee may conduct business by mail, facsimile, conference telephone or electronic means.
- (4) Each committee must submit, at least 30 days prior to the end of the fiscal year, a report of its activities to the board.
- (5) All committees must have at least one third of its members as public members or lay representatives and at least one public member.
- (6) A member of a committee may be paid an honorarium by the college and must be reimbursed by the college for expenses necessarily incurred in connection with the activities of the committee.

Panels

18. (1) A committee may establish from time to time sub-committees or panels including
 - (a) the number of its members and other persons who will constitute any particular panel, and
 - (b) the issue the panel will deliberate.
 - (2) Any panel must have at least 1/3 public or lay representation and at least one public member.
 - (3) A panel may make recommendations to the committee regarding policies and procedures of the committee.
 - (4) Any such recommendations may be considered by the committee and require a majority vote by the board to be binding on a committee.
 - (5) A panel of any committee must act in accordance with the *Act*, the regulations or the bylaws.
 - (6) A member of a sub-committee or panel may be paid an honorarium by the college and must be reimbursed by the college for expenses necessarily incurred in connection with the activities of the sub-committee or panel.
19. A committee may enter into a contract or agreement to assist in achieving the duties of the committee so long as the contracts or agreements are approved by the board.

Registration committee

20. (1) The registration committee consists of at least three (3) persons appointed by the board.
- (2) In addition to the powers, duties, and functions assigned to it under section 20 of the *Act*, the registration committee shall
- (a) approve the registration examinations to be taken by applicants,
 - (b) approve the time and place for the holding of registration examinations,
 - (c) designate the exam supervisor, the examiners and substitutes (collectively the "panel of examiners") and enter into contracts with members of the panel of examiners on behalf of the college,
 - (d) determine the procedures for the conduct of the registration examinations,
 - (e) review the results of the registration examinations or re-examinations for each applicant,
 - (f) make a determination concerning an applicant's qualification for registration, including an application by an inactive registrant who wishes to become an active registrant,
 - (g) approve educational programs and ascertain if a graduate from a program that is not approved by the committee has completed an educational program that is substantially equivalent to the standards of practice,
 - (h) may require that any applicant for registration attend before it for the purpose of an interview to assess character and fitness to practise, and
 - (i) develop policy statements on the college's registration program for approval by the board.

Inquiry committee

21. The inquiry committee consists of at least three (3) persons appointed by the board.
- (1) Where the inquiry committee makes a determination and takes action under section 33(6)(b) of the *Act* it must
- (a) deliver an order, in writing, to the registrant who is the subject of the complaint and to the complainant.
 - (b) If a registrant fails to abide by the terms of the order it will be considered misconduct.
- (2) (a) An order issued under section 1(a) may include the reimbursement or refunding to a complainant of all, or a portion of, the monies paid for the services which were the subject of the complaint.

- (b) The results of any consent order, agreement, or hearing will be published in the college newsletter, may be sent to other governing bodies, and may be published in other public venues as the committee deems appropriate.

Discipline committee

- 22. (1) The discipline committee consists of at least three (3) persons appointed by the board.
- (2) No person may sit on the discipline committee while he/she is a member of the inquiry committee.
- (3) No member of the discipline committee may participate in the hearing of a matter in which he or she was involved as a member of the inquiry committee.
- (4) Reasonable public notice of hearings must be issued by the registrar at least fourteen days prior to the hearing.
- (5) The discipline committee may make an order that the public be excluded from a hearing for any of the reasons set out in subsections 13(3)(a) through (d).
- (6) The discipline committee may establish a panel to conduct a disciplinary hearing.
- (7) A separate hearing to determine penalty must be convened after such time that a discipline panel has found the respondent guilty of any of the allegations contained with a citation.
- (8) All decisions of any panel must be in writing and delivered to the respondent within 30 days of any hearing.
- (9) All decisions of any panel are public and the college must publish the results in full or summary form in the college newsletter.
- (10) The College may
 - (a) issue a news release containing the decision of the panel, and
 - (b) deliver copies of the panel to any other regulatory bodies.

Quality assurance committee

- 23. (1) The quality assurance committee consists of at least three (3) persons appointed by the board.
- (2) In addition to the powers, duties or functions assigned to it under the *Act*, regulations, or elsewhere in these bylaws the quality assurance committee may
 - (a) develop continuing education policy for registrants in addition to section 45 of these bylaws,
 - (b) monitor the ongoing competency of active registrants, and

- (c) develop and review for the approval of the board policies regarding standards of professional practice, clinical practice, infection control protocols and or other advisory statements.

Patient relations committee

- 24. (1) The patient relations committee consists of three at least three (3) persons appointed by the board.
- (2) The patient relations committee must administer a patient relations program.
- (3) The patient relations program must include measures for preventing or dealing with professional misconduct of a sexual nature.
- (4) The measures for preventing or dealing with professional misconduct of a sexual nature must include
 - (a) educational requirements for registrants,
 - (b) guidelines for the conduct of registrants with their patients, and
 - (c) the provision of information to the public regarding the responsibilities of registrants and the college's complaint and disciplinary process.

Executive committee

- 25. (1) The executive committee consists of at least three (3) members of the board.
- (2) The committee must
 - (a) recommend to the board, not less than 90 days prior to the end of the fiscal year, a budget for the operation of the board during the next fiscal year,
 - (b) ensure that financial records are kept and statements are presented to the board on a regular basis,
 - (c) attend to any financial or budgetary matter that may be referred to it by the board,
 - (d) as directed by the board, consider and recommend action on specific issues reviewed at board meetings, and
 - (e) ensure that approved policies of the board are implemented.
- (3) Notwithstanding subsection 2(a), a committee appointed under subsection (1) may recommend a revised budget to the board at any time.
- (4) The committee may invest funds of the college in lawful securities for the establishment of trust funds in the name of the college and may change those investments.

Part IV: College Administration

Seal

26. (1) The board may provide a common seal for the college.
- (2) The seal of the college may be affixed to certificates of registration and such other documents as the board may direct by resolution, under the hands of such persons as the board may designate.

Financial statement

27. When the financial statement for the college has been certified by the auditor in writing, a copy must be made available not later than 90 days after the end of the fiscal year.

Registrar and deputy registrar

28. (1) The registrar for the college must:
 - (a) advise and support the board in carrying out the business of the college under the *Act*, regulation, and bylaws,
 - (b) prepare material for and attend all board meetings,
 - (c) be responsible for the funds of the college, including
 - (i) assisting with the preparation of an annual budget,
 - (ii) the maintenance of the general ledger,
 - (iii) the reconciliation of accounts, and
 - (iv) the preparation of monthly financial position statements.
 - (d) be responsible for the control of all outgoing and incoming documents of the college,
 - (e) maintain the confidentiality of files and records,
 - (f) facilitate, support and act as a resource to all the college standing committees and any special committees assigned by the board,
 - (g) administer all programs or tasks of the committees or panels, and
 - (h) recommend and implement changes/revisions to the examination and the process as approved by the registration committee.
- (2) The registrar is not entitled to vote at board or committee meetings.
- (3) The board may appoint a person to act as deputy registrar.

- (4) A deputy registrar must
 - (a) be directly responsible to the registrar,
 - (b) perform the duties of the registrar,
 - (c) perform any duties assigned by the registrar, and
 - (d) hold the same authority as the registrar under these bylaws where the deputy registrar is performing the duties of the registrar pursuant to sections (b) and (c) above.

Inspectors

29. While acting in the performance of their duties, inspectors must not observe the practice of the profession by or under the supervision of the registrant without the consent of the patient being treated.

Fiscal year

30. The fiscal year of the college must commence on the first day of April and must end on the last day of March of the following year.

Payments from registrants or others

31. All payments made to the college must be made by cheque or money order.

Borrowing powers

32. (1) Subject to subsection (2) and (3), the board may raise or borrow funds in the name of the college, in order to carry out the business of the college.
- (2) The board must not borrow funds or enter into any security obligation in excess of \$50,000.00 without a special resolution approved by the general membership of the college at a general meeting.
- (3) The registrants may, by special resolution at a general meeting, restrict the borrowing powers of the board.

Investment income

33. (1) All income derived from invested funds must be added to and become part of the ordinary income of the college.
 - (a) Section 33 does not apply to the interest accrued to any dedicated trust fund, bursaries or scholarships that the college may establish.

Auditor

34. The board must appoint a chartered accountant or certified general accountant to be the auditor who shall audit the financial position of the college. The registrar must submit the financial records of the college as required by the Auditor within sixty (60) days after the end of each fiscal year.

Legal counsel

35. The board or, with the consent of the board, a committee or a panel of a committee, may retain legal counsel for the purpose of assisting the board, a committee, or panel in carrying out any duty or responsibility under the *Act*, the regulations or these bylaws.

General meetings

36. (1) An annual general meeting of the registrants of the college must be held in the Province at a time and place chosen by the board and at least 30 days reasonable notice must be given to the registrants.
- (2) The board may call a special general meeting of the registrants of the college at any time, and will call such a meeting within 45 days after receipt by the registrar of a request for such a meeting signed by at least 25 percent of all active registrants who are then duly registered and in good standing.
- (a) At least 30 days reasonable notice be given to the registrants of a special general meeting.
- (3) Except as these bylaws otherwise provide, Robert's Rules of Order, Revised, must govern the procedures at the annual general meeting or a special general meeting.
- (4) Where any twenty five (25) active registrants want to introduce a motion at a general meeting, they must deliver a signed copy of the motion to the registrar at least 60 days prior to the date of that annual or special general meeting.
- (5) Where the board, by resolution, decides that the matter raised by a motion presented in accordance with subsection (4) is to be determined by a mail ballot the registrar must mail a copy of the motion and a ballot to every active registrant.
- (6) On receipt of such a notice, the registrar will send to all active registrants, at least 30 days prior to the date of that meeting, notice of the special motion and a copy of it.
- (7) If a special motion is passed by a majority of the registrants present and voting at the meeting, and if the total number of active registrants present and voting on the special motion represents at least 20 percent of all active registrants who are then in good standing, then that special motion will bind the future actions of the board to the extent that it does not conflict with the *Act*, the regulations, or these bylaws.

Part V: Registration

Classes of Registrants

37. (1) The following classes of registrants are established.
- (a) Active
- (i) Full
- (ii) Limited B
- (iii) Limited C

- (b) Student
- (c) Inactive

38.1 Active Full

- (1) For the purposes of section 19(2) of the *Act*, a person must be registered in Active Full if they meet the following requirements:
 - (a) graduation from a program listed in Schedule A,
 - (b) completion of the Internship Portfolio listed in Schedule B,
 - (c) successful completion of the examinations required by the registration committee,
 - (d) evidence satisfactory to the registration committee of the good character of the person consistent with the responsibilities of a registrant and the standards expected of a registrant, and
 - (e) receipt by the registrar of
 - (i) a signed application for Active Full,
 - (ii) the application fee specified in Schedule E of these bylaws,
 - (iii) a notarized copy, or other evidence satisfactory to the registration committee of his or her diploma,
 - (iv) a passport sized picture of the applicant, signed by a notary or lawyer, indicating that the likeness of the person is the person applying for registration,
 - (v) a statutory declaration, and
 - (vi) a signed authorization for criminal records search under the *Criminal Records Review Act*.
- (2) Where an applicant, who is making an initial application, does not meet the requirements established in subsection (1) he or she may be granted registration by the registration committee where the applicant
 - (a) has a combination of knowledge, skill and abilities which are , in the opinion of the registration committee, substantially equivalent to the requirements established in subsections (1)(a) and (1)(b),
 - (i) at the cost of the applicant the applicant must submit a Comprehensive Report from the *International Credential Evaluation Service*, or similar organization as may be approved by the committee, or
 - (ii) in the event that a Comprehensive Report cannot be produced from the records of the applicant the registration committee may accept a Detailed Report

- (b) successfully completes an upgrading or educational programs required by the registration committee,
 - (c) successfully completes the examinations required by the registration committee, and
 - (d) meets the requirements set out in subsection (1)(d), and (1)(e),
- (3) Persons in the class Active Full may carry out non-surgical intra-oral procedures to
- (a) make, repair, reline, replace, or furnish complete dentures;
 - (b) reline, replace teeth, or make repairs to partial dentures and overdentures; and
 - (c) in accordance with a prescription, make or furnish partial dentures and overdentures.

38.2 **Active Limited B**

- (1) For the purposes of section 19(2) of the *Act*, a person must be registered in Active Limited B if the person
- (a) was registered in the Active class on January 1, 2000, and
 - (b) is not required to use an Oral Health Certificate.
- (2) Persons registered in Active Limited B may carry out non-surgical intraoral procedures to
- (a) make, repair, reline, replace, or furnish complete dentures; and
 - (b) replace teeth, or make repairs to partial and overdentures.
- (3) A registrant practicing in the Active Limited B may qualify in the Active Full where the applicant
- (a) Submits a signed application to be considered for registration in Active Full
 - (b) successfully completes an upgrading program required by the registration committee.
 - (c) successfully completes the examinations required by the registration committee,
 - (d) pays to the registrar fees set out in Schedule E.

38.3 **Active Limited C**

- (1) For the purposes of section 19(2) of the *Act*, a person must be registered in Active Limited C if the person
- (a) was registered in the Active class on January 1, 2000, and
 - (b) must use the Oral Health Certificate.
- (2) Persons registered in this class may only

- (a) make, repair, reline, replace, or furnish complete dentures;
 - (b) replace teeth, or make repairs to partial and overdentures; and
 - (c) must obtain a completed Oral Health Certificate for each patient.
- (3) A registrant currently practicing in the Active Limited C may qualify in the Active Limited B by successfully completing the Clinical Oral Pathology Examination.

38.4 Out of province applicants

- (1) For the purposes of section 19(2) of the *Act*, a person must be registered in a class if they are registered and practicing in another Canadian jurisdiction and must
- (a) provide authorization for the transfer of their registration records from their originating province,
 - (b) evidence satisfactory to the registration committee of the good character of the person consistent with the responsibilities of a registrant and the standards expected of a registrant, and
 - (c) receipt by the registrar of
 - (i) a signed application,
 - (ii) the application fee specified in Schedule E of these bylaws,
 - (iii) a statutory declaration, and
 - (iv) a signed authorization for criminal records search under the *Criminal Records Review Act*.
- (2) In the event that the applicant originates from a jurisdiction in which the scope of practice is not equivalent to that in British Columbia the applicant must be registered in a class that is equivalent to the scope of practice in the applicant's originating jurisdiction.

Referral, prescription, and instruction information

39. (1) An Active Full registrant who refers a patient to a dentist or receives a prescription from a dentist must insure that the referral and/or prescription contains the information as set out in Schedule D, sections (1) and (3).
- (2) Where a registrant directs a dental technician to perform service the registrant must ensure that the direction contains the information set out in Schedule D, section (5).

Student registration

40. (1) An applicant may be granted student registration by the registration committee where the applicant
- (a) is enrolled, or was enrolled during the 6 months previous to making an application, as a student in a training program approved by the committee or from a program substantially equivalent to one approved by the committee,
 - (b) satisfies the committee concerning the good character of the person consistent with the responsibilities of a registrant and the standards expected of a registrant,

- (c) demonstrates proficiency in the English language, and
- (d) delivers to the registrar
 - (i) a signed application for registration on a form approved by the registration committee, together with the application fee,
 - (ii) a notarized copy, or other evidence satisfactory to the registration committee of his/her educational standing and evidence satisfactory to the committee that he or she is the person named therein,
 - (iii) a solemn declaration on the form stipulated by the registration committee, and
 - (iv) a signed authorization form for Criminal Record Review.
- (2) A person to whom subsection (1) applies must be registered under this section prior to undertaking the required period of internship involving direct patient care.
- (3) Registration under this section ends after the third unsuccessful attempt at the registration examinations.
- (4) A student registrant may only perform the services of a practitioner when they are performed under the general supervision of a practitioner, and may only perform the intraoral services of a practitioner under the direct supervision of a practitioner.

Inactive registration

- 41. (1) A person must be registered as a inactive registrant if the person
 - (a) applies to the registrar and pays the application fee for inactive registration,
 - (b) meets the requirements for active registration under section 40, and
 - (c) pays all fees.
- (2) An inactive registrant, previously registered in the Province of British Columbia, shall not practice as a dentist at any time within the Province of British Columbia but may apply to become an active registrant in accordance with the following subsection of these bylaws.
- (3) Prior to returning to an active class of registration, an inactive registrant must complete not less than 10 hours of approved continuing education for each year of inactive registration in addition to the requirements of section 42.

Inactive becoming active

- 42. (1) An inactive registrant who has not practised in another jurisdiction during the three years immediately preceding the deadline for renewing inactive registration shall successfully complete the registration examinations before being registered on the active register.
- (2) An inactive registrant who has practised as a dentist in another jurisdiction for more than 500 hours in each year during the three years immediately preceding the deadline for renewing inactive registration may either
 - (a) successfully complete the registration examinations, or

- (b) provide the registration committee with sufficient information that would allow the committee to ascertain whether that registrant has maintained the knowledge, skills, abilities, and good standing while practising in that other jurisdiction.
- (3) An inactive registrant who has not practised for more than 500 hours per year in each of the three years immediately preceding the deadline for renewing must successfully complete the registration examinations.
- (4) Upon review of the information submitted in accordance with subsection 2(b) the registration committee may reject the information submitted under that section.

Certificate of registration

- 43. (1) Upon an applicant for registration becoming a registrant, the registrar will issue to that person a certificate of registration which may contain
 - (a) one or more titles to be used exclusively by registrants, and
 - (b) the services that may be performed by a registrant.
- (2) A renewal of a certificate of registration, is valid until the following March 31.

Renewal of registration

- 44. (1) The registrar must renew a registration if the registrant
 - (a) applies to the registrar and pays the annual fee for renewal of registration,
 - (b) pays any other outstanding fee, debt or levy owed to the college, and
 - (c) attests that the registrant is in compliance with the *Act*, the regulations, and these bylaws, and is in compliance with any limits or conditions imposed under section 39(1)(c) of the *Act*.
- (2) Registrants are not entitled to renew their registration unless they have filed with the quality assurance committee, prior to January 1 preceding the registration deadline, proof of having completed the required number of hours of an approved course of continuing education.

Continuing education

- 45. (1) An "approved course of continuing education" means a minimum number of hours of theoretical, practical or other instruction approved by the committee.

- (2) Registrants must complete a minimum of 30 hours of approved continuing education instruction within a three year period and must acquire at least 5 hours in each year of the cycle.
- (3) Any registrant who registers
 - (a) during the first 12 months of the 36 month cycle must complete a minimum of 30 hours of approved continuing education, or
 - (b) during the subsequent 12 month period and must complete a minimum of 20 hours of approved continuing education, or
 - (c) during the final 12 month period and must complete a minimum of 10 hours of approved continuing education.

Liability insurance

- 46. Each active registrant who practises in the province of British Columbia must be insured against professional liability in an amount of at least \$2 million per occurrence.

Interpretation of supervision

- 47. Supervision is defined as
 - (1) Direct supervision means that a dentist
 - (a) is continuously on the premises,
 - (b) is either present or immediately available in an adjacent part of the premises, and
 - (c) supervises at reasonable intervals.
 - (2) Supervision means that the dentist is normally on the premises, although he/she may be absent from time to time, including holidays, and provides regular inspection of the work performed.

Services performed by students

- 48. (1) A Student registrant may only provide services
 - (a) under the supervision of an Active Full registrant, and
 - (b) intra-oral services only under the direct supervision of an Active Full registrant.

Delivery of products

- 49. An active registrant shall not permit a student or any other person to deliver or release any denture or dental prosthesis to a patient, or a person on behalf of a patient, until it has been inspected by an active registrant.

Examinations

- 50. (1) All examinations required to be taken under these bylaws must be prepared by or under the direction of the registration committee.
- (2) Every inactive registrant who has not practised denturism in the three years

immediately preceding his/her payment of an annual renewal of registration fee must, before receiving his/her renewal of registration, successfully complete the examinations required by the board.

- (3) Every student registrant must complete an internship of not less than 450 hours prior to being eligible to challenge any registration examination.
 - (a) With the approval of the board the registration committee may hold the theory portion of the registration examinations prior to the completion of the internship.
- (4) If, in an examiner's, supervisor's, invigilator's or committee member's opinion, a candidate conducts himself/herself improperly during the course of an examination, he/she will be disqualified from further participation in that or any other examination, except with the consent of the registration committee.
- (5) Upon receiving notification of a candidate's improper conduct the board may, at the request of the registration committee, overturn the results of the successful candidate.
- (6) In the event of a candidate being unsuccessful for the reasons outlined in subsection (4) that attempt will be counted as an unsuccessful examination attempt.
- (7) If an applicant is disqualified under this subsection, s/he must be given the reasons in writing.
- (8) Prior to any examination an applicant for registration must submit a signed candidate application and pay to the college the application fee set out in Schedule E.
- (9) Prior to each examination a candidate must pay the amount specified for the type of examination in Schedule E.
- (10) A candidate who fails, after three attempts, to successfully complete an examination required by the registration committee must reapply to the registration committee and may be required to complete further educational or upgrading courses.
- (11) A candidate will be notified of the results of an examination as soon as is practical.

General

51.
 - (1) To be eligible for any examination a person must be approved as a candidate by the registration committee.
 - (2) A candidate will be permitted three opportunities, during the period extending to the end of the third calendar year following the initial examination, to complete all of the examinations required for registration as a dentist.
 - (3) The registration committee may extend the period of time referred to in subsection (2) where, in the opinion of the committee, extraordinary circumstances would justify an extension and no risk to the public would result.

Restrictions on examinations

52. (1) Where a candidate fails, without the consent of the committee, to attend an examination for which he has been requested to attend, the candidate is deemed to have taken and failed that examination.
- (2) All candidates must have successfully completed the theoretical examinations required by the board before a candidate will be permitted to challenge a practical examination.
- (3) Where a candidate fails an examination, the committee may require that s/he participate in an upgrading program before he is permitted to take any further examinations.

Initial registration fees

53. Applicants for registration must pay to the college initial fees in the amount set out in Schedule E.
 - (1) Applicants who register after September 30 of any year are required to pay 50% of the initial registration fee.

Annual fees

54. (1) The annual renewal fee for active registrants is comprised of an administration fee and a disciplinary surcharge.
 - (2) The administration fee will fund all of the costs normally incurred by the college excepting those stipulated to be paid from the discipline surcharge fund.
 - (3) The discipline surcharge will fund all those costs associated with a hearing before the inquiry or discipline committees, the fees associated with the investigations, preparations for such hearings, and the fees associated with the preparation for any appeal to the Supreme Court.
 - (4) Notice of fees must be delivered to each registrant no later than 30 days before the annual fee is due. The registrar must notify each registrants of the amount of each portion of the fee, the day on which the fee is due, and the consequences of late payment or non payment of fees.
 - (5) Each registrant must pay to the college an annual renewal fee before April 1 .
 - (6) The administration fee portion of the renewal fee may be paid in advance instalments where approved by the board.
 - (7) On payment of the annual fee, and any arrears penalties of fines, the registrar must issue to the registrant making payment a receipt under his/her hand and the seal of the college that the registrant is, subject to his/her compliance with the *Act*, the regulations, and the bylaws, entitled to practise denturism in the Province as a registrant of the college.

Administration fee

55. (1) Each registrant must pay to the college an annual administration fee as set out in Schedule E.
 - (2) The annual administration fee must

- (a) be paid by cheque, and
- (b) must be received by the college before April 1.

Discipline surcharge

- 56. (1) In addition to the administration fee each active registrant of the College must pay a discipline surcharge in the amount set out in Schedule E.
- (2) The funds collected through the surcharge must be kept in a separate bank account.
- (3) A minimum threshold of \$100,000.00 will be maintained within the account.
 - (a) For the initial year each active registrant may pay 50% of the discipline surcharge upon receipt of the invoice and the remaining portion by no later than six months from the date of the original invoice.
- (4) The funds of the account are dedicated exclusively to the investigation, preparation and costs of hearings pursuant to section 37, 38, 39 or 40 of the *Act*.
- (5) In the event that the funds in the account fall below the minimum threshold each registrant of the college will be assessed an equal amount required to return the account to the threshold.
- (6) Any interest accrued to the account may be transferred to the general operating account of the college.
- (7) In the event that the funds in the account do not fall below the minimum threshold the discipline surcharge will be \$0.00.
- (8) Where a panel awards costs be paid by a registrant at the conclusion of a hearing those funds will be returned to the discipline surcharge account.
- (9) Where a registrant ceases to be registered the original surcharge paid by the registrant will be returned to that registrant and any outstanding fees or costs owed by the registrant must be deducted from the amount to be returned to the registrant.
- (10) Subsection (9) does not apply where the registrant ceases to be registered as a result of an agreement, consent order or as a result of a disciplinary hearing.

Failure to remit

- 57. (1) Where a registrant pays the annual fee after April 1 but prior to May 1, the registrant must pay a late payment fee equal to 35% of the administration fee.
- (2) Where the registrant fails to pay the annual fee and late payment fee, that registrant ceases to be registered.

Part VI: Investigation and Discipline

Interpretation

58. In this Part:
- "Registrant" includes a former registrant,
- "Respondent" means a person who is the subject of a hearing.

Consent order

59. (1) In this section, "Consent Order" means pursuant to section 36 of the *Act* a written agreement between the inquiry committee and a registrant for the purposes of resolving a complaint or dealing with any other matter regarding a registrant's conduct without a formal inquiry.
- (2) A consent order must include the following terms:
- (a) an admission by the registrant with respect to the conduct,
 - (b) a determination of the remedial action and the reasons on which those remedies are based,
 - (c) the undertakings of the registrant with respect to the proposed remedial action,
 - (d) the length of time that the undertakings shall be binding on the registrant,
 - (e) the procedure that the registrant must follow to be released from the undertakings,
 - (f) the consequences if the registrant breaches any term or condition of the order,
- (3) A breach of any term or condition of a consent order duly signed by the registrant is deemed to be misconduct and must be the subject of a disciplinary hearing.
- (4) Where the registrant has duly agreed to and signed a consent order,
- (a) the name of the registrant and the terms of the agreement shall be recorded in the registrants file and be made available to the public,
 - (b) a summary of the agreement shall be set out on the college's newsletter, and
 - (c) a copy of the order shall be sent to the complainant within 20 days of the effective date.

Inquiry

60. (1) Where a registrant is subject to investigation and the inquiry committee, or an inspector for the college, requests the records of the registrant relating to the registrant's practice, that registrant must provide copies of the requested records.

- (2) The inquiry committee must notify a registrant who is the subject of an investigation where it acts on its own motion under section 33 of the *Act*,
 - (a) of the investigation and the general nature of the information regarding the matter which it has in its possession,
 - (b) of the progress of the investigation within 3 months of the commencement of the investigation, and every three months thereafter, and
 - (c) of its decision in writing as soon as practicable, but not later than 30 days after a decision has been reached.

Decision of the discipline committee

- 61. (1) The discipline committee shall, within 30 days of the conclusion of a hearing under section 38 of the *Act*, deliver to the respondent and the complainant
 - (a) a copy of the determination made, including reasons,
 - (b) a copy of any order that is made pursuant to section 39 of the *Act*, and
 - (c) notice of the right to appeal the decision pursuant to section 40 of the *Act*.

Failure to respond

- 62. Where a registrant fails to respond to a request for information within the stipulated time that registrant will be deemed to have committed professional misconduct and may be extended a consent order or citation.

Discipline

- 63. (1) The registrar must keep records of the results of all investigations of the inquiry committee and all decisions of the discipline committee for a period of not less than 6 years from the date the hearing concluded or a decision published.
- (2) The discipline committee must arrange for a hearing to be recorded and a transcript made available to any party at his/her own expense.
- (3) Where disciplinary proceedings result in the limitation or suspension of a registrant's practice, the board must publish a notice containing
 - (a) the name of the respondents,
 - (b) the facts of the case,
 - (c) the reasons for the decision, and
 - (d) the nature of the limitations or suspension and the date it is in effect.
- (4) Where disciplinary proceedings result in the penalty, limitation or suspension of a registrant's practice, the registrar shall notify the boards or associations responsible for the regulation of the profession in other Canadian jurisdictions.

- (a) When applicable the registrar shall notify board and associations responsible for the regulation of other professions of the results of disciplinary proceedings.
- (5) Where a complaint has been brought against a registrant who has been previously disciplined, the previous decisions of the discipline committee or any undertaking or consent given pursuant to section 36(1) of the *Act* must be provided to the discipline committee following a determination having been made on the facts of the complaint and may be considered with respect to the penalty to be imposed by the discipline committee, where the same is deemed to be relevant to the outstanding complaint.
- (6) A registrant while under suspension must not represent himself or herself as a registrant or display a certificate of registration.
- (7) A registrant while under suspension may not supervise another registrant.

Reinstatement

- 64. (1) When considering an application for reinstatement the registration committee must consider whether
 - (a) the applicant poses a risk to patients or the public, and
 - (b) if the goals of deterrence and rehabilitation have been met.
- (2) Evidence of rehabilitation is not required where the registration committee decides, on other grounds, not to reinstate an applicant.
- (3) An applicant for reinstatement must complete registration examinations as determined by the registration committee.

Professional misconduct

- 65. The disciplinary committee must find that a registrant has committed an act of professional misconduct if the registrant
 - (1) has contravened the *Health Professions Act*, the regulations, or any of these bylaws, or
 - (2) has acted in a manner that is inconsistent with those expected of a registrant.

Incompetence

- 66. Incompetence is the provision of any service or any act that fails to meet the standard of practice.

Fines

- 67. Where the discipline committee finds the allegation listed within a citation are true the committee may fine the registrant not more that \$35,000.00.

Costs

68. (1) Where costs are assessed against a respondent at the conclusion of a hearing those costs may include
- (a) the fees for counsel of the college appearing at the hearing,
 - (b) the costs of a court reporter for the purposes of transcribing the proceedings,
 - (c) the costs for the renting or obtaining of space to conduct the hearing,
 - (d) the per diem and costs of panel members,
 - (e) the fees charges by expert witness,
 - (f) any costs associated with the determination and production of decisions, and
 - (g) any other fees the panel deems directly relevant to the hearing.

Disclosure

69. (1) Where an inquiry about the registration status of a person is received by the board or the registrar, the registrar must disclose
- (a) whether or not the person is a registrant,
 - (b) whether or not the person has previously been a registrant and whether or not the person's registration was revoked as a result of discipline proceedings,
 - (c) whether or not the person is a registrant whose registration is suspended,
 - (d) whether or not the practice of the registrant is restricted in any way, and
 - (e) whether or not there are any conditions attached to the practice of the registrant and the specifics of the conditions.
- (2) The registrar may disclose whether or not any other penalty pursuant to sections 36 or 39(1) of the *Act* has ever been imposed.
- (3) Except with the consent of the person affected, the registrar must not release the names of complainants, patients, or their families or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, patients, and their families.

Part VII: Standards of Practice

Registrants shall comply with these standards of professional practice and the code of ethics.

Definition of practice

70. For the purposes of the bylaws, the practise of denturism means
- (1) the provision of professional services, as permitted by the regulations, which encompass the evaluation , pretreatment, treatment, and post treatment of a patient.
 - (2) the professional administration of clinical, laboratory, and business practices related to the practice of denturism.

Requisite knowledge

71. (1) A registrant must demonstrate, at all times, a level of knowledge which ensures the adequate protection of the public. Areas of requisite knowledge are:
- (a) ethics and responsibilities
 - (i) demonstrate a knowledge of the *Health Professions Act*, the regulations, and the College of Denturist Bylaws, and
 - (ii) communicate the responsibilities of a professional to patients, peers, members of the public, and other professionals.
 - (b) principles of business
 - (i) demonstrate knowledge of general business practices including principles of accounting, record keeping, basic tax law, basic lease information, basic proprietary and corporate implications on practice, personnel management, and insurance requirements.
 - (c) principles of communication
 - (i) demonstrate the ability to communicate in both written and oral forms with patients requiring basic information, peers, other professionals, and staff.
 - (d) general and bio-sciences
 - (i) describe basic principles of chemistry, biology, psychology, general anatomy, physiology, kinesiology, pharmacology, histology, embryology, and
 - (ii) describe advanced principles in head, neck and oral anatomy, head neck and oral physiology, gnathology, gerontology, psychology, periodontology, pathology, microbiology.
 - (e) removable dental prosthetic sciences
 - (i) describe the theoretical basis of prosthetic care, and
 - (ii) demonstrate the tasks required to complete clinical and laboratory requirements of practice including documentation, treatment planning, selection of appropriate dental materials.
 - (f) principles of critical analysis
 - (i) demonstrate skill in self evaluation, problem solving, self reflection, constructive criticism.

- (g) clinical skills
 - (i) demonstrate tasks related to the clinical practise of denturism.
- (h) laboratory skills
 - (i) demonstrate tasks related to the laboratory practise of denturism.
- (i) patient management skills
 - (i) demonstrate skill in managing patients from differing socio-economic, cultural, generational back ground,
 - (ii) manage the referral of patients to appropriate health care providers as required,
 - (iii) document each interaction with patients and other health care providers, and
 - (iv) maintain complete patient records.
- (j) treatment planning
 - (i) demonstrate the ability to prepare different treatment plans for a patient, and
 - (ii) estimate and explain the potential for success based on proposed differing treatments.
- (k) sterilization and infection control
 - (i) demonstrate aseptic techniques and environmental controls to ensure adequate hygienic environment.

Part VIII: Miscellaneous

Registrants offering student internship

- 73. (1) A registrant who has a student working under his/her supervision shall ensure that the student has a satisfactory work experience which shall include an opportunity to participate in the full range of work outlined in guidelines prepared by the board.
- (2) Complete any documentation required by the registration committee.
- (3) Allow visitations by the board or its appointee for the purpose of reviewing the standard of work experience.

Patient records

- 74. (1) All registrants must keep records in respect to each patient including
 - (a) name and address,
 - (b) the case history, findings obtained, treatment provided, and instructions given
 - (c) regular progress reports,
 - (d) a record for each date on which the patient was seen,
 - (e) records of each financial transaction, and
 - (f) such information with respect to patient's care as required by law or any other government agency.
- (2) A registrant shall not falsify any part of a patient's record.

- (3) All registrants must ensure the adequate security of patient's records to ensure confidentiality.
- (4) It is an offence under these bylaws for any person who obtains information or records to disclose the contents of those records to any other person without the expressed permission of the patients noted in the record.
 - (a) Subsection (4) does not apply where the records of a patient are transferred to another registrant as a part of a sale of a practice.
- (5) Notwithstanding the foregoing a registrant must not refuse to disclose information from any record
 - (a) as required by law,
 - (b) where consented to by the patient, or
 - (c) upon the request of the inquiry committee acting under section 33 of the *Health Professions Act*.
- (6) All patient records must be retained for a period of not less than 10 years.

Access to health care records

- 75. (1) Registrants must not, except in appropriate circumstances, refuse an individual access to the health care records pertaining to that individual in the custody or under the control of the registrant.
- (2) For the purposes of this section
 - (a) "appropriate circumstances" means circumstances in which release of the health care records could reasonably be expected to
 - (i) result in immediate and grave harm to the safety, or mental or physical health of the applicant,
 - (ii) threaten any individual's safety, or mental or physical health,
 - (iii) interfere with public safety, or
 - (iv) disclose personal information regarding another individual.
 - (b) "access to" means the opportunity to examine and make copies of, and
 - (c) "health care records" includes clinical records, medical files, information relating to the medical, psychiatric, or psychological history of an individual, documents, drawings, photographs, letters, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- (3) A registrant must respond to an applicant's request for access to his/her health care records within 30 days of the request by

- (a) providing access to the applicant,
 - (b) providing access to the remainder of the health care records where that information excepted from disclosure can reasonably be severed, or
 - (c) providing written reasons for the refusal of access.
- (4) Where a registrant provides access and the applicant requests a copy of the health care records, a copy must be provided, without charge or a search fee.
 - (5) During any review of a decision to refuse access to health care records, the registrant must prove that the applicant has no right of access.
 - (6) Registrants must provide access to the health care records of a person under 19 years of age to the persons having guardianship or custody of that infant, except where
 - (a) the infant has requested that the persons entitled to the guardianship or custody of the infant not be granted such access, and
 - (b) the registrant is satisfied the infant has understood the nature and consequences and reasonably foreseeable benefits and risks of the health care that is the subject matter of the record.

Disposal of health care records

- 76. All registrants must ensure the proper destruction of any records which would identify in any way a patient who sought treatment from that registrant.

Disposal of records by the college

- 77. The board may develop a program for the retention and destruction of office records.

Advertising

- 78. (1) Any marketing undertaken or authorized by a registrant in respect of his/her professional services must not be
 - (a) false,
 - (b) inaccurate,
 - (c) reasonably capable of misleading the recipient or intended recipient,
 - (d) unverifiable, or
 - (e) unprofessional.
- (2) The inquiry committee must take action under section 35 or 36 of the *Act* if it finds that a marketing activity violates subsection (1), or if it
 - (a) is calculated or likely to take advantage of the physical or emotional deficiencies, of the recipient or intended recipient,
 - (b) is likely to create in the mind of the recipient or intended recipient an unjustified expectation about the results which the registrant can achieve,

- (c) implies that the registrant can obtain results
 - (i) not achievable by other registrants,
 - (ii) by improperly influencing a public body or official, or any corporation, agency or person having any interest in the welfare of the recipient,
 - (iii) by any other improper means, or
 - (d) compares the quality of services provided with those provided by another registrant.
- (3) A registrant must not
- (a) state publicly that he or she speaks on behalf of the college unless he or she has been expressly authorized by the board to state the official position of the college, or
 - (b) endorse or lend himself or herself as a dentist to the advertisement of any property, investment or service for sale to the public unless such property, investment or service relates directly to the profession.
- (4) A registrant who, in any advertisement, includes a statement of fees, or discounts for a specific service
- (a) must ensure that the statement sufficiently describes the fees and services so as to enable the recipient or intended recipient to understand the nature and extent of the services to be provided and the cost to the patient, and
 - (b) must not in the advertisement compare the fees charged by the registrant with those charged by another registrant.
- (5) In any and all advertising the name of the registrant and, where applicable, the name of an approved health profession corporation must be clearly evident.
- (a) A registrant must not use any other name other than those of active registrants within a practice or a name approved by the committee for a corporation, and
 - (b) A registrant must not use the name of a former registrant or inactive registrant in any advertisement.
- (6) A registrant must retain for one year after the date of publication or broadcast of any advertisement or brochure, and must provide to the board upon request
- (a) a copy of any such publication,
 - (b) any such broadcast made by use of any electronic media, including radio, television microwave transmission, computer network, and
 - (c) a written record of when and where the publication or broadcast was made.

- (7) It is the duty of the registrant, when called upon by the inquiry committee or at a hearing before a discipline panel to verify the statements made in his/her marketing activity.
- (8) Registrants who limit their practices to certain branches or areas of the profession may state in any marketing activity the branch or area to which the practice is restricted.
- (9) The registrant's full name must appear in any and all advertising.

Public information certificate

79. All active registrant must post, in a public and conspicuous place for public inspection a certificate which indicates
 - (a) the name of the college,
 - (b) the address of the college,
 - (c) the telephone number of the college, and
 - (d) a statement that any comments, concerns, or complaints should be directed to the college.

Translation

80. Where a person is required to produce documents or materials for the board and the documents or materials are not in the English language, the person shall, at his/her expense, have certified translations of such documents or materials prepared in the English language.

Part IX: Health Profession Corporations

Definition

81. In this part a Health Professions Corporation is defined as a corporation which provides services, and or advertises the services of a registrant to the public.

General

82. (1) A company must apply to the registration committee for a permit to carry on business as a health professions corporation providing denture services to the public by delivering to the committee
 - (a) a completed permit application in a form approved by the board,
 - (b) a true copy of the certificate of incorporation of the company and any other certificates which reflect a change in name, and
 - (c) a permit fee in the amount of \$25.00.
- (2) A health profession corporation must not use a name which
 - (a) is identical to that under which another health profession corporation holds a valid permit issued under this part,

- (b) so closely resembles the name of another health profession corporation which holds a valid permit issued under this part that it is likely to confuse or mislead the public, or
 - (c) contravenes section 78 of these bylaws.
- (3) The committee must issue to a company which has complied with the *Act* and these bylaws a permit entitling the company to carry on the business of providing denture services to the public.
- (4) A permit issued to a health profession corporation ceases to be valid if
- (a) it is revoked under section 44 of the *Act*,
 - (b) the health profession corporation ceases to be registered as a company under the *Company Act*,
 - (c) in the case of a health profession corporation with only one voting shareholder, the sole voting shareholder dies or otherwise ceases to be a registrant of the college, or
 - (d) in the case of a health profession corporation with more than one voting shareholder,
 - (i) no provision is made in the articles of the corporation for the disposition of the registrant's share,
- (5) A health profession corporation which intends to change its name must apply to the board, in a form approved by the committee.
- (a) Subsection (2) applies to an application under this section.
 - (b) The board must issue a new permit to a health profession corporation
 - (i) whose change of name has been approved by the committee, and
 - (ii) has delivered to the board a true copy of the certificate of the Registrar of Companies showing the change of name and the date it is effective.
 - (c) A permit issued under this section is, subject to subsection (5), valid until the date on which the permit it replaces would have expired.
- (6) A health profession corporation which carries on the business of providing denture services to the public must disclose on all letterhead and business card, and in all other advertisements, that the denture services are being provided by a health profession corporation.
- (7) If a company which has had its permit revoked under section 44 of the *Act* wishes to obtain a new permit, it must apply to the committee in a form approved by the board in which case subsections (1) and (2) apply.

- (8) The president of a company or his/her designate must promptly advise the committee in writing of any change to the information which was contained in the permit application or permit renewal application most recently delivered to the college.

Part X: Code of Ethics

General

83. (1) Every registrant is charged with the duty to uphold the honour and dignity of the profession of denturism and to adhere strictly to the principles set forth in this code.
- (2) The profession is given the privilege of self governance under the *Act* and, accordingly, registrants must understand the *Act*, the regulations, and the bylaws and must strictly observe or perform their duties and obligations thereunder.
- (3) To uphold and advance the honour and dignity of the profession and its high standards of ethical conduct, registrants must
- (a) be honest and impartial in serving their patients, the public and their profession,
 - (b) strive to increase the competence and status of their profession,
 - (c) use their knowledge and skill to improve the health and well being of their patients and the public, and
 - (d) respect the dignity and professional status of, and professional relationships with, their colleagues.

Duty to the public

84. (1) The duty of the registrants to the public includes
- (a) educating the public in the promotion of oral and removable prosthodontic health, but presentations for such purposes must be in accordance with generally accepted professional standards and must not contravene these bylaws with respect to marketing or professional services,
 - (b) providing leadership in community activities whose purpose is to improve the health and well being of the individual and the community,
 - (c) publicizing any advance or discovery in any branch of removable prosthetic science in journals and professional publications, and
 - (d) not making any statement or declaration or sign any certificate or any other document, or induce or permit a patient to sign any certificate or document which they know or ought to know to be untrue, misleading, or otherwise improper.

Duty to patients

85. (1) The duty of registrants to patients includes
- (a) maintaining patient confidentiality except as may be necessary to divulge such information as contained elsewhere in these bylaws or in connection with investigations by the inquiry committee under section 33 of the *Act*, or except to the extent the patient has expressly agreed that the registrant may release specific information,
 - (b) consulting and providing treatment to any member of the public or, if they are unavailable, to make alternate arrangements,
 - (c) maintaining their knowledge of denturism, and
 - (d) rendering treatment only in accordance with current professional standards, except that a registrant may use experimental methods and materials in treatment provided such methods and materials
 - (i) are within the bounds of accepted scientific criteria for well designed experiments, such as the human experimental protocol established by the University of British Columbia, for research and other studies involving human subjects in effect from time to time,
 - (ii) have been approved in writing by the college,
 - (iii) are used in accordance with the requirements set forth in that approval, and
 - (iv) are explained to patients as being experimental and the range and possible results and problems of the experiment are conveyed.
- (2) Registrants may treat patients only when they are qualified by training or experience to carry out the treatment plan. Registrants must always be willing to check their diagnosis, treatment, and prognosis by consultation with fellow practitioners or specialist in the field of dentistry or medicine pertaining to the case under consideration. Registrants must be willing to refer a patient when advisable.
- (3) Registrants must protect the health of their patients at all times by not delegating or referring any duty or procedure to a person who is not qualified to perform such duty or procedure by skill or training, or by licensure if required under the *Act*, the regulations or these bylaws, and by not condoning or being a party to such delegations or referrals. Registrants must ensure the actions of all personnel within their employ or control comply with the *Act*, the regulations, and these bylaws.
- (4) Registrants must keep adequate records of all clinical findings, diagnosis and treatment with respect to each of their patients. When a registrant who is presently treating a patient requests records for another registrant who has formerly treated the patient, the registrant must make copies of those records available to the attending registrant only where the patient has instructed that the records be transmitted and has given his/her consent for their release.

- (5) A registrant who is providing service to the former patient of another registrant should make every effort to obtain a copy of the patients records from the previous registrant.

Duty to the profession

86. (1) The duty of registrants to the profession includes
- (a) to support and provide advancement of the profession, and
 - (b) to provide the highest standard of care and accept full responsibility for treatments provided.

Duties to colleagues

87. (1) Registrants should not
- (a) comment or pass judgement on the qualifications of, or procedures rendered by, other registrants unless
 - (i) such comment is in the best interests of the patient's health and well being,
 - (ii) the registrant has been subpoenaed as a witness and is testifying under oath.
 - (b) compete for patients or professional services by methods which would adversely affect the honour, dignity, or credibility of the profession, or
 - (c) compare their professional competence to that of other registrants.
- (2) In the event of a consultation, registrants should render only the treatment which was specifically requested.

Part XI: Transitional

General

88. (1) For the purposes of registration as a denturist where a category of registration under the former enactment no longer exists those persons must be permitted to continue the registration process as stipulated by the previous enactment for a time not extending past March 31, 2001.

Schedule A

1. Approved educational programs

- a. Edouard mon Petit
Denturist Technology Program
- b. George Brown College
Denturist Technology Program
- c. Northern Alberta Institute of Technology
Denturist Technology Program

Schedule B

Internship Portfolio Requirements

Intern Requirements:

- 1.1 In order to have an application for candidate status considered by the Registration Committee a student registrant must:
 - 1.1.1 Meet the requirements and register within the class of Student.
 - 1.1.2 Cause an official transcript to be sent directly from an Institute offering an approved or substantially equivalent program.
 - 1.1.3 Provide the name of an Active Full registrant who has agreed to Act as a mentor to the intern.
- 1.2 A student must complete an internship of not less than 450 hours. The internship requirement is satisfied when the student provides, to the satisfaction of the Committee:
 - 1.2.1 An initial self assessment, completed prior to beginning the internship, clearly setting forth a statement of strengths, and weaknesses.
 - 1.2.2 A statement clearly identifying the learning outcomes, and skill set development for the duration of the internship.
 - 1.2.3 A self assessment completed at the time of application clearly setting forth a statement of strengths, and weaknesses.
 - 1.2.4 A statement clearly identifying how the initial learning outcomes, and skill sets were achieved.
- 1.3 Other requirements
 - 1.3.1 Proof of completion of technical requirements.
 - 1.3.2 A copy of the patient=s record for each patient to whom service has been provided.
 - 1.3.3 A mentor assessment and recommendation of advancement.
 - 1.3.4 Any comments the intern wishes the Committee to consider.
- 2.1 Complete a detailed case assessment of each patient seen by the intern or in conjunction with the mentor. The assessment must include, but is not limited to:
 - 2.1.1 Treatment plan.
 - 2.1.2 Complete patient record.
 - 2.1.3 Progress reports.
 - 2.1.4 Final report on achievement.

T.1 Technical Requirements

1. 2 upper & lower dentures
2. 2 single dentures
3. 2 partial dentures

3. 2 processed relines or rebases
4. 1 denture or processed reline with soft liner
5. 5 repairs
6. 2 dentures over implants (on models acceptable)
7. Assist in the management of the clinic, including dental plans, inventory control, accounting, patient recall, and scheduling

3.1 ***Mentor description guidelines***

For the purposes of internship mentoring a mentor must:

- 3.1.1 Be an Active full registrant without restrictions on their license.
 - 3.1.2 Be a registrant in good standing.
 - 3.1.3 Maintain and complete all Quality Assurance requirements.
- 3.2 An Active Full Registrant who Acts as mentor must agree to:
- 3.2.1 Assist the intern in reaching educational goals
 - 3.2.2 Provide a broad educational opportunity encompassing all aspects of denturism
 - 3.2.3 Sign an internship contract as provided by the Registration Committee.
- 4.1 The mentor is required to:
- 4.1.1 List the learning outcomes of the intern as established at the beginning of the internship
 - 4.1.2 Describe how the outcomes were attained during the internship
 - 4.1.3 Describe the quality of service provided by the intern
 - 4.1.4 Describe the ethical, moral, and behavioural attitudes of the intern
 - 4.1.5 Describe the patient communication abilities of the intern
 - 4.1.6 Identify the strengths and weaknesses of the intern at the time of application for candidate status
 - 4.1.7 Make recommendations to the committee respecting the intern
 - 4.1.8 Provide the committee with any additional comments that the mentor wishes the committee to consider

CONTRACT

Between:

_____ (Mentor)

and

_____ (Intern)

and

The Registration Committee of the College of Denturists

The Mentor and the Intern, having read and agreed to the provisions of the Intern Portfolio Policy of the College of Denturists hereby enter into this agreement.

Each party has a duty to Act in a manner consistent with the duty and objects of the College.

The mentor agrees to provide an environment and experience to the intern suitable for the continued learning of the intern.

The intern agrees to abide by the policies and procedures of the mentor, to attend, and to provide such service to the mentor as could be expected of an employee/employer relationship.

The laws of the Province of British Columbia apply.

Signed this _____ day of _____, _____
month year

_____ (Intern=s signature)

_____ (Mentor=s signature)

_____ (Registrar=s signature)

Schedule C

Fees for information requests

1. For applicants other than commercial applicants

- | | | |
|-----|---|---|
| (a) | for locating and retrieving a record | \$7.50 per 1/4 hour after the initial three hours |
| (b) | for producing a record manually | \$7.50 per 1/4 hour |
| (c) | for preparing a record for disclosure and handling a record | \$7.50 per 1/4 hour |
| (d) | for shipping copies | Actual cost chosen by the applicant |
| (e) | reproduction | |
| | (i) photocopy or computer printout | \$.25 per page |
| | (ii) floppy disk | \$10.00 per disk |
| | (iii) computer tape | \$75.00 per 400MB tape |
| | (iv) photographs | \$5.00 negative |
| | | \$12.00 each for 40cmX50cm |
| | | \$9.00 each for 28cmX35cm |
| | | \$4.00 each for 20cmX25cm |
| | | \$3.00 each for 12.5cmX17.5cm |
| | (v) colour laser print | \$8.00 each |
| (f) | Other media at cost plus | |

2. For commercial applicants

Actual cost of providing service.

Schedule D

Referral and Prescription information

1. When a registrant refers a patient for the services of a dentist the registrant must provide:
 - a) the name, address and telephone number of the patient,
 - b) medical and dental history of the patient,
 - c) the proposed treatment plan for the patient, and
 - d) any contra-indications recognized by the registrant.
2. When appropriate a registrant may provide:
 - a) study model(s),
 - b) preliminary design recommendations,
 - c) stents or other surgical aids as may be required by a dentist, and
 - d) bite blocks, pin tracer set-up, try-ins, articulated models, or any other jaw relationship device.
3. A registrant must not fill a prescription from a dentist unless the prescription identifies:
 - a) the name of the prescribing dentist,
 - b) the name of the dentist by whom the prescription is to be filled,
 - c) the name of the patient,
 - d) specifications for the design of the prosthesis,
 - e) medical and dental alerts if any,
 - f) the signature of the prescribing dentist, and
 - g) the date of the prescription.
4. When appropriate the prescription may also:
 - a) recommend or identify a laboratory which may be used, and
 - b) an outline of the overall treatment plan.
5. When a registrant directs a dental laboratory to complete any aspect of a prescription issued by a dentist the registrant must provide the prescription or a photocopy of the portions of the prescription relevant to the work being undertaken by a dental technician, to the dental technician.

Schedule E (2005)

Fees

1. Application Fee	\$150 + GST
2. Examination Fees	
a) Theory exam	\$200 + GST
b) Objectively structured clinical exam	\$600 + GST
c) Practical exam	\$1,000 + GST
d) For the purpose of changing a registration class	\$375 + GST
3. Discipline Surcharge	\$503
4. Administration Fees	
a) All Active classes	\$1000 + GST
b) Inactive class	\$200 + GST
c) Student class	\$50 + GST
5. Taxes	
a) GST will be added to all fees.	