



College of Alberta  
Dental Assistants

# **Annual Report**

2020-21



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## Contributors

To create our 2020–21 Annual Report, we gathered information from key individuals in our organization:

Ayo Adediran, Public Member

Tami Brodie–Bartko, Competence Coordinator

Barbara Joy, Public Member

Elaine McKay, Treasurer

Lisa Rahimi, President

Ramandeep Singh, Public Member

April Slotsve, Deputy Registrar

Kathy Tam, Public Member

Jennifer Tewes, Registrar

Susan vander Heide, Executive Director & Complaints Director

Tongjie (TJ) Zhang, Public Member

The College Council has reviewed and approved this Annual Report. They are pleased to invite you to join us as we review June 1, 2020, to May 31, 2021, and highlight the activities of our College.

# A Year of Learning

While gathering information for our Annual Report, a recurring theme emerged: learning. Whether registrant, councillor, committee member, or staff, learning played a leading role in our activities. Of course, learning is always an important part of what we do. This year, however, it stole the show.

The need to reflect on rapidly changing issues, determine how to achieve desired outcomes and adapt practices accordingly demanded well-informed decision making. Learning was key to our ability to do this effectively.

Before we tell you about our year, the following background on our College and dental assistants will help you learn about who we are.

## Our College

We regulate the profession of dental assisting in Alberta. Under the *Health Professions Act* (the Act) our primary mandate is protection of the public. We achieve this by setting and enforcing standards for registration including examination, continuing competence, dental assisting program approval, professional practice and conduct.

Our Council of appointed public members and elected regulated members manages and carries out the affairs of our College. We also have several committees that support our work and help us fulfill our mandate.

We are responsible for investigating complaints made about regulated members and carrying out discipline processes in accordance with the Act. We also maintain a Patient Relations Program to protect patients from sexual misconduct and abuse.

Our policies, Code of Ethics, Standards of Practice, the Act and the Dental Assistants Profession Regulation (the Regulation) can all be found on our website: [abrda.ca](http://abrda.ca).

Throughout our Annual Report, we will expand on these areas and our regulatory activities.

## Mission

The College of Alberta Dental Assistants regulates its members in the public interest, promoting the delivery of safe, quality oral health care.

## Vision

Alberta Dental Assistants are recognized leaders in regulation and governance, supporting research and practice that establish universally accepted standards of competence, professionalism, quality and safety for the profession.

# The Dental Assisting Profession

Dental assistants are taught competencies, including restricted activities and clinical skills, to allow them to provide supportive oral health care services to maintain and promote oral health. They may provide support to the oral health care team and provide services directly to the public. Registration with the College is mandatory and only those so registered may use the protected titles of Registered Dental Assistant, RDA, Dental Assistant and/or DA. While the majority of dental assistants practice in a patient-care role, both providing services directly and assisting the oral health care team, dental assistants also fulfil many supportive roles, such as administrative responsibilities in dental offices.

## Restricted Activities

Dental assistants who are competent after proper education, training and experience are authorized to perform the restricted activities assigned to dental assistants through legislation. Dental assistants must only perform restricted activities under the direction and supervision of an oral health care professional who is authorized to order and perform the restricted activity.

These are the restricted activities dental assistants may be authorized to perform:

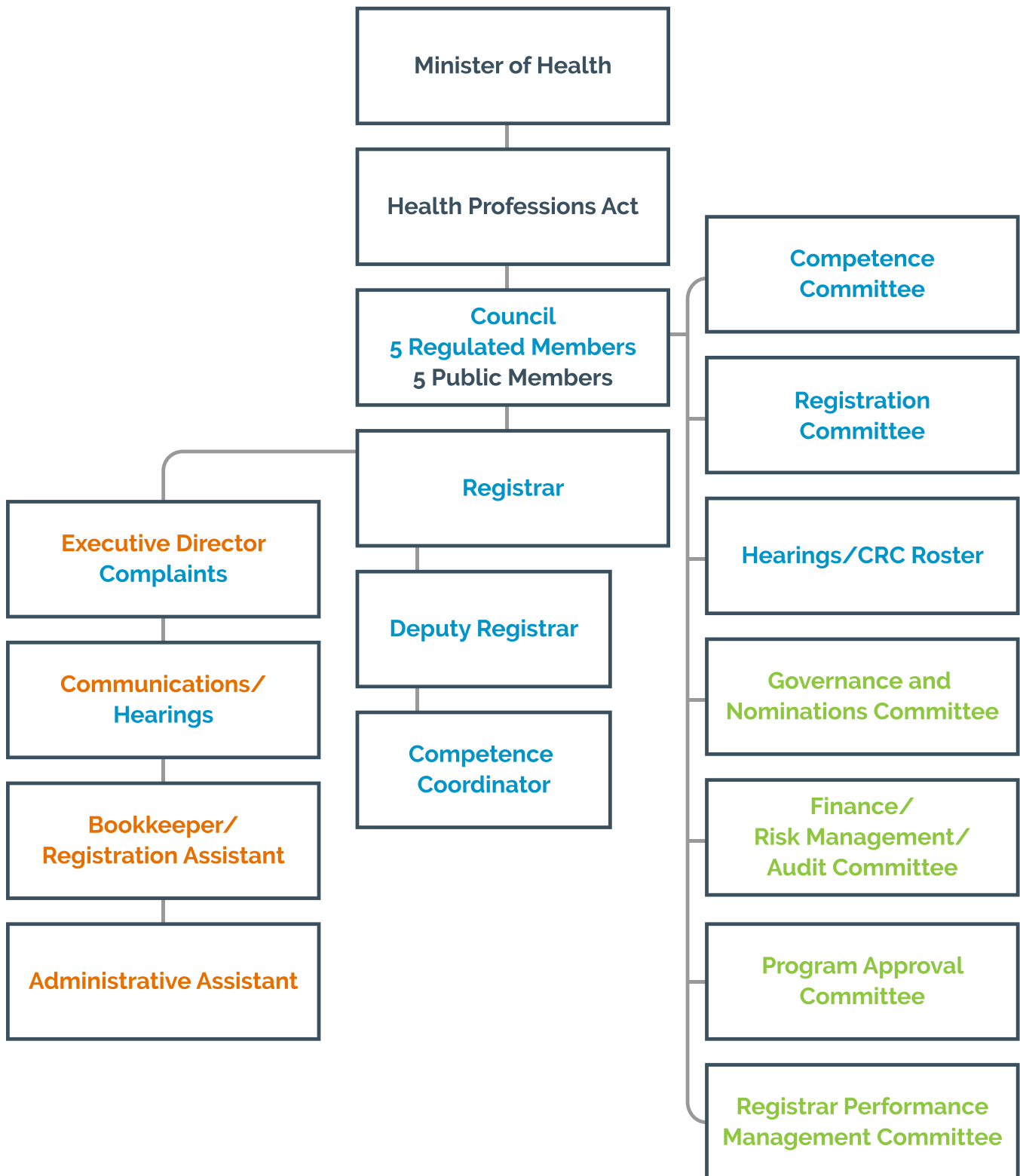
- expose dental radiographs
- dental probing
- preliminary fit of a fixed or removable partial or complete denture
- preliminary fit of a periodontal appliance
- limited dental scaling
- preliminary fit of an orthodontic appliance

This year, Ministerial Order 645-2020 enabled our College to temporarily authorize dental assistants to perform the following restricted activity for the purposes of COVID-19 testing:

- to insert or remove instruments, devices, fingers, or hands beyond the point in the nasal passages where they normally narrow for the purposes of nasopharyngeal swabbing

We granted authorization for this restricted activity to 21 dental assistants.

# ORGANIZATION STRUCTURE



LEGISLATIVE
  REGULATORY
  GOVERNANCE
  ADMINISTRATIVE

# Leading Our Profession

Our Council is the governing body of the College, consisting of Public Members and Regulated Members determined by the Act and the Bylaws. Council's role is to manage and conduct the activities of the College, exercise the rights, powers and privileges and carry out the duties of the College in the name of and on behalf of the College and carry out the powers and duties of the Council under the Act and the Bylaws. As a result of effective governance, our College leads with confidence to be a trusted regulator, respected by our registrants, government and stakeholders.

In addition to their responsibilities as our governing body, Council undertakes other activities that impact Albertans and our registrants. For example, over the past year, the Council has collaborated to update policies, procedures and processes to ensure that Council continues to be relevant, responsive and attuned to the public interest and our registrants. Moreover, they have engaged dental assistants in exciting and critical reflection on the strategic directions and brand of the College.

Council uses our Strategic Plan as a tool to manage our activities. By setting goals and timelines, they lead our work and can confidently monitor and measure results. This approach has been valuable as it emphasizes Council's responsibility to oversee and allows staff to focus on how to achieve the goals.

Fiscal responsibility is another important aspect of Council's governance. They must balance our College's activities with the cost to registrants while making sure we are effective at regulating dental assistants in the public interest.

Our Council consists of five Public Members appointed by the Alberta government and five Regulated Members who are elected by their peers.

## 2020-21 Council Members



**Ayo Adediran**  
*Public Member  
Councillor*



**Twila Dary, RDA**  
*Regulated Member  
Councillor*



**Barbara Joy**  
*Public Member  
Councillor*



**Elaine McKay, RDA**  
*Regulated Member  
Treasurer*





**Jolene Moore, RDA**  
*Regulated Member  
 Vice-President*



**Andrea Pillman, RDA**  
*Regulated Member  
 Councillor*



**Lisa Rahimi, RDA**  
*Regulated Member  
 President*



**Ramandeep Singh**  
*Public Member  
 Councillor*



**Kathy Tam**  
*Public Member  
 Councillor*



**Tongjie (TJ) Zhang**  
*Public Member  
 Councillor*



**Waqar Ahmed, RDA**  
*Retired  
 December 2020*



**Laura McKay, RDA**  
*Retired  
 December 2020*



**Jennifer Neill, RDA**  
*Retired  
 September 2020*



**Alana Welsh, RDA**  
*Retired  
 December 2020*

# Council Development and Composition

The ever-changing nature of the council team and the issues they face as they guide our College demand continuous growth and development. To address this need, they participated in activities and made changes focussed on best practices.

Governance training is an important and on-going necessity. It increases their capacity as leaders of the profession and overseers of our College fulfilling our regulatory role. The training further enhanced Council's governance maturity and helped build cohesion and strengthen relationships with one another.

To support the equal voice of public members and regulated members on Council, during the past year they transitioned to 50% public member councillors and implemented an honorarium to regulated member councillors, at the same rate as public member councillors receive from government. The same honorarium is available to our committee members, who also have the potential to serve alongside public members.

We welcomed Ayo Adediran, Barbara Joy and Ramandeep Singh as our three new public members which brings us to five. Moving forward, Council will have 10 members instead of the previous 12. This reduction in number helps to facilitate the change to 50% public members while ensuring a manageable number that allows for diverse experience, background and opinion. That diversity is important to effective decision-making. Additionally, the balanced composition of public members and regulated members will bring broader experience and expertise from the public to steward the next strategic plan for our College.

Public members enhance our College's ability to balance the values and interests of the public with those of our registrants to help our College act fairly, adhere to statutory or legal requirements, and develop and foster appropriate professional standards. They raise the public interest profile while actively participating in Council meetings.

*One of our public members shares that she draws on her professional experiences to fulfill her role. Being a public member, she sees her role as needing to act for the public interests and protecting the public with safe practices and standards.*

Our Public Members have committed to keeping themselves actively informed about the dental assisting profession and other related health professions, healthcare initiatives and current trends that might impact practice. They highlight these activities from the past year:

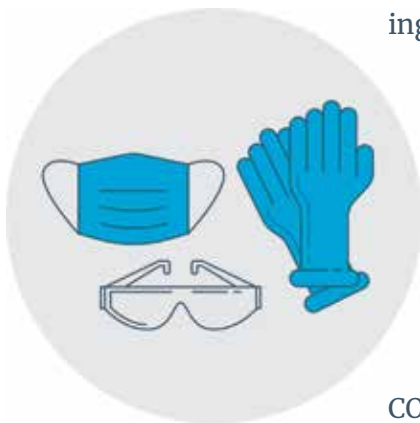
- monitored the progress of the 2018-23 Strategic Plan
- new legislation and worked with new public members: Barbara Joy, Ayo Adediran and Ramandeep Singh
- worked closely together for navigating the COVID-19 issues
- worked closely together to review the budget and its implementation

Since our first public member was appointed in 2004, they've been significant contributors to our progress. They have helped Council be a stronger and more effective governance team. We're confident that their participation will continue to advance our College.

Another project Council completed was to develop a council charter. The charter serves to build agreement around how they operate, make decisions, and meet. It also provides for greater alignment, accountability and informed actions.

## COVID-19 Pandemic

Council's top priority remained reducing the risk of spreading COVID-19 and making sure patients were able to continue receiving oral health care in a safe and timely manner. We needed to guide dental assistants as they adapted to practicing during the pandemic.



With that priority in mind, we collaborated with the Alberta Dental Association and College and the College of Registered Dental Hygienists of Alberta to produce a resource titled *Dental Practice Guidelines During the COVID-19 Pandemic* (the Guideline). It provided guidance to regulated members of all three colleges, as well as other support staff in the dental practice, on interim additional preventive measures specific to the COVID-19 pandemic for the broader dental practice environment. The Guideline, based on scientific evidence and expert opinion, considered public health and regulatory measures, and served as a supplement to the existing infection prevention and control measures and risk management practices that oral health care providers, including dental assistants, routinely follow to keep Albertans safe.

Through our collaboration with other Alberta oral healthcare regulatory colleges, we also coordinated the delivery of messaging to registrants which ensured consistency in practice and information.

In response to Ministerial Order 645-2020, issued by Health Minister Tyler Shandro, we worked with other colleges, Alberta Health Services (AHS) and Alberta Health to offer additional support to the healthcare system during the pandemic. The Order allowed certain health professions to temporarily authorize their regulated members to provide a restricted activity they are not otherwise able to provide. This meant that dental assistants could perform nasopharyngeal swabbing for the purpose of COVID-19 testing. To ensure the safety of Albertans, we worked with AHS to define the necessary learning for dental assistants to competently perform this service and established a process for them to apply for authorization. We authorized 21 dental assistants to provide this service.

Also important was ensuring we could continue to do the work necessary to support dental assistants' practice through the pandemic. Our Council and committees continued to meet using online meeting platforms to stay connected while remaining apart. We also closed the College office to visitors and implemented preventive measures for on-site staff. For example, staff pre-screening, frequent handwashing/sanitizing, signage for proper hand hygiene/covering coughs and sneezes, continuous masking in common areas, physical distancing, enhanced cleaning and disinfection, no unnecessary staff travel, and remote work as much as possible.

*At our Planting Seeds, Growing Leaders workshop in May 2021, we asked participants if they had returned to work as a dental assistant since the shutdown of dental practices in March 2020.*

*They responded:*

**79.66% yes    20.34% no**

Our venture into online meetings included hosting our first ever virtual Annual General Meeting (AGM). While the main reason for using this format was keeping our attendees safe, we saw other benefits. Eliminating the need to travel, which also reduced the time commitment, resulted in more attendees at our AGM compared to recent years. Additionally, we found attendees to be more engaged. They could easily participate with questions, comments and feedback using the meeting chat forum.

We also used the virtual meeting format to conduct hearings and reviews. This format enabled us to effectively

carry out these meetings in a timely and accessible manner. Depending on circumstances and specific requirements, this is an effective tool we intend to continue to use.

Sharing information was, and continues to be, essential. To respond to inquiries from our registrants, we shared resources to ensure the required measures were in place and focused on keeping Albertans, oral health care providers, the health-system, communities, and staff healthy and safe.

We informed the public of the COVID-19 vaccine program and encouraged registrants and staff to get their COVID-19 vaccines.

To keep registrants informed about their practice during the pandemic, we used frequent communication and provided easy access to resources. We also introduced a regular President's Message for peer-to-peer connection with registrants to support and enhance the relationship between our registrants and the College.

## Council Check-In Sessions

Our Council initiated regular Check-In sessions to learn from the COVID-19 pandemic and to improve and enhance their role as leaders in a public health emergency. In an early session, Council recognized the characteristics of clarity, calmness, and consistency as highly effective. We have since been drawing on those characteristics to influence our actions, decisions and communications. As a result, we have noticed positive changes in our interaction with our registrants and other stakeholders.

Council also identified several strategies to better position us to face new challenges, crises, and emergencies such as:

- communications training
- table-top exercises
- finding and leveraging calmness

During their Check-In sessions, Council discussed the impacts of the pandemic on the public and registrants and our role in supporting them in a new reality. This led to our increased information sharing about mental health and educational messaging to reassure everyone that infection prevention and control measures and combatting COVID misinformation helps keep everyone safe.

# Committees

Our Council appoints committees to assist with carrying out the work of our College. Except where specific decision-making authority is provided in the Act, Bylaws or Governance Policies, committees report to Council and make recommendations for their consideration.

Council added the Program Approval Committee to respond to the increased activity we have experienced in this area. Previously, our Registration Committee and staff were responsible for our Program Approval Policies and processes. Adding this committee has helped to more effectively manage the workload.

## Competence

This committee's key responsibilities are:

- Continuing Competence Program Policies
- Infection Prevention and Control projects
- Occupational Health and Safety projects
- making decisions about:
  - CCP audit submissions

### MEMBERS

Jill Bateman, RDA

Harmeet Gill, RDA

Tamara Parker, RDA

Katherine Relke, RDA, Chairperson

Sherry Sand, RDA

Ashley Smith, RDA

Tara Toner, RDA

## Program Approval

This committee's key responsibilities are:

- Dental Assisting Education Principles
- Program Approval Policies and Procedures
- program or course approval applications
- program or course change applications
- monitor existing programs and courses
- recommend approval status or removal of approval status

### MEMBERS

Don Flaming

Dorothy Lawrence, RDA

Shannon Theriault, RDA

Wanda Walker, RDA, Chairperson



## Complaint Review Committee and Hearing Tribunal

Complaint Review Committees (CRC) have two purposes under the Act:

A CRC reviews the proposed settlement following an Alternative Complaint Resolution process and decides to ratify, to amend then ratify, or to refuse to ratify the settlement.

If a complainant requests a review of a decision by the Complaints Director to dismiss a complaint, a CRC conducts the review and decides to refer the matter to a hearing, to require further investigation, or to confirm the dismissal.

Hearing Tribunals (HT) hold hearings pursuant to the Act on matters of unprofessional conduct. An HT may request expert reports, hears evidence, decides whether or not the conduct in question is unprofessional conduct, may make orders if the conduct is unprofessional and must provide a written decision.

### SHARED CRC AND HT ROSTER MEMBERS

Lorraine Aldridge, RDA

Arlene Baker, RDA

Nicole Bartindale, RDA

Amanda Clarke, RDA

Mandy Cumming, RDA

Patricia Demchuk, RDA

Bryana Good, RDA

Nadia Hinz, RDA

Arlene Pettifer, RDA

Simona Shropshire, RDA

Corrine Vollrath, RDA

Wanda Walker, RDA

### RETIREES

Dorothy Lawrence, RDA (December 2020)

Katherine Relke, RDA (February 2021)

Erin Ruiters, RDA (April 2021)

## Registrar Performance Management

This committee's key responsibilities are:

- Registrar orientation and position description
- Registrar goals, objectives and work plan
- Registrar performance appraisal and review
- Registrar performance outcomes, employment, compensation and professional development

### MEMBERS

Elaine McKay, RDA

Jolene Moore, RDA

Lisa Rahimi, RDA, Chairperson

## Governance and Nominations

This committee's key responsibilities are:

- Bylaws and Governance Policies and practices
- volunteer recruitment and selection
- Council recruitment/nomination/election process
- Council professional development and training, performance review, annual work plan and strategic planning
- committee structure and work plans

### MEMBERS

Krista Cadieux, RDA  
Elaine McKay, RDA  
Jolene Moore, RDA, Chairperson  
Lysa Theberge, RDA

## Registration

This committee's key responsibilities are:

- Registration Policies
- making decisions about:
  - registration applications
  - referral to the Expert Review Panel

### MEMBERS

Micheline Gagnon-Wardill, RDA  
Tamara Parker, RDA  
Katherine Relke, RDA, Chairperson  
Carmen Sheridan, RDA  
Tara Toner, RDA

## Finance, Risk Management and Audit

This committee's key responsibilities are:

- College risk management program
- budget, revenue and expense trends, audit
- integrity of operational systems
- human resource management, financial administration, information technology, security, capital acquisition and asset management policies
- compliance with legislation
- insurance requirements and related policies
- Council structure and function

### MEMBERS

Waqar Ahmed, RDA  
Lornadele Arychuk, RDA  
Twila Dary, RDA  
Nadia Hinz, RDA  
Elaine McKay, RDA, Chairperson  
Laura McKay, RDA  
Susan Nicoll, RDA

# Guiding Dental Assistants' Practice

As part of their leadership role, Council oversees and approves, through consultation with stakeholders and, as applicable, in conjunction with government, changes to the various documents that guide dental assistants in their practice and our College's functions. Ultimately, Council's goal is that these documents are current and provide guidance and best practice to ensure that Albertans receive safe and effective care from dental assistants.

## Standards of Practice

Our current Standards of Practice were adopted by Council effective April 1, 2019. Our Standards serve as a framework for professional practice and establish part of the criteria for assessing the professional conduct of dental assistants in Alberta.

To help dental assistants know and understand the Standards and to provide a framework for how they apply the Standards to their daily practice, we developed a learning module. The module takes the learner through our Standards of Practice and explains how they impact dental assistants' practice.

## Code of Ethics

On June 1, 2020, our current Code of Ethics came into effect. Council had adopted them in February 2020, but scheduled a future effective date to allow for development of a learning module to support dental assistants' understanding of the new Code. The module takes the learner through our Code of Ethics and explains how it impacts dental assistants' practice.

Our Code of Ethics supports our College Mission, Vision and Values and provides a framework for dental assistants' safe, competent and ethical practice. It also serves as part of the criteria for assessing the professional conduct of dental assistants in Alberta.



## Regulation

The *Dental Assistants Profession Regulation* came into effect when our College was proclaimed under the Act in 2006. It identifies College registers, renewal and reinstatement requirements, the Continuing Competence Program, restricted activities dental assistants may perform, and protected titles.

## Bylaws

Council approved revisions to our Bylaws in August 2020. Here is a summary of the revisions:

### COUNCIL COMPOSITION

- reduce number of council members from 12 to 10
- adjust to five public members and five regulated members to comply with Bill 30 provisions

### OFFICER POSITIONS

- allow for public members to hold officer positions on Council (President, Vice-President, Treasurer)

### COMMITTEE CHANGES

- add Program Approval Committee to allow for establishing a committee to support this responsibility
- allow for appointment of persons other than College registrants to serve on committees

### COUNCIL ELIGIBILITY CHANGE

- adjust “Regulated Members in Good Standing” to “Regulated Members in Good Standing with an active practice permit” to clarify that practicing dental assistants are needed on Council

# Planting Seeds, Growing Leaders

In addition to Council's development activities, we hosted a virtual workshop to encourage leadership in dental assistants and nurture even stronger committees and councils. Our Planting Seeds, Growing Leaders workshop was the first event of our multi-year initiative. Council's long-term goal is to help develop leadership within our organization and in the dental assisting profession.

We started with a focus on exploring leadership principles and behaviours. Many of us don't see ourselves as leaders, however we can recognize the things we do that are commonly identified as leadership activities. By focussing on leadership as a daily choice rather than as a title, our participants were able to see how they act as leaders in their every-day lives. They learned how to consistently engage in positive leadership behaviours and apply that learning to their personal and professional lives.

## ***What we heard from participants***

*it helped to open my mind to a broader thinking of where my future can go*

*the tools are so useful and will benefit me professionally and personally*

*great skills to use in work and everyday*

*very educational, inspiring, empowering and motivational*

*confirmation that anyone can be a leader*

*I learned some new ways to thoughtfully manage my actions throughout the day*

*it will resonate with myself and practice*

*I now have a better appreciation for different personalities and perspectives*

# Safe, Competent Care

Through our registration practices, Continuing Competence Program, program approval, professional practice and conduct processes, we ensure that Albertans receive safe care from dental assistants. Our activities in these areas promote competence and excellence through our development, implementation and review of professional standards that define quality dental assisting practice in Alberta.

We connect with our registrants and dental assisting students to reinforce their understanding of the need to provide quality, safe oral health care to patients. We also interact with our registrants daily to provide practice guidance and respond to their questions about authorized practice, policy interpretation, and where to locate resources. By endeavouring to keep updated about emerging technologies and trends in industry, we communicate more effectively with registrants as they call for practice guidance.

As a result of our program approval process, Albertans can feel assured that graduates of Alberta dental assisting programs meet the entry-level competencies required to practice safely. Before we authorize graduates to provide dental assisting services to the public, they must meet our registration requirements, including:

- education
- National Board Certificate or Labour Mobility
- current practice
- good character

By authorizing only properly trained and qualified individuals to perform dental assisting services, we assure Albertans that dental assistants who are authorized to provide those services have met a minimum standard. Then, they must keep their practice current, and maintain their competence and good character to continue to practice.

# Program Approval

The pandemic had a major impact on dental assisting programs in Alberta. Many programs chose to invite students back to class and clinic with heightened infection prevention and control practices as per federal, provincial and regulatory guidelines. They faced the challenge of continuing to meet expectations of our College, accreditation standards and the National Board with various restrictions in place.

We increased communication with the programs to ensure expectations were clear and to provide support when needed. We took advantage of online meetings to connect individually with Dental Assisting Programs as questions arose. At our annual Alberta Dental Assisting Programs Meeting, program representatives shared challenges they faced throughout 2020 in relation to moving curriculum online, testing processes and updates to clinical facilities.

The need to provide clear messaging was apparent as the programs were challenged with delivering curriculum in a modified schedule. During this time of uncertainty, we endeavoured for consistency to provide stability.

In November 2020, Council approved establishing a Program Approval Committee. This standing Committee's role is to report and make recommendations to Council with respect to new programs applying for approval, existing programs maintaining approval and programs wishing to offer advanced practice courses. The Committee works to ensure that dental assisting programs are producing competent, safe graduates by monitoring and approving programs' alignment with our recently developed Education Principles and Program Approval Policies.

The increased activity in program approvals put our Program Approval Policies and Education Principles to the test. We are pleased to say they have only required minor adjustments. The public can feel assured that the process we have in place for program review is comprehensive and provides a necessary step prior to a dental assisting program achieving accreditation status nationally.

*Most dental assistants who practice in Alberta complete their education here.*

*We have approved or provisionally approved these institutions to provide dental assisting education in Alberta:*

- *CDI College, Calgary and Edmonton*
- *Columbia College, Calgary*
- *KDM Dental College International Inc., Calgary and Edmonton*
- *NAIT, Edmonton*
- *Risio Institute, Calgary*
- *SAIT Polytechnic, Calgary*

*CDI College, Columbia College, KDM Dental College, NAIT and SAIT Polytechnic hold accredited program status with the Commission on Dental Accreditation of Canada. Risio Institute holds Provisionally Approved Program Status with our College.*

# Dental Assistant Registration

Registration is a vital component in our College's mandate to serve and protect the public's interest. There are many things that impact our registration processes and requirements. We must consider factors like patient safety, labour mobility agreements and entry-to-practice standards. Legislative requirements, such as provisions from the *Health Professions Act*, *Dental Assistants Profession Regulation* and the *Fair Registration Practices Act* must be addressed.

We are also influenced by best practices of other health regulatory colleges in Alberta and dental assisting regulators from across the nation. These are learned through participation in stakeholder meetings and events and from College staff serving in committee, interest groups, and leadership roles with stakeholders such as the Alberta Federation of Regulated Health Professions, Canadian Dental Assisting Regulatory Authorities, the National Dental Assisting Examining Board, and the Commission on Dental Accreditation of Canada.

The Fairness for Newcomers Office provides oversight of our College's registration practices. The *Fair Registration Practices Act* provided valuable guidance as we worked to ensure our registration processes are fair.

Our Registrar works closely with our Registration Committee to address these considerations and, as needed, the Committee makes recommendations to Council when they identify changes to our Registration Policies. The Policies then inform the qualifications an applicant must demonstrate before we add their name to our register and authorize them to practice.

Changes we made during the past year include implementing these new Registration Policies:

- RP12.1 Decisions and Timelines to formalize and document the processes for making timely registration decisions, responses, and reasons.
- RP15 Cancellation of Registration and Practice Permit to outline the process for the Registrar to cancel a regulated member's registration and practice permit.
- RP7.1 Authorization to Perform Nasopharyngeal Swabbing to enable the College to authorize regulated members to perform the following restricted activity in Alberta for the purposes of COVID-19 testing:
  - To insert or remove instruments, devices, fingers, or hands beyond the point in the nasal passages where they normally narrow for the purposes of nasopharyngeal swabbing.

Our Registration Policies also guide the day-to-day activities of our registration team which may include:

- assess registration and permit reinstatement applications and process registration change requests and advance practice authorization requests



- issue mandatory registration notices, when aware of unauthorized persons who hold themselves out to be a dental assistant or use the protected titles
- respond to verification of standing requests
- process name change requests
- issue confirmation of clinical refresher course requirements
- apply conditions to practice permits
- audit regulated members on the provisional register for compliance with outstanding registration requirements

The COVID-19 pandemic had minimal impact on our registration processes as we were already in the process of moving applications online. By September 1, 2020, our registration applications were all fully online.

However, the cancellation of national board exams and clinical practice evaluations created challenges for our applicants to complete their registration requirements. The national board exam subsequently moved online, and they were able to address the backlog. As an interim measure, to address the challenge for most of our applicants, we created and accepted an *Applicant's Declaration: Attempted NDAEB Exam Registration* to allow graduates of accredited dental assisting programs the ability to qualify for registration and a provisional permit until they could complete the exam.

For our applicants who were required to complete the national board clinical practice evaluation, we were not able to establish an interim or additional alternate. As per our usual practice, we considered formal education in lieu of the clinical practice evaluation as substantially equivalent. The clinical practice evaluation was not available for multiple sessions, based on a typical schedule, but has become available again in Alberta. For provisional registrants who were unable to complete the clinical practice evaluation requirement within our normally required timeframe, we recognized education in lieu and, when requested, we granted an extension for the expiry of provisional permits.

<b>New Registrants Year ending May 31</b>	<b>2021</b>	<b>2020</b>
Alberta Programs	406	375
Other Canadian Jurisdictions	63	66
Internationally Educated	34	54
<b>TOTAL NEW REGISTRANTS</b>	<b>503</b>	<b>495</b>
Permit Reinstatements	197	210
Applications Not Approved	5	6
Applications Received	705	711
Application Decision Reviews	-	-

*The location of new registrants' education is further illustrated in the tables on the next page.*

## Location of New Registrants' Education Programs

<b>Alberta Programs</b>	<b>2021</b>	<b>2020</b>
CDI College Calgary	58	45
CDI College Edmonton	39	60
Columbia College	57	59
KDM Dental College Calgary	52	34
KDM Dental College Edmonton	71	62
NAIT (day program)	44	27
NAIT (distance delivery)	0	1
SAIT Polytechnic	85	87
	<b>406</b>	<b>375</b>

<b>Other Canadian Jurisdictions</b>	<b>2021</b>	<b>2020</b>
British Columbia	25	22
Manitoba	8	4
New Brunswick	1	-
Newfoundland	5	7
Nova Scotia	2	1
Ontario	18	24
Prince Edward Island	1	-
Saskatchewan	3	8
	<b>63</b>	<b>66</b>

<b>Internationally Educated</b>	<b>2021</b>	<b>2020</b>
Bangladesh	-	1
Egypt	-	3
Colombia	-	1
Dominican Republic	1	-
Ghana	1	-
India	23	29
Indonesia	-	1
Iran	-	1
Jordan	-	1
Libya	-	1
Mexico	-	2
Nigeria	2	1
Pakistan	1	1
Peru	2	-
Philippines	1	8
South Korea	1	-
Syria	-	1
United States of America	1	-
Venezuela	-	2
	<b>33</b>	<b>53</b>

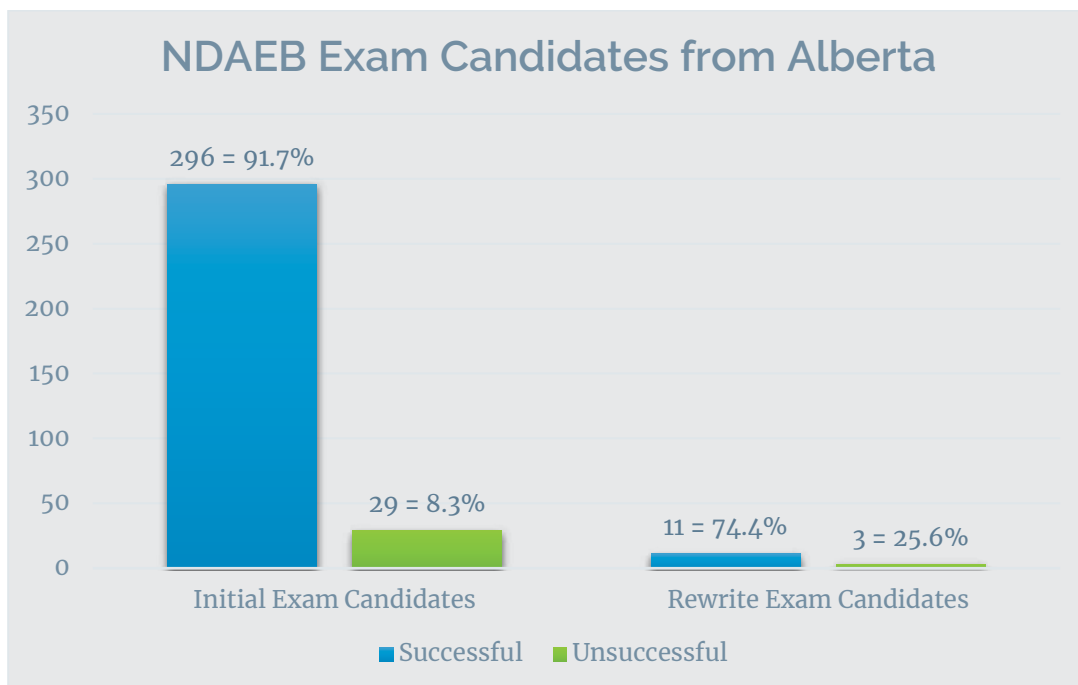
# Registrants and Protected Titles

Our Registrar and other staff that support our registration processes must ensure that applicants are properly trained and meet the necessary qualifications before we register and authorize them to practice as dental assistants.

Everyone applying for registration and a practice permit must meet criteria based on either National Board qualifications or currency of their practice (labour mobility). Those applying for reinstatement of their practice permit must meet criteria based on demonstrating competency including currency of their practice.

## National Board Applicants

We receive applications and inquiries from individuals trained nationally and internationally. All registration applicants, aside from those applying through a labour mobility agreement, must demonstrate successful completion of the National Dental Assisting Examining Board (NDAEB) written examination. Additionally, applicants whose dental assisting education is obtained at a program which is not accredited by the Commission on Dental Accreditation of Canada (CDAC) must successfully complete the NDAEB clinical practice evaluation (CPE) or intra-oral upgrading at an educational institution which has a CDAC-accredited dental program. The written examination and the CPE are each offered four times per year.





To accommodate the written examination candidates during the global pandemic, the NDAEB adjusted their exam schedule and moved to an online platform which they will continue using.

Candidates sitting the written exam in Alberta are performing consistently with the national average. Our College has voting representation on the NDAEB Board and we are invited to send an observer to NDAEB CPE sessions hosted in Alberta. Our observer is present for the calibration session and a portion of the evaluations to confirm fair and equitable processes. Most candidates participating in the CPE at the Alberta site are successful in some but not all of the evaluated skills which is consistent with the results of most CPE candidates across the country.

## **Labour Mobility Applicants**

Several labour mobility agreements have been implemented in Canada to promote the portability of regulated members between provinces by reducing the need to conduct further assessment and evaluation of the applicants. We have policies in place that comply with the following labour mobility agreements: the Canadian Dental Assisting Regulatory Authorities' Mutual Recognition Agreement; Canadian Free Trade Agreement; the Trade, Investment and Labour Mobility Agreement; and Canada's New West Partnership Trade Agreement. The agreements all require our College to approve Alberta-equivalent registration for applicants who hold current practice rights in another regulated Canadian jurisdiction.

## **Application Processing Time**

When we receive an application, we make a decision about eligibility within ten business days. The applications we approve are then processed within three days.

## **Application Decisions**

During this reporting period we received 508 initial registration applications and we approved 503 for a regulated status. We refused five because the applications didn't meet our requirements.

We have policies in place that guide next steps when an application doesn't meet our requirements. For example, notifying the applicant of the outstanding requirements and what they must do to meet them; timelines for the applicant to meet outstanding requirements; and, in the case of an application being refused, providing the applicant with written reasons and information about how to request a review of the decision.

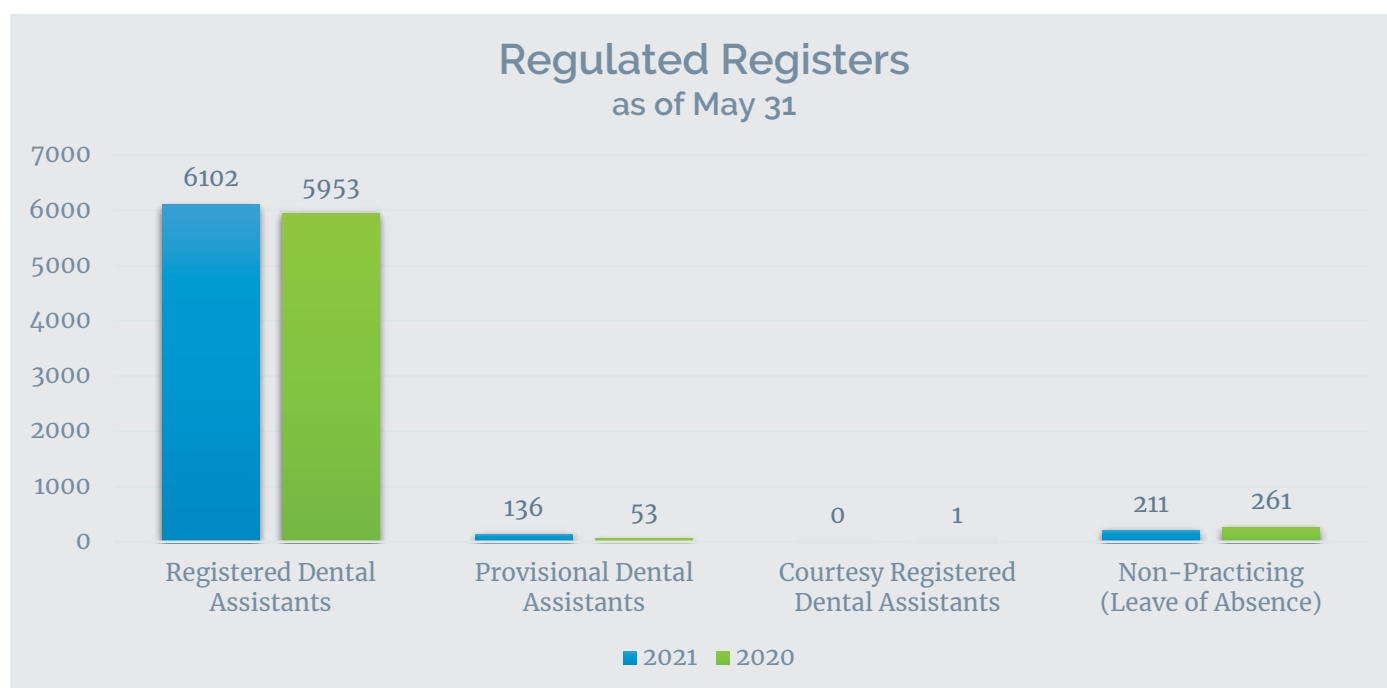
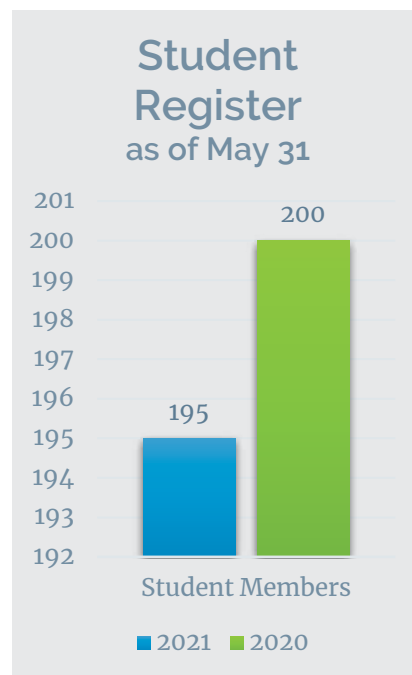
By only authorizing regulated members of our College to make use of the protected titles (registered dental assistant/RDA and dental assistant/DA) we preserve the protected titles in the public interest.

## Types of Registrants

**Regulated Members** who are on the **general and courtesy registers** and hold a valid practice permit may use the protected title **Registered Dental Assistant** (RDA). **Regulated Members** who are on the **provisional register** and hold a provisional practice permit may use the protected title **Dental Assistant** (DA). These regulated members are authorized to practice the profession of dental assisting within their individual authorized practices and supervision requirements.

**Regulated Members** on the general register who require a temporary leave (up to three years) from the dental industry and have the intention of returning are considered on **Leave of Absence**. These individuals do not hold a valid practice permit and may not practice dental assisting or use the protected titles until they reinstate their permit.

**Non-regulated Members** are dental assisting students who hold a voluntary membership. **Student** membership is available to students enrolled in Alberta dental assisting programs and recognized Canadian distance-delivery programs. These individuals do not hold a valid practice permit and may not practice dental assisting outside the parameters of their education requirements. They also may not use the protected titles.



# Dental Assistant Registry

The public, employers, colleagues and others can easily verify that a dental assistant is authorized by us to provide dental assisting services. Our real-time online Dental Assistant Registry is available to anyone, anytime.

During the past year, we added this information to our Registry to enhance clarity of who is authorized to practice:

- Register (i.e. provisional, general, courtesy)
- Category (i.e. registered, provisional, leave of absence/non-practicing)

For anyone who is listed on our general, courtesy or provisional registers, our Registry shows their:

- registration number
- name
- which Register they are listed on
- the category of their practice
- practice permit status
- practice permit expiry date
- any conditions on their practice
- the advanced practices they are authorized for



## Dental Assistant Registry

Our Registry helps you verify that a Dental Assistant is currently authorized to practice.

Search for a dental assistant by first or last name, or by registration number.

## Continuing Competence

Our Continuing Competence Program (CCP) is a formal system to maintain, enhance and report on dental assistants' professional practice. It is a mandatory requirement and provides ongoing opportunity for professional development that is aimed at improving dental assistants' professional practice by promoting safe, ethical and competent practice. It emphasizes dental assistants' professional responsibility to reflect on their own role and develop a learning plan to address their own practice and career plans. By maintaining and enhancing their competence, they will also be meeting professional standards as identified in our Standards of Practice.

Since we first introduced our CCP in 2006, it has been based on a self-directed learning model. This puts us in compliance with upcoming changes in legislation in advance of some other health colleges who are just now moving to this model for continuing competence.

The program offers an opportunity for registrants to self reflect and set goals for learning and development. Dental assistants use our Self-Assessment tool to help them identify which competencies to focus their learning on to best support their unique practice. They then use this information to determine their learning objectives for the upcoming year, which they must have in place before applying to renew their practice permit.

Whether during a pandemic or not, patients have expectations in relation to the care they receive. In fact, since the pandemic began, heightened diligence in infection control principles has been a likely expectation of patients, employers and dental assistants alike. The fact that our registrants' 2020 and 2021 learning plans most commonly addressed Treatment Support Procedures, and more specifically Infection Prevention and Control, supported this. Though we had requests to reduce or waive competence program requirements during the pandemic, we made no changes. Patient safety was our main consideration for requiring registrants to fulfill the same requirements as any other year.

*A participant at our Planting Seeds, Growing Leaders workshop told us:*

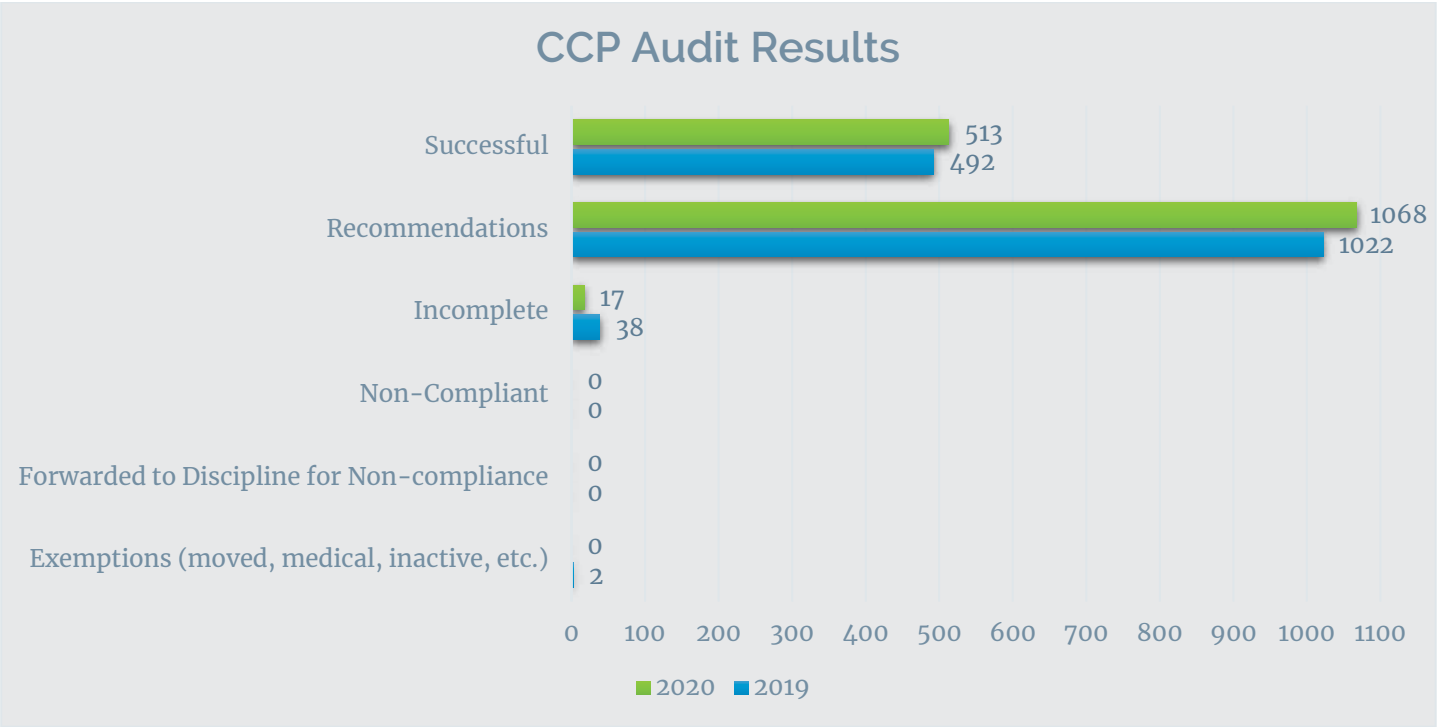
*"I think that the benefits for having a flexible continued competency program become evident in our current year with the pandemic."*

To support our registrants' participation in the CCP, we have been offering in-person workshops to both introduce them to the program and help them prepare for upcoming audits. This year the pandemic invited us to think of alternate methods of delivery. By switching to virtual, we were able to offer workshops more frequently and connected with an unprecedented number of registrants. We also developed "how-to" guides to illustrate, step-by-step, how to use our online tools. This provides dental assistants with 24/7 help with recording their competence activities.

The CCP audit process is one of the measures we use to validate a dental assistants’ currency of practice. Through a review of reported learning objectives, practice hours, verification of learning and a summary of learning results, we confirm that registrants are meeting the program requirements.

While staff carried out the majority of audits, our Competence Committee also directly participated in auditing registrants’ CCP records. This allowed the Committee first-hand experience with applying our Competence Policies to registrants’ records. They developed and used a rubric to address consistency between individual audits.

For 2021, we reduced the number of registrants we selected for audit. We audited 25% of the registrants we would normally have selected based on our typical rotation schedule and initial date of registration. This was to allow the Competence Committee and competence staff team to evaluate how we have been carrying out our audit process while they conducted the audit. The intent was to ensure that CCP activities are as intentional as possible, including the audit being more purposeful and reflective. Based on their findings, the Committee will present recommendations through proposed policy revisions and/or process enhancements.



# Professional Conduct

Through our complaints process we provide the opportunity for patients and the public to ensure their voice is heard and their concerns are addressed. Ultimately, it ensures that Albertans receive high quality and safe oral health care services from dental assistants.

As part of our role, we must consider concerns about the professional conduct of dental assistants and protect patients and the public from unprofessional conduct. Dental assistants must practice according to their governing legislation, regulations, our Standards of Practice and Code of Ethics and within their authorized practice based on their education and training.

We receive complaints from patients, the public, employers and colleagues. The *Health Professions Act* provides clear direction on steps we must take when considering and dealing with complaints. Each step is based on the specifics of any individual complaint.

Though a complaints process may inherently be perceived as a negative thing, we make efforts to find its positive aspects. For example, it provides unique opportunities to effectively engage with individuals to:

- educate dental assistants and the public on the role of dental assistants
- inform the public, employers and others about dental assisting practice and the requirements for safe, quality practice
- support and guide dental assistants in protecting the public
- enhance dental assistants' understanding of standards and guidelines

It was also through our complaints process that we were inspired to develop education modules for dental assistants to help them understand our Standards of Practice and Code of Ethics. These resources ensure that the intent of these guiding documents is clear and easily accessible to all dental assistants.

With the stress and uncertainty of the pandemic, registrants experienced added confusion about interpreting and applying standards and practice requirements. Once again, we used this as an opportunity to teach and support dental assistants in their practice.

Learning is equally important for our roster members who serve on complaint review committees and hearing tribunals. We provided training to both help our new roster members understand their role and as a refresher to experienced members. New members are also asked to complete trauma informed training to support the hearing process for sexual abuse and/or sexual misconduct matters if they arise. We encourage all roster members to use the trauma informed training periodically to maintain awareness.

During this reporting period (June 1, 2020, through May 31, 2021):

## **COMPLAINTS**

One matter was carried forward from our last reporting period and eventually dismissed.

We received 15 formal complaints. Of these,

- two originated from patients
- one originated from the public
- one matter was reported by a colleague
- two matters were submitted by employers
- nine registrants were referred by the Registrar for making a false declaration/ failing to complete renewal requirements

The nine matters referred by the Registrar were all resolved in a timely manner with cooperation from the dental assistants to correct their mistakes.

One matter is ongoing and the rest were dismissed because there was insufficient evidence of unprofessional conduct.

No complaints of sexual abuse or sexual misconduct were received.

## **HEARINGS**

Four hearings were held, one of which is ongoing and three were concluded. For all three concluded hearings:

- the complaint related to non-compliance with College requirements
- the Hearing Tribunals found that unprofessional conduct was proven
- sanctions included demonstrating compliance with the outstanding College requirements; completing the College's ethics course; payment of partial hearing costs; payment of a fine

None of the hearings were closed to the public.

## **REVIEWS**

One review of a decision to dismiss was concluded. One request for review of decision to dismiss was received.

## **APPEALS**

There were no appeals.

## **TREATMENT AND COUNSELLING FUNDING**

There were no applications for funding through the Treatment and Counselling Fund.

# Patient Relations Program

The *Health Professions Act* specifically addresses measures to prevent sexual abuse and sexual misconduct towards patients by health care workers. For example, colleges must:

- ensure registrants receive education on identifying and preventing sexual abuse and sexual misconduct of patients
- provide easily accessible information on their websites about the complaints process
- establish a treatment and counselling fund that will provide access to treatment and counselling for patients who are victims of sexual abuse or sexual misconduct by registrants of the college

The measures also provide strict timelines for dealing with complaints. For matters that involve sexual abuse or sexual misconduct, members of the hearing tribunal or appeal panel must complete trauma informed practice training and any tribunal must include at least one member of the same gender identity as the victim.

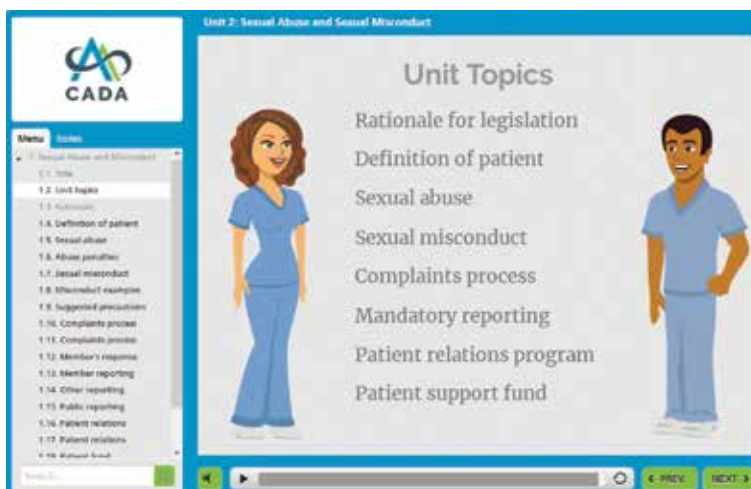
In response to these measures, our Patient Relations Program includes several key elements:

- patient relations training for registrants
- trauma informed training for our Hearing and Review Roster members and staff
- treatment and counselling funding

Funding Guidelines for Treatment and Counselling			
REPORTING PERIOD	June 1, 2020 through May 31, 2021		
	Related to Sexual Abuse	Related to Sexual Misconduct	Total
Number of Complaints	0	0	0
Number of Patients that Accessed the Fund	0	0	0
Amount of Money Dispersed	\$0.00	\$0.00	\$0.00



We created a Patient Relations Learning Module specific to dental assisting to ensure our registrants would be able to effectively apply their learning to their practice. Dental assistants must complete our Module before their first practice permit renewal. We audit their Module completions to ensure all registrants have complied.



The Module includes specific references to provincial legislation and our Standards of Practice and teaches dental assistants to recognize and prevent sexual misconduct or sexual abuse of patients. It also includes information about trauma informed practice and sensitivity when communicating with all patients. Plans are underway to ensure ongoing training to keep registrants aware and ensure the safety of all Albertans.

Since implementing our Module, we have found it to be an effective way of providing information about many resources throughout the province. Thankfully, not every dental assistant will encounter this as part of their professional practice. However, we know that statistically it is likely each of us will know someone who has experienced sexual abuse or misconduct. These resources can be helpful in our professional practice, communities and personal lives.

# Fiscal Responsibility

By participating in learning to support their understanding of our College's finances and meeting with our Auditors, Council provides informed guidance on financial matters. They elect a Treasurer from among themselves to act as their key oversight person and exercise signing authority. The Treasurer regularly monitors day-to-day financial activities and chairs the Finance, Risk Management and Audit Committee.

The Committee's responsibilities include risk management strategies, presenting periodic financial reports to Council, and reviewing and presenting audited financial statements to Council, registrants, and in the Annual Report. The Committee and Council are pleased to include our audited financial statements on the following pages.

Due to restrictions related to the pandemic, some of our planned activities were limited or altered. As a result, overall expenditures were decreased last year. This allowed our College to maintain registrants' fees as is for the upcoming year.

Council strives to keep our College fiscally responsible. They believe it is an important aspect of being able to effectively regulate dental assistants in Alberta.

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Alberta Dental Assistants

### *Opinion*

We have audited the financial statements of College of Alberta Dental Assistants (the College), which comprise the statement of financial position as at May 31, 2021, and the statements of operations, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at May 31, 2021, and the results of its operations and cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

*(continues)*



**MAHON + ASSOCIATES**

Chartered Professional Accountants

an association for the practice of Chartered Professional Accountancy  
Bruce MS Mahon Professional Corporation  
William E. Mahon Professional Corporation

Icon Tower I / 301, 10138-104 St. NW  
Edmonton, AB T5J 1A7  
P. 780.424.3002 / F. 780.428.3345

Independent Auditor's Report to the Members of College of Alberta Dental Assistants *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
August 24, 2021

Bruce MS Mahon Professional Corporation  
Chartered Professional Accountants

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Statement of Operations**  
**Year Ended May 31, 2021**

	2021	2020
<b>REVENUE</b>		
Registration	\$ 1,452,521	\$ 1,402,359
Administration	111,675	86,000
Other revenue	11,843	-
	<b>1,576,039</b>	<b>1,488,359</b>
<b>EXPENSES</b>		
Wages and benefits	620,623	648,512
Information management	187,520	165,606
Office	158,003	163,249
Complaints	120,549	58,828
Certification	56,131	67,919
Professional fees	24,579	32,741
Council	23,010	25,529
Events	15,000	-
Amortization	12,769	9,931
Insurance	9,984	9,162
Memberships	8,400	4,458
Travel	750	24,032
Communications	676	7,308
Competency	-	5,078
	<b>1,237,994</b>	<b>1,222,353</b>
<b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>338,045</b>	<b>266,006</b>
<b>OTHER INCOME (EXPENSES)</b>		
Information Technology	-	(60,000)
Interest and investment income	27,091	34,195
	<b>27,091</b>	<b>(25,805)</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 365,136</b>	<b>\$ 240,201</b>

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Statement of Changes in Net Assets**  
**Year Ended May 31, 2021**

	2020 Balance	Excess of revenue over expenses	Transfers (Note 8)	2021 Balance
UNRESTRICTED	\$ 1,663,930	\$ 377,905	\$ (5,495)	\$ 2,036,340
INTERNALLY RESTRICTED				
Invested in Capital Assets	26,029	(12,769)	5,495	18,755
Operations Fund	1,000,000	-	-	1,000,000
Discipline Fund	600,000	-	-	600,000
Information Technology Fund	156,000	-	-	156,000
Research and Innovation Fund	100,000	-	-	100,000
Treatment and Counselling Fund	110,000	-	-	110,000
	1,992,029	(12,769)	5,495	1,984,755
	\$ 3,655,959	\$ 365,136	\$ -	\$ 4,021,095


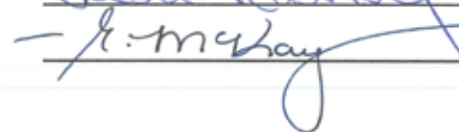
	2019 Balance	Excess of revenue over expenses	Transfers (Note 8)	2020 Balance
UNRESTRICTED	\$ 1,729,100	\$ 250,132	\$ (315,302)	\$ 1,663,930
INTERNALLY RESTRICTED				
Invested in Capital Assets	10,658	(9,931)	25,302	26,029
Operations Fund	750,000	-	250,000	1,000,000
Discipline Fund	500,000	-	100,000	600,000
Information Technology Fund	216,000	-	(60,000)	156,000
Research and Innovation Fund	100,000	-	-	100,000
Treatment and Counselling Fund	110,000	-	-	110,000
	1,686,658	(9,931)	315,302	1,992,029
	\$ 3,415,758	\$ 240,201	\$ -	\$ 3,655,959

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Statement of Financial Position**  
**May 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 3)	\$ 2,730,640	\$ 2,376,399
Guaranteed investment certificates (Note 4)	1,973,671	1,949,944
Prepaid expenses	69,246	53,397
	<b>4,773,557</b>	<b>4,379,740</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>18,755</b>	<b>26,028</b>
	<b>\$ 4,792,312</b>	<b>\$ 4,405,768</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 32,845	\$ 22,660
Wages payable	21,135	14,404
Deferred income (Note 6)	714,653	684,525
Trust fund liability (Note 3)	2,584	28,220
	<b>771,217</b>	<b>749,809</b>
<b>NET ASSETS</b>		
Unrestricted (Note 2)	2,036,340	1,663,930
Internally restricted	1,984,755	1,992,029
	<b>4,021,095</b>	<b>3,655,959</b>
	<b>\$ 4,792,312</b>	<b>\$ 4,405,768</b>

COMMITMENTS (Note 7)

ON BEHALF OF THE COUNCIL

 President  
 Treasurer

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Statement of Cash Flow**  
**Year Ended May 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 365,136	\$ 240,201
Item not affecting cash:		
Amortization of capital assets	12,769	9,931
	<b>377,905</b>	250,132
Changes in non-cash working capital:		
Interest receivable on guaranteed investment certificates	(8,584)	(4,948)
Accounts payable and accrued liabilities	10,184	6,558
Deferred income	30,128	10,986
Prepaid expenses	(15,849)	(171)
Wages payable	6,731	5,027
Trust fund liability	(25,636)	-
	<b>(3,026)</b>	17,452
Cash flow from operating activities	<b>374,879</b>	267,584
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(5,495)	(25,303)
Purchase of guaranteed investment certificates	(1,413,806)	(1,628,277)
Redemption of guaranteed investment certificates	1,398,663	1,607,666
Cash flow used by investing activities	<b>(20,638)</b>	(45,914)
<b>INCREASE IN CASH FLOW</b>	<b>354,241</b>	221,670
Cash - beginning of year	<b>2,376,399</b>	2,154,729
<b>CASH - END OF YEAR</b>	<b>\$ 2,730,640</b>	\$ 2,376,399
<b>CASH CONSISTS OF:</b>		
Cash - unrestricted	\$ 2,728,056	\$ 2,348,179
Cash - restricted	2,584	28,220
	<b>\$ 2,730,640</b>	\$ 2,376,399



**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

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**1. NATURE OF ORGANIZATION**

College of Alberta Dental Assistants (the "College") is incorporated under the Health Professions Act as a non-profit organization whose members work in the health care industry in the Province. The College regulates its members in the public interest promoting the delivery of safe, quality oral health care.

An elected and appointed Council manages and conducts the business and affairs of the College as required by the Health Professions Act, the Dental Assistants Profession Regulation, and the College's own bylaws.

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) with consideration of materiality and within the framework of the following accounting policies:

Fund accounting

The Unrestricted Fund accounts for the College's operation and administrative activities. This fund reports all unrestricted operations. Registration and administration revenue is recognized in the year to which it applies. Registration fees received in advance are recorded as deferred revenue.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the College's capital assets.

The Operations Fund will be used to meet continuing operational expenses in the event of unforeseen business interruptions. It will hold sufficient funds for twelve months of operations.

The Discipline Fund will be used to meet the demands of complex discipline issues. It will hold a maximum of \$100 per regulated member.

The Information Technology Fund will be used to improve the cyber security of the College systems and procedures and to deploy a new website and database. It will hold a maximum of \$300,000.

The Research and Innovation Fund will be used to support research and projects related to the regulatory mandate of the College. It will hold a maximum of \$100,000.

The Treatment and Counselling Fund will be used to meet the requirements of paying for treatment and counselling for patients who have experienced sexual abuse or sexual misconduct by a regulated member. It will hold a maximum of \$110,000.

*(continues)*

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Use of estimates and measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

The most significant estimate included in these financial statements is the useful lives of capital assets.

Cash and cash equivalents

Cash and cash equivalents include amounts on deposit with financial institutions and readily convertible, highly liquid investments with a maturity of three months or less on inception that are expected to be used to fund current operations.

Capital assets

Capital assets are recorded at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	5 years	straight-line method
Furniture and fixtures	5 years	straight-line method
Computer equipment	3 years	straight-line method
Computer software	1 year	straight-line method
Leasehold improvements	5 years	straight-line method

The College regularly reviews its property and equipment to eliminate obsolete items.

One half of the annual amortization is recorded in the year of acquisition on capital assets amortized using the straight-line method.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

College of Alberta Dental Assistants follows the deferral method of accounting for contributions.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration and administration revenue is recognized in the year to which it applies. Registration dues received in advance are recorded as deferred revenue.

Revenue relating to projects is recognized as revenue in the year in which the related expenses are incurred.

(*continues*)

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Income taxes

The College is a not-for-profit organization and is exempt from income taxes under the Canadian Income Tax Act.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Lease obligations

Leases are classified as capital or operating leases. A lease that transfers substantially all of the benefits and risks incidental to the ownership of property is classified as a capital lease. At the inception of a capital lease, an asset and an obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of the lease. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

Volunteer services

The value of volunteer and other services contributed to the College is not reported in the financial statements. There is no objective basis available to measure the value of these services and the College does not maintain detailed record of these services.

3. TRUST FUND LIABILITIES

	2021	2020
Louise Mabey Awards	\$ -	\$ 7,531
Ortho Module Projects	<b>2,584</b>	20,689
	<b>\$ 2,584</b>	<b>\$ 28,220</b>

Included in cash is \$2,584 (2020 - \$28,220) held in trust for use in specific projects.

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

**4. GUARANTEED INVESTMENT CERTIFICATES**

	<b>2021</b>	2020
Redeemable short term investment certificate with stated interest rate of 0.80%, maturing on June 11, 2022.	<b>\$ 1,413,806</b>	\$ 1,398,663
Guaranteed Investment certificate with stated interest rate of 2.35%, maturing May 16, 2022	<b>307,547</b>	307,547
Guaranteed Investment certificate with stated interest rate of 1.86%, maturing August 16, 2021	<b>229,614</b>	229,614
Accrued interest receivable	<b>22,704</b>	14,120
	<b>\$ 1,973,671</b>	\$ 1,949,944

**5. CAPITAL ASSETS**

	Cost	Accumulated amortization	<b>2021 Net book value</b>	2020 Net book value
Equipment	\$ 20,473	\$ 20,473	\$ -	\$ -
Furniture and fixtures	16,294	14,735	<b>1,559</b>	2,247
Computer equipment	69,300	52,514	<b>16,786</b>	22,312
Computer software	5,128	5,128	-	895
Leasehold improvements	25,728	25,318	<b>410</b>	574
	<b>\$ 136,923</b>	<b>\$ 118,168</b>	<b>\$ 18,755</b>	\$ 26,028

Amortization in the current year totaled \$12,769 (2020 - \$9,931).

**6. DEFERRED REVENUE**

Deferred revenue represents registration and renewal fees collected for June to November, the remainder of the College's registration period.

**7. COMMITMENTS**

The College rents its premises under an operating lease that expires on March 31, 2023. Estimated future minimum lease payments over the remaining term of the lease, exclusive of operating costs, is \$66,512 and include the following payments over the next two fiscal years: 2022, \$35,301 and 2023, \$31,211.

The College has entered into various contracts, mainly related to information technology. Estimated total payments over the remainder of the contracts are \$79,000 from 2022 to 2025 and \$32,900 in fiscal 2026.

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

**8. TRANSFERS AND RESTRICTIONS**

During the year, the College approved the following inter-fund transfers:

	2021	2020
Capital Asset Fund		
From Unrestricted Fund	\$ 5,495	\$ 25,302
Operations Fund		
From Unrestricted Fund	-	250,000
Discipline Fund		
From Unrestricted Fund	-	100,000
Orthodontic Module Fund		
PDM Fund		
Information Technology Fund		
To Unrestricted Fund	-	(60,000)
Research and Innovation Fund		
Treatment and Counselling Fund		
	\$ 5,495	\$ 315,302

**9. FINANCIAL INSTRUMENTS**

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of May 31, 2021.

**(a) Credit risk**

As the College is primarily funded by registration fees which are paid in advance, it is not subject to significant credit risk.

**(b) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to liquidity risk with respect to its accounts payable and trust fund liabilities. The College maintains adequate cash balances to address this risk.

**(c) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The College is exposed to interest rate risk on its guaranteed investment certificates.

**10. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**COLLEGE OF ALBERTA DENTAL ASSISTANTS**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

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11. COVID-19

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

Management is uncertain of the effects of these changes on its financial statements and believes that any disturbance may be temporary; however, there is uncertainty about the length and potential impact of the disturbance.

As a result, we are unable to estimate the potential impact on the College's operations as at the date of these financial statements.

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