



College of Alberta
Dental Assistants

Annual Report

2021-22

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Bringing Our Annual Report to You

We are pleased to present our Annual Report for June 1, 2021, through May 31, 2022.

It takes many people to put together these highlights of our achievements. Our public members, executive council, committee chairs and senior staff have all contributed to the information you find here.

It takes even more people to accomplish a year of regulating dental assistants in the public interest. We acknowledge that where we are today is because of the many individuals and organizations who inspire, challenge and support us in our work. Albertans, Government, fellow Colleges and other regulators, and our registrants are some of our key partners in regulation. We also acknowledge that we are here because of the early visionaries who took the first steps that led to dental assisting becoming a regulated profession in Alberta, and everyone else who has been part of our progress.

The College Council has reviewed and approved this Annual Report to share with you our accomplishments during the past year.

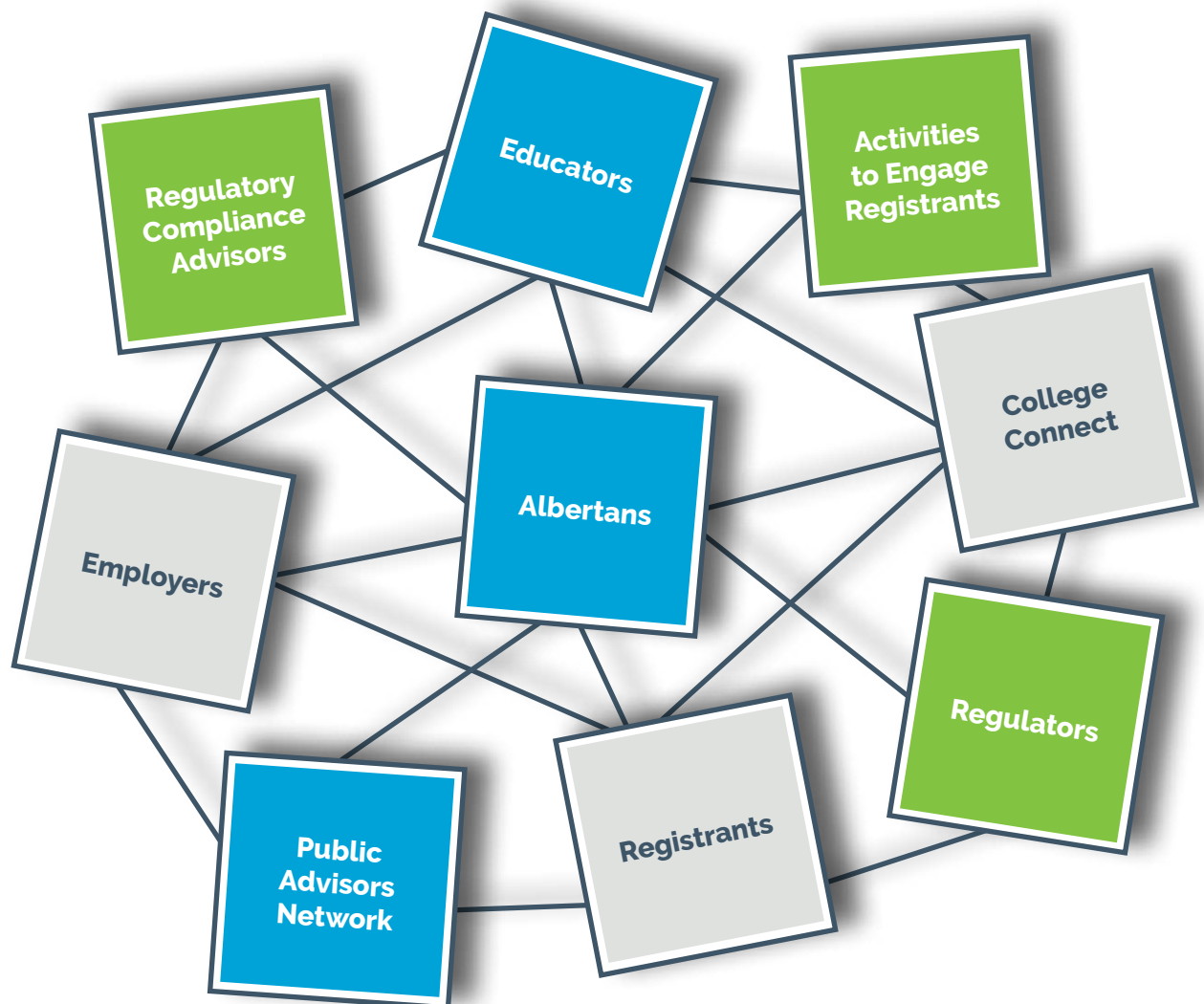
Realigning Our Focus

In our regulatory world, we have been witnessing and participating in many positive changes. It's exciting to be part of the shift from self-regulation to being partners in regulation. This shift has influenced much of what we accomplished and what we're working toward. By realigning our focus, we are strengthening our partnership with the public we protect. This approach helps us ensure we are using the best interest of Albertans to guide us as we steward the dental assisting profession.

Over the past year, we have been focused on ensuring our activities align with current and upcoming legislative requirements. Achieving this goal has been, and will continue to be, a priority for us. In collaboration with our regulatory colleagues, we have been able to initiate much of the work required to comply with Bill 46, the *Health Statutes Amendment Act, 2020*, which amends the *Health Professions Act* (the Act). We are well-positioned to transition when the Bill comes into force.

Bill 49, the *Labour Mobility Act*, also guides us. We have been reviewing our registration processes and planning next steps to ensure we comply with Bill 49 requirements.

While working toward Bill 46 and 49 requirements, we also introduced new programs and adjusted existing ones where needed to connect more effectively with our communities.



Connecting With Our Communities

Connecting helps us form and nurture partnerships with our communities that support us as effective regulators. Sometimes it's small things that make a difference. For example, posting information on our website about upcoming hearings, hearing decisions and other complaint resolutions helps to build Albertans' trust in us a responsive and responsible regulator.

Working together with other oral health regulators on joint projects creates a network we can each rely on. It also shows the public and our registrants that we are working toward the same goal – that oral health care professionals provide safe, ethical care to the people they serve.

Dental assisting educators are another important community. Through open communication with us and discussions about common topics at our annual schools meeting, educators have found solutions and created new, effective ways to meet program approval criteria and produce safe, competent and ethical practitioners.

In addition to continuing with existing activities like those mentioned above, we recently initiated several programs to help us connect, including a new staff role, a new public role and a new event. Plus, we adjusted some existing programs to make them more effective.



Regulatory Compliance Advisors

We introduced this new role to our staff team to ensure people have the information and guidance they need. We hired two new staff to serve as Regulatory Compliance Advisors (RCA), bringing us to three RCAs available to help everyone, including patients, dental assistants, and employers, understand our expectations.

Since we added this new role, our RCAs have been busy providing information and responding to questions to ensure that Albertans receive safe, competent and ethical care and that dental assistants have the resources they need to provide that care. They have been doing this by explaining how specific standards are applied, clarifying requirements, guiding registrant decision-making, interpreting legislation and other guiding documents, consulting on professional practice, and supporting continuing competence.

Our RCA team has enhanced our one-on-one communication, helping us get the right information to the right person at the right time.

Public Advisors Network

We started recruiting to establish a Public Advisors Network (PAN) that we will draw on to increase the voice and viewpoint of Albertans in the way we regulate dental assistants. Once appointed, PAN members will consider and give their opinion on various topics (like measuring regulatory risk and effectiveness) and documents including:

- standards of practice
- bylaws
- policies, guidelines, and strategic priorities
- communications meant for the public (like website content)

The PAN is a partner project with the College of Registered Dental Hygienists of Alberta.



College Connect

In October we hosted our final Annual General Meeting (AGM) via webinar. It included a President's Address, a summary of our activities of the previous year, and a question period. It was our final AGM as our Council has since decided to remove the AGM and Special Meeting requirement from our Bylaws to better align with best practices in regulatory work and the provisions of Bill 46.

When we first proposed removing AGM and Special Meetings, we heard through our consultation process that registrants saw the AGM as an opportunity to learn about possible changes and offer their opinions and concerns. They wanted that opportunity to continue, and so did Council.

To replace the AGM, we introduced a new program called College Connect. We designed it as virtual, town-hall style sessions where the public and registrants can engage with our College to learn more and ask questions about things like:

- what's new (for example, legislative changes, council decisions)
- rules and requirements for dental assistants, and how to meet them
- being a regulated health professional
- the College's role and Council's role
- other current topics

College Connect will be held a few times a year, providing more frequent and timelier opportunities for open dialogue. Our first session will happen during our next annual reporting period – we are excited to share an update next year!

Engaging Our Registrants

We believe that dental assistants who are engaged with us are more likely to reach out to us when they have feedback to share, or need information or guidance. That open communication contributes to better understanding and awareness both for us and for dental assistants. To engage with more dental assistants more often, we know that a variety of opportunities and methods helps.



Activities to Engage Registrants

Connecting virtually has helped us offer more chances to participate and increase the number of people who do. Our online workshops and webinars have had more attendees than in-person versions. For several years, we have been offering workshops to teach registrants about our Continuing Competence Program. Switching from two in-person CCP Introduction Workshops each year to six virtual has resulted in a 500% increase in attendees. Since these workshops are of particular interest to new registrants, many attendees have just started their relationship with our College. We hope that getting them involved early leads to sustained engagement throughout their career.

We also hosted our second Planting Seeds, Growing Leaders workshop to encourage dental assistants to enhance their leadership skills. The learning included leading by elevating (seeking solutions) instead of escalating (attempting to win) and practicing cultural humility. This learning motivates dental assistants to liberate the leader within themselves and others to make a difference every day in supporting quality patient care. It also helps foster these skills in people who may one day fill leadership roles and steward our profession.

"It is one thing to be good at your job, but it is another thing to be aware of our patients' feelings, trauma and experiences during their dental procedures. People need to be heard and there is such a benefit to emotionally being there for our patients and being silent leaders."

- workshop participant

As we already mentioned, we have also added College Connect to our virtual communications. By hosting sessions a few times a year, we anticipate having more people attend than we did for our AGM. And we have other opportunities in the works.

For our Continuing Competence Program Audit this year, we reduced the number of dental assistants we audited to give us more time with each audit. This strategy allowed us to give more robust feedback to each person to help them better understand the goals of the Competence Program and guide their future participation. Our staff engaged, one-on-one, with many dental assistants to provide, interpret and clarify Program requirements.

Communicating change is another opportunity to connect with our registrants. Letting dental assistants know they will have to get their own Professional Liability Insurance coverage before their next practice permit renewal is an example. We started the process by letting dental assistants know about the change well ahead of time, gave them details in a simple question and answer format and our RCA team responded to all questions we received. We will continue to provide information and respond so that our registrants have the information they need.

The Way We Work

As part of our commitment to being partners in regulation and realigning our focus, we knew a thorough approach was necessary. We looked at many aspects of our organization. For example, how we appoint leaders who make decisions, how we determine what work to do and how we accomplish it.

Having a strong team of volunteers and staff who work well together makes us more effective. Council, committee members and staff have demonstrated their commitment to ensuring our College is an organization that is free of bullying, abuse, harassment, and discrimination by completing respect in the workplace training. This learning helps ensure we offer a safe environment for everyone.

The pandemic created a need to learn, meet, and work virtually that has led to some lasting changes for us. Following several months of virtual council meetings and remote work, Council transitioned to a hybrid environment. Virtual meetings and remote work allowed us to continue to meet our responsibilities during the pandemic. However, after public health restrictions were mainly lifted and in-person options were possible, we chose to allow our people to work in a way that delivers the best possible outcomes. The Council returned to in-person attendance, with the option of virtual participation, for their regular meetings. Most staff found working remotely was effective and have continued to maintain their home offices with the option to work from the College's head office as needed. A core group of staff permanently work from head office.



Virtual learning and meeting have also made it easier to develop our skills and increase collaboration. With so many webinar and online course opportunities available, Council and staff have been able to attend sessions that may not have been possible in person. Virtual meetings made it easier to collaborate provincially, nationally and internationally with fellow regulators and other organizations. We have been able to learn from others' experiences, best practices and shared knowledge, which helped us be better regulators.

Keeping our team safe, strong and working effectively enables us to fulfil our responsibilities and achieve our strategic goals.

Strategic Plan and Vision

Council adopted a new Strategic Plan for 2022–25, based on these themes:

- regulatory effectiveness
- relationships and partnerships
- trust and confidence
- continuous learning and development

The goals and strategies in our Strategic Plan focus on making us better regulators, strengthening our governance, building relationships, and ultimately enhancing patient experience.

Our old vision statement was focused on dental assistants. To better align with us as the regulator, Council adopted this new Vision that Council and staff can strive to achieve:

**We champion regulatory excellence, innovation,
and trust among our communities.**

The concepts in our Vision are echoed in our Strategic Plan goals, providing a clear path that will guide our regulatory work and how we implement our Strategic Plan as we work toward achieving our Vision.

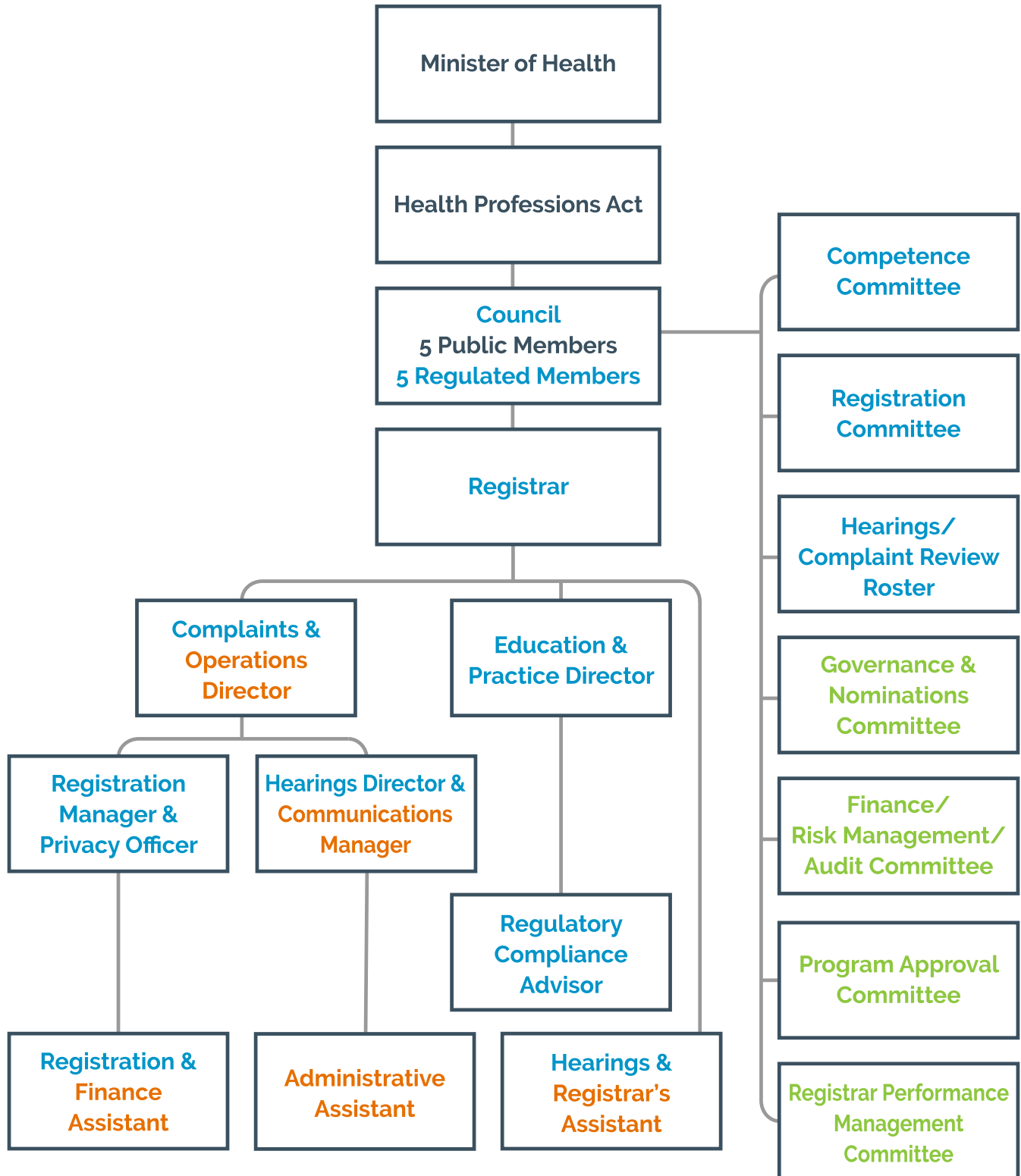
Restructure Organization and Staff

To ensure our work is focused on regulating the profession in the public interest, we made internal changes to our organization that involved Council and realigning our staff structure and functions.

As a step toward aligning with the upcoming Bill 46 changes, Council decided to move from elections to merit-based appointments for regulated member councillors. We are in the process of creating the structure that will support appointing candidates based on their attributes, competencies and experiences and how they fit into any gaps identified on Council.

Much of the change to staff structure and function involved redefining roles and how they relate to each other to best address our regulatory responsibilities and connect with our communities. This is illustrated in our Organization Structure Diagram. The new Regulatory Compliance Advisor role we discussed earlier is the most significant change we made and has already been effective in helping us make connections.

ORGANIZATION STRUCTURE



■ LEGISLATIVE ■ REGULATORY ■ GOVERNANCE ■ ADMINISTRATIVE

Who We Are

In 1955, the first steps were taken that eventually led to establishing dental assisting as a profession in Alberta. During those first days, the focus was education. Our early visionaries were working toward formal, standard education so that Albertans could depend on the care they received from dental assistants.

Though our activities have broadened to include more than standards for education, the safety of Albertans has been important to us since the beginning. It is the foundation of our mission. It is our focus for the future.

Our College

The Act grants our College the responsibility of regulating dental assistants in the interest of Albertans. Our primary mandate is protecting the public by ensuring they receive safe, competent and ethical care. We achieve this by setting and enforcing standards for registration, continuing competence, 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 fulfil 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* can all be found on our website: abrda.ca.

Mission

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

Vision

We champion regulatory excellence, innovation and trust among our communities.

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 our 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

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 32 dental assistants.

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, competent and ethical care from dental assistants.

Regulation

There have been no changes to the *Dental Assistants Profession Regulation* since it 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.

We will be proposing changes to the Regulation, including moving some parts of the Regulation into our Bylaws and Standards of Practice, to comply with the requirements of Bill 46.

Bylaws

In March, Council approved these revisions to our Bylaws:

ANNUAL GENERAL AND SPECIAL MEETINGS

- we removed the requirement for Annual General Meetings and Special Meetings
- this change complies with Bill 46 provisions
- we will be replacing meetings with other activities for connecting with registrants and others

PRACTICE PERMIT RENEWAL DEADLINE

- we changed the renewal deadline from October 31st to November 30th
- the deadline is now the same as our practice permit expiry date of November 30th
- our online systems (renewal and permit access) have eliminated the need to have an earlier deadline as we no longer require the extra time for paper processes

Bill 46 identifies changes to several areas of our Bylaws. We are preparing for these changes so we are ready to implement when the Bill comes into force.

Code of Ethics

On June 1, 2020, our current Code of Ethics came into effect. 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.

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.

We are in the process of revising our Standards of Practice to align with Bill 46 requirements by moving the following from the Regulation into our Standards:

- general supervision permissions and requirements
- supervision requirements while performing restricted activities
- Continuing Competence Program

Key Considerations for Dental Practice

Key Considerations for Dental Practice Moving Forward During the COVID-19 Pandemic came into effect July 5, 2021. This joint document supported registrants of our College, the Alberta Dental Association and College, and College of Registered Dental Hygienists of Alberta. It helped dental assistants, dentists and dental hygienists work together and consistently adjust to the lifting of most provincial public health restrictions by providing current best practice to protect Albertans. The document is still available for guidance as we continue to adapt to COVID-19 changes.

Infection Prevention and Control Guideline

Dental assistants must meet or exceed the Alberta Dental Association and College's *Infection Prevention and Control Standards and Risk Management for Dentistry* (IPC Standards). We collaborated with the College of Alberta Denturists, the College of Dental Technologists of Alberta, and the College of Registered Dental Hygienists of Alberta to develop the *Infection Prevention and Control Guideline* (IPC Guideline).

The core values of competent practice and safety culture were the driving force for this innovative project. We used a patient-centred approach while focusing on providing consistent information to the oral health care team so that expectations are clear to all registrants.

Many of the calls our Regulatory Compliance Advisors receive have been related to IPC. This made it clear to us that dental assistants needed more guidance and developing this resource would help clarify topics of common concern.

The IPC Guideline is a best practices resource for registrants to support and guide their IPC practices. It will help dental assistants interpret and apply IPC in their daily practice to ensure the safety of patients, co-workers and themselves.



Stewarding Our Profession

As determined by the Act and Bylaws, our Council consists of five Public Members appointed by the Alberta government and five Regulated Members elected by their peers.

The five Public Members appointed to our Council see their role as enhancing the College's ability to balance the values and interests of the public and its registrants to help it to act fairly. They also support consistently adhering to statutory or legal requirements, and developing and fostering appropriate professional standards.

Their commitment to the College is to keep themselves actively informed about the dental assisting profession and other related health professions, healthcare initiatives and current trends that might impact practice. They actively participate in Council meetings while raising the public interest profile.

The balanced composition of public and regulated member councillors, as well as the merit-based recruitment process, lends itself to broader experience and expertise on Council. This contributes to Council effectively governing our College as they 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 Bylaws.

Based on the strong groundwork in the previous years, Council further enhanced its governance maturity by hosting a series of governance development sessions to help councillors be effective and grow in their roles. Ongoing learning is key to building a Council team with strong governance skills so that the College continues to be relevant, responsive and attuned to public interest and its registrants. Throughout the year, councillors participated in sessions related to finances, governance, risk management, strategic planning and current issues in regulation.

With the changing legislative landscape, Council started to navigate removing association functions (in response to Bill 46) and further strengthening our ability to regulate dental assistants in the public interest. Council is committed to our organization's health and ability to fulfil our responsibilities. Strong financial and risk management processes reduce negative impacts to our regulatory functions, which help maintain the high professional standards of dental assistants. In addition to approving a new Strategic Plan and Vision to guide our regulatory work, ongoing projects include:

- a governance review about the further separation of governance and management roles to reduce management functions of Council
- a three-year budget forecast exercise
- a risk management process, including business continuity planning
- formalizing reporting process between Committees and Council

2021-22 Council Members

Public Member Tongjie Zhang was recently re-appointed by government for a second term. During late 2021, we hosted our final nomination and election process to recruit for the regulated member councillor positions available for the upcoming term. As a result, we said farewell to three councillors who retired at the end of their terms: Twila Dary, Elaine McKay, and Jolene Moore. We welcomed three

new regulated members to Council: Chelsey Dudley, Sheri Gervais and Genevera Hunt. Lisa Rahimi was re-elected for a second term. Beginning with the 2022-23 council term, we will move to merit-based appointments to fill regulated member councillor positions.

From among the current councillors, Council elected an Officers team: Lisa Rahimi, President; Genevera Hunt, Vice President; Tongjie Zhang, Treasurer. The Officer roles include additional responsibilities like leadership within Council, exercising signing authority and participating on or chairing specific committees.



Ayo Adediran

*Public Member
Councillor*



Chelsey Dudley, RDA

*Regulated Member
Councillor*



Sheri Gervais, RDA

*Regulated Member
Councillor*



Genevera Hunt, RDA

*Regulated Member
Vice-President*



Barbara Joy

*Public Member
Councillor*



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
Treasurer*



Twila Dary, RDA

*Retired
December 2021*



Elaine McKay, RDA

*Retired
December 2021*



Jolene Moore, RDA

*Retired
December 2021*

Committees

Council appoints committees to support their work, fulfil regulatory responsibilities and help carry out our College's work. Depending on their role, our committees are either regulatory or governance in nature. Regulatory committees are required or allowed by legislation and their role is directly related to our regulatory responsibilities. Governance committees support Council's oversight of the systems that run our organization and accountability to our stakeholders.

Regulatory Committees

Competence

Key responsibilities:

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

MEMBERS

Meena Aheer, RDA

Jolene Moore, RDA, Chairperson

Tamara Parker, RDA

Tara Toner, RDA

RETIREES

Jill Bateman, RDA, (January 2022)

Harmeet Gill, RDA (February 2022)

Katherine Relke, RDA, Chairperson (May 2022)

Sherry Sand, RDA (December 2021)

Ashley Smith, RDA (December 2021)

Registration

Key responsibilities:

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

MEMBERS

Meena Aheer, RDA

Micheline Gagnon-Wardill, RDA

Jolene Moore, RDA, Chairperson

Tamara Parker, RDA

Carmen Sheridan, RDA

Tara Toner, RDA

RETIREES

Katherine Relke, RDA, Chairperson (May 2022)

Complaint Review Committee & Hearing Tribunal Roster

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

Caitlin Asel, RDA

Arlene Baker, RDA

Nicole Bartindale, RDA

Mandy Cumming, RDA

Patricia Demchuk, RDA

Bryana Murzyn, RDA

Susan Nicoll, RDA

Arlene Pettifer, RDA

Simona Shropshire, RDA

Corrine Vollrath, RDA

Wanda Walker, RDA

RETIREEES

Amanda Clarke, RDA (December 2021)

Nadia Hinz, RDA (November 2021)

Governance Committees

Finance, Risk Management & Audit

Key responsibilities:

- 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
Elaine McKay, RDA, Chairperson
Laura McKay, RDA
Susan Nicoll, RDA
Tongjie (TJ) Zhang, Chairperson

RETIREES

Nadia Hinz, RDA (December 2021)

Governance & Nominations

Key responsibilities:

- 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
Genevera Hunt, RDA, Chairperson
Elaine McKay, RDA
Jolene Moore, RDA
Amy Sochatsky, RDA
Lysa Theberge, RDA

Program Approval

Key responsibilities:

- 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

Registrar Performance Management

Key responsibilities:

- 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

Genevera Hunt, RDA

Lisa Rahimi, RDA, Chairperson

Tongjie (TJ) Zhang

RETIREES

Elaine McKay, RDA (December 2021)

Jolene Moore, RDA (December 2021)

Dental Assistant Registration

Our registration program is an important measure in regulating the practice of dental assistants. It serves to:

- assure Albertans that only properly trained and qualified individuals are authorized to provide dental assisting services
- preserve the protected titles -Registered Dental Assistant (RDA) / Dental Assistant (DA) - in the public interest

Only regulated members of our College are authorized to use the protected titles. Though individuals listed on our general and courtesy registers usually use Registered Dental Assistant, they may also use Dental Assistant. Individuals listed on our provisional register may only use Dental Assistant.

Dental Assistant Registry

Albertans, along with 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.

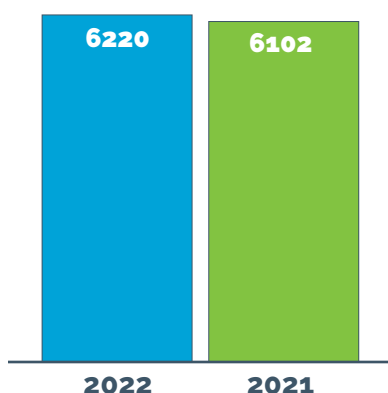
For anyone who is listed on our registers, our Registry shows:

- registration number
- name
- which Register they are listed on (i.e., provisional, general, courtesy)
- the category of their practice (i.e., registered, provisional, leave of absence/non-practicing)
- practice permit status
- practice permit expiry date
- any conditions on their practice
- the advanced practices they are authorized for

Types of Registers and 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.

General Register Practicing



Provisional Register

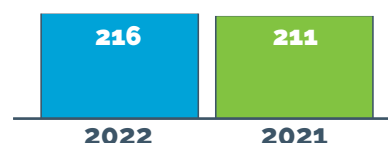


Courtesy Register

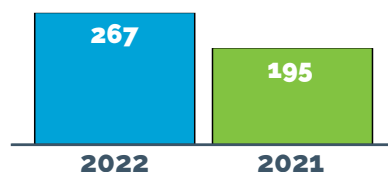


Regulated Members on the general register who require a temporary leave (up to three years) from the dental industry and have the intention of returning are considered on **Leave of Absence**. These individuals do not hold a valid practice permit and may not practice dental assisting or use the protected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

General Register Non-Practicing (Leave of Absence)



Student Register



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.

Eligibility

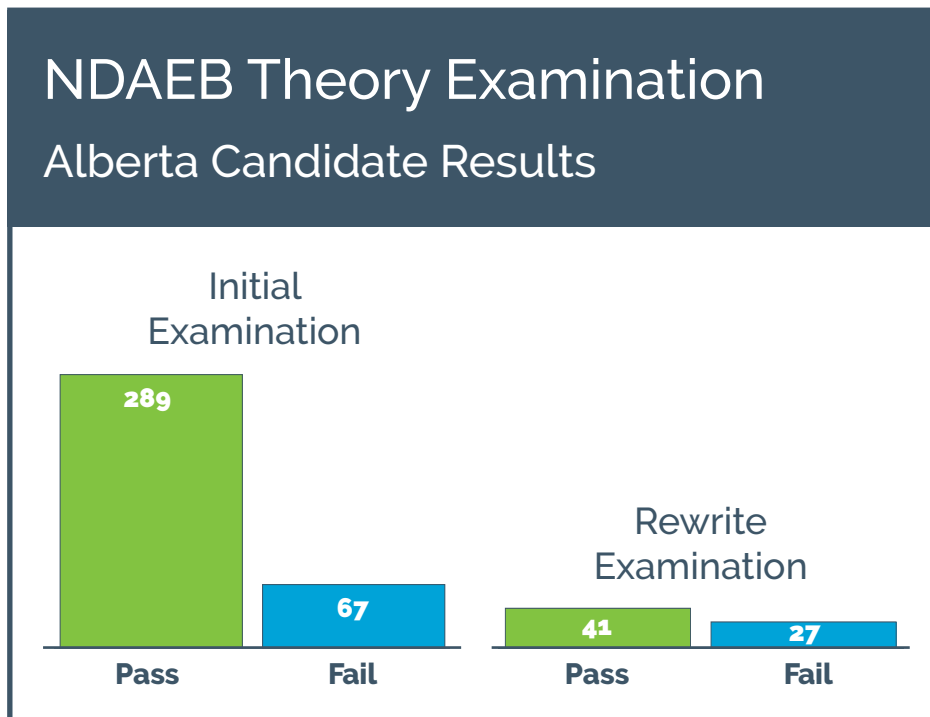
Several factors determine whether a person is eligible for registration as a dental assistant. They must meet requirements respecting:

- national board (exam/evaluation) or labour mobility requirements
- dental assisting education
- current practice
- good character

To be eligible to apply, all applicants must first meet national board or labour mobility requirements.

Our Registrar oversees the registration team at our College. By following Council-approved policies, they assess applications for registration and practice permit reinstatement to authorize eligible individuals to practice dental assisting. When needed, the Registration Committee may be called on to assess and make decisions about applications that don't clearly meet, or not meet, our policies.

Unless an application is referred to the Registration Committee, we make a decision about eligibility within ten business days. When we approve an application, we notify the applicant who must then pay the registration fee to finish the application process. At that point, the applicant is registered and has immediate access to their practice permit.



Registration Applicants

NATIONAL BOARD APPLICANTS

We receive applications and inquiries from individuals trained in Canada 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) requirements.

- Graduates of accredited* programs must pass the NDAEB theory examination.
- Graduates of non-accredited* programs must pass the NDAEB theory examination and either successfully complete the NDAEB clinical practice evaluation (CPE) or intra-oral upgrading at an educational institution which has an accredited* dental program.

*Accredited by the Commission on Dental Accreditation of Canada.

The theory examination and the CPE are each offered four times per year. During the pandemic, the NDAEB moved to an online platform for the theory exam, which they have continued using.

Candidates sitting the theory exam in Alberta are performing consistently with the national average. Our College is a Member Representative of the NDAEB and has voting representation on the NDAEB Board. We are invited to send an observer to NDAEB CPE sessions hosted in Alberta. Our observer is present for 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.

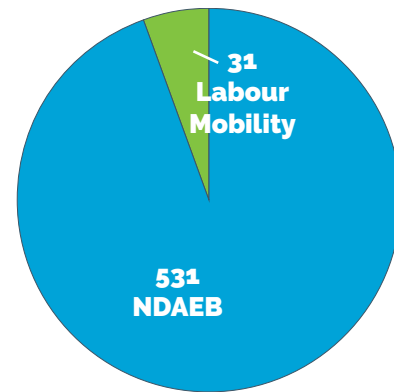
LABOUR MOBILITY APPLICANTS

Several labour mobility agreements are in place in Canada to promote the portability of regulated members between provinces by reducing the need to further assess and evaluate those applicants. Our policies comply with these labour mobility agreements:

- the Canadian Dental Assisting Regulatory Authorities' Mutual Recognition Agreement
- Canadian Free Trade Agreement
- the Trade, Investment and Labour Mobility Agreement
- 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.

562 Eligible Applicants



Application Decisions

During this reporting period we received 740 practice permit applications, including new and re-instating applicants. Of those, we approved 712. We deferred 18 and refused 10 because the applications didn't meet our requirements.

The Registration Committee assessed one registration application and one reinstatement application for substantial equivalence. There were no requests for review or appeals of a registration decision by Council.

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.

Practice Permit Applications

Applicant Pathway	Approved	Deferred	Refused	Total
Accredited Education	172	11	3	186
Labour Mobility	31	1	0	32
Provisional	315	3	5	323
Non-Accredited Education	44	0	1	45
Practice Permit Reinstatement	150	3	1	154
Total	712	18	10	740

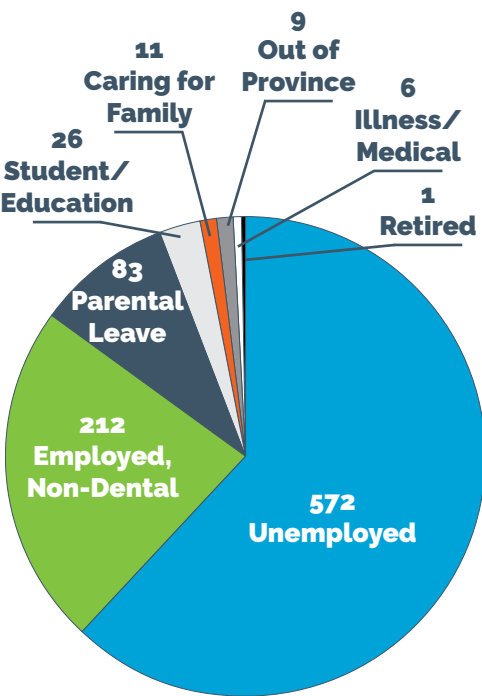
Applicants using the first four pathways are applying for registration (to be entered on one of our registers – General, Courtesy, Provisional) and a practice permit.

Reinstatement applicants are already on our General Register, however their practice permit is suspended and they are applying to reinstate it.

6339 Registrants Eligible to Practice

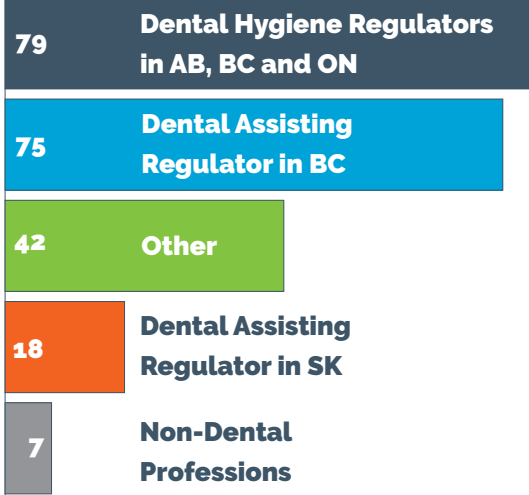


920 Eligible But Not Practicing



Verification of Standing

We issued 221 verification of standing certificates to other regulatory bodies when asked to by registrants. The most common reason is that the person is applying to be regulated in another jurisdiction or profession. This may indicate some dental assistants' reason for leaving the profession in Alberta.



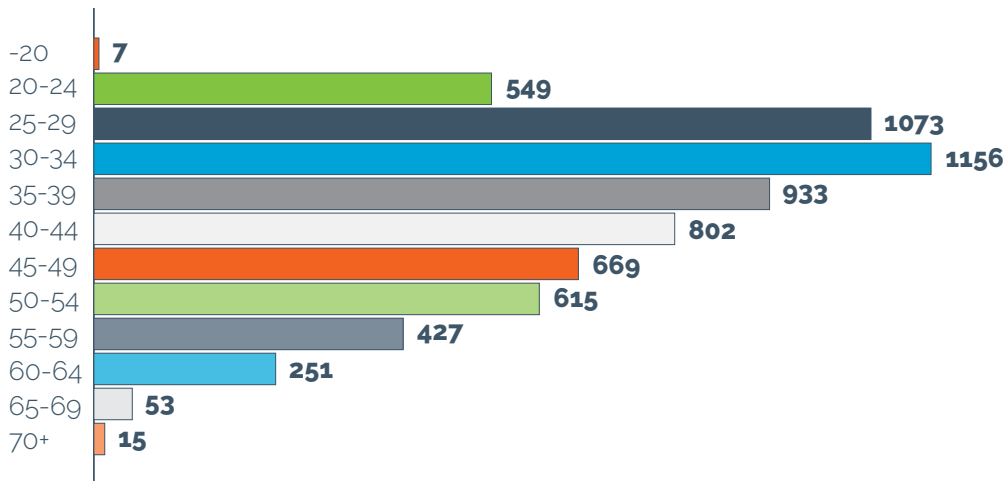
Other includes various international regulators, other Canadian dental and dental assisting regulators, education programs and associations.

Registration Policies

The only change we made to our Registration Policies was to add a new registration policy – *RP16 Professional Liability Insurance (PLI)*. This new policy formalizes the PLI requirement in the *Dental Assistant Profession Regulation*. It also supports Council’s decision to discontinue holding a policy for professional liability coverage for registrants (to comply with Bill 46). Our current PLI policy will continue to cover dental assistants until their practice permits expire this fall. Before they renew, or apply for a new permit, they will need to secure their own PLI coverage.

RP16 requires that dental assistants maintain continuous PLI coverage and notify us of any changes to their coverage. The Registrar may also ask for evidence of coverage at any time to ensure that adequate resources are available to protect Albertans.

Age of Regulated Members



Dental Assistant Education

In Alberta, seven schools offer dental assisting programs that lead to graduates being registered as dental assistants. Most of those graduates register with our College and practice in Alberta.

Being involved with processes that contribute to quality education supports our mandate of ensuring dental assistants are providing safe, competent and ethical care. We do this through program approval, participating in accreditation, and by maintaining open communication with the schools in Alberta.

Dental Assisting Programs and Courses

Dental Assisting Programs teach the entry-to-practice knowledge and skills that are required to become registered as a dental assistant. *Note: Two schools offers programs in multiple locations.*

Dental Assisting Courses focus on specific intra-oral practices and may include entry-level services, for example, taking x-rays and impressions. Courses may also include advanced practices like orthodontic and prosthodontic. These courses lead to dental assistants being authorized to provide the practices.

Clinical Refreshers may be required when a registration or reinstatement applicants' practice isn't current.

Programs

9 dental assisting programs offered by seven schools

7 Approved Programs

2 Provisionally Approved Programs

Courses

2 schools offer Intra-Oral Entry Practice continuing education courses

5 schools offer Prosthodontic Advanced Practice Course

3 schools offer Orthodontic Advanced Practice Course

2 schools offer Preventive Advanced Practice Course

2 schools offer Clinical Refresher Course

Program Approval

The Act allows colleges to approve programs of study and education courses for the purposes of registration requirements. As most dental assistants who practice in Alberta obtain their education here, participating in program approval enables us to influence the quality of that education.

The Program Approval Committee completed its review of NAIT's new dental assisting certificate program and after Council consultation with government, Council granted provisional program approval. The Reeves Edmonton Campus Dental Assisting Program also received provisional program approval. Both programs will start their first intake in 2022.

Education Principles and Policies

To guide schools that apply for program or course approval, we have Education Principles that speak to:

- student preparation
- patient protection
- program effectiveness

These Principles provide high-level requirements that schools must meet, but leave the details about how to meet them to the individual schools. It has been a couple of years since we implemented the Principles and we are happy to see that this approach has led to each school identifying ways of addressing our Principles that fit best within their own environment.

Council has also approved Program Approval Policies that our Program Approval Committee applies along with the Principles. Through initial approval and ongoing monitoring, the Program Approval Committee works to ensure that dental assisting programs align with our Principles and Policies. This ensures new dental assistants meet entry-to-practice standards necessary for the safety of Albertans.

Our Principles and Policies have been put to the test and have only required minor adjustments. Albertans can feel assured that our process for program review is comprehensive and provides a necessary step prior to a dental assisting program achieving accreditation.

Approved and Provisionally Approved Schools

We have approved or provisionally approved these institutions to provide dental assisting programs and/or courses in Alberta:

- CDI College, Calgary and Edmonton
- Columbia College, Calgary
- KDM Dental College International Inc., Calgary and Edmonton
- NAIT, Edmonton
- Reeves College, Edmonton
- Risio Institute, Calgary
- SAIT Polytechnic, Calgary
- University of Alberta, Edmonton

CDI College, Columbia College, KDM Dental College, NAIT and SAIT Polytechnic hold accredited program status with the Commission on Dental Accreditation of Canada. Reeves College and Risio Institute hold Provisionally Approved Program Status with our College. The University of Alberta offers an Approved advanced practice continuing education course.

Accreditation

One of the requirements for our Approved Program status is to achieve and maintain accreditation with the Commission on Dental Accreditation of Canada (CDAC). The CDAC accredits dental-related programs in Canada, including dental assisting programs. CDAC accreditation adds assurance that dental assisting graduates are meeting the minimum standards required for registration.

The CDAC conducted three surveys for Alberta dental assisting programs this year. When CDAC conducts a site survey, a representative from our College sits on the survey team. Dental assisting programs submit detailed information about their programs as per CDAC's requirements. The survey team reviews the submission in advance of the site visit and while on site they verify that the program reflects the documentation they provided. This is done through interviews with faculty and students, and patient care clinic observation. The visits were completed both virtually and in person.

New programs that haven't yet achieved accreditation may be eligible for our Provisionally Approved Program status. Graduates of provisionally approved programs must complete the National Board theory examination and clinical evaluation (as opposed to only the theory examination for graduates of accredited programs). Provisionally approved programs must achieve accreditation within three years of becoming provisionally approved.

Open Communication with Schools

Through ongoing, open communication with the schools in Alberta, we have developed a supportive community. Our Education and Practice Director is:

- frequently in touch with representatives from the schools to provide information and answer questions
- an active participant in each school's program advisory committee
- responsible for hosting the annual schools meeting

The annual school meeting is a forum for the College to communicate regulatory information, and for the College and educators to discuss concerns and trends in industry and with their student populations. The meeting allows for open discussion to generate ideas and solutions to mutual concerns the programs face. This proactive, community approach has helped the schools learn from each other, address common issues and ultimately provide quality learning that leads to competent dental assisting graduates.

Continuing Competence

The Continuing Competence Program (the Program) is meant to increase public confidence as it provides dental assistants opportunity to identify areas for development and improvement that can affect patient care and safety, then to focus learning in these areas. The requirement for self-directed learning encourages dental assistants to self assess and create their own learning plan to address their learning needs and maintain safe, competent and ethical practice. By focusing on their own learning needs and goals, their learning activities can have the most impact on their own practice.

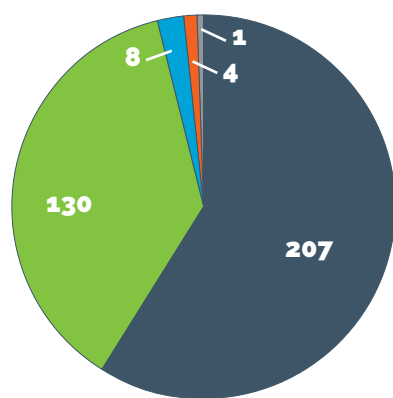
Our Competence Committee is involved in maintaining program policies and procedures to enhance dental assistants' professional practice. They perform audit reviews which helps them understand how effectively dental assistants are participating in the Program.

The audit is an annual process we use to ensure

dental assistants are complying with the Program requirements as specified in policy. In previous years, the audit included between 1250 and 1600 dental assistants. They are selected for audit based on a rotation schedule which is determined by registration number. All new registrants are also selected for audit in the year following their initial registration date. Based on the audit selection process, 1368 dental assistants were identified for the 2021 CCP audit.

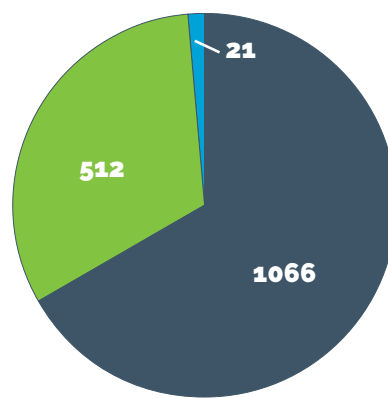
Council approved auditing a random sample of 25% of the 1368 identified for 2021 audit. This decrease in the number of audits, compared to previous years, allowed more time for staff to spend with each person that needed help to understand the intent of the Program. Staff also had more time to review our workshop presentations and discover other ways to educate registrants about audit expectations including a rubric we developed to help guide dental assistants through the CCP expectations.

2021 Audit Results



■ Satisfactory ■ Satisfactory with Recommendations ■ Incomplete
■ Forwarded to Discipline for Non-Compliance ■ Cancelled

2020 Audit Results



The 2021 audit included a random sample of 342 registrants. The 2020 audit included 1600 registrants selected by registrant number.

Leading up to the audit, we invited all registrants, with personal invitations to the 342 dental assistants who were selected for audit, to join our audit workshops. Our three virtual workshops had 62 attendees who learned about:

- why we audit registrants' CCP records and participation
- when and how we notify registrants that they are being audited
- where to find audit information
- what to submit when being audited, including where and how to post it
- what we're looking for when we audit records

Since we adjusted staff roles and added our Regulatory Compliance Advisors team, they have been able to make more one-on-one connections with our registrants. Through this individual support, dental assistants will have better understanding, compliance and engagement with the Program. In turn, that contributes to safe, competent and ethical care.

Pandemic Impact on Learning

The pandemic had a direct impact on dental assistants' learning needs. When we compared the learning they completed during pre-pandemic years (2018 and 2019) to their learning during the pandemic, there were significant changes to the category of learning they needed to support and adapt their practice to the changing requirements.



Professional Conduct

Complaints and Outcomes

During this reporting period (June 1, 2021, through May 31, 2022)

COMPLAINTS

We received 15 formal complaints. Of these:

- one originated from a patient
- one matter was reported by a colleague
- six registrants were referred by the Registrar for making a false declaration/ failing to complete renewal requirements
- seven registrants were referred by the Registrar for non-compliance with the Continuing Competence Program

Two matters were dismissed because there was insufficient evidence of unprofessional conduct.

Of the six matters related to making a false declaration / failing to complete renewal requirements, four were resolved in a timely manner with cooperation from the dental assistants to correct their mistakes. Two were referred to hearing.

Of the seven matters related to non-compliance with the Continuing Competence Program, six were resolved in a timely manner with cooperation from the dental assistants to correct their mistakes. One dental assistant voluntarily cancelled their registration.

No complaints of sexual abuse or sexual misconduct were received.

HEARINGS

One ongoing hearing concluded. Two new matters were referred to hearing and are ongoing.

For the concluded hearing:

- the complaint related to a dental assistant performing patient services they were not authorized for and performing a restricted activity that is outside the practice of dental assistants
- the Hearing Tribunal found that unprofessional conduct was proven
- sanctions included a reprimand; payment of partial hearing costs; payment of fines; publication of findings and orders

The hearing was open to the public.

REVIEWS

One review of a decision to dismiss was received and concluded.

APPEALS

There were no appeals.

TREATMENT AND COUNSELLING FUNDING

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

Hearing feedback about dental assistants' practice helps us identify opportunities for supporting our registrants as they provide care to the people of Alberta. Most of the activity in the professional conduct area this past year involved compliance with College requirements. This has presented opportunities to educate and support dental assistants in understanding and meeting our requirements.

The complaints process ensures that concerns raised about dental assistants and their conduct can be addressed in a timely manner. Making sure dental assistants know and meet all requirements for their practice provides assurance to the public we serve that they will receive safe, competent and ethical care from their dental assistants.

By being fair, impartial and thorough when we receive and respond to complaints, we show our commitment to regulating dental assistants in the public interest. We further build Albertans' trust by providing information about upcoming hearings and complaint resolutions on our website. They can see that we take our responsibility to respond to complaints seriously.

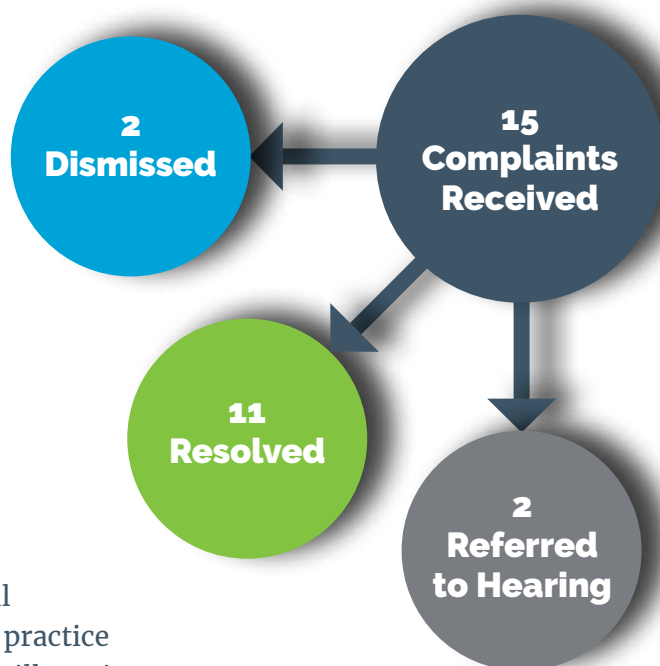
As with everything over the last couple of years, adapting processes to be thorough and fair while maintaining a safe environment for everyone during the pandemic has been a challenge, but through digital platforms and open communications, we have continued to fulfil our responsibilities.

During the reporting period, the Complaints Director received a number of complaints including one from a patient and one from a co-worker. Both of these complaints were dismissed when the investigations did not find sufficient evidence of unprofessional conduct to refer either matter to a hearing.

The remaining complaints were all referrals from the Registrar for non-compliance with College requirements. Specifically, completing the Patient Relations Module and Continuing Competence Program requirements.

Six dental assistants were referred for failing to complete the Patient Relations Module. To be eligible to renew their practice permit, all dental assistants are required to complete this module to comply with the education component of the Patient Relations Program required in the Act. This module helps dental assistants to recognize and prevent sexual abuse and sexual misconduct toward patients by health professionals.

Seven dental assistants were referred for not meeting Continuing Competence Program requirements. Our Continuing Competence Program is one tool we use to ensure that dental assistants maintain standards for professional practice.



Patient Relations Program

The Act has measures in place to prevent sexual abuse and sexual misconduct towards patients by health care workers. We have responded to those measures through our Patient Relations Program which has been in place since 2019 and includes several key elements:

- patient relations training for registrants
- trauma informed training for our Hearing and Review Roster members and staff
- information about our complaints process on our website
- treatment and counselling funding

Before they renew their practice permits, dental assistants must complete the Patient Relations Learning Module we developed with information specific to their practice environment. After each renewal season, we audit to ensure every dental assistant has complied. To encourage their ongoing awareness about patient relations, we continue to provide messaging about this important topic to all registrants.

This year, our staff participated in training on trauma informed practice and how to respond to potential revelations of sexual abuse or sexual misconduct within our role as a health profession regulator. It was an opportunity to refresh knowledge and skills.

Members of our Hearing and Review Roster have ongoing access to trauma informed training resources to support them if they will be participating in a matter relating to sexual misconduct or sexual abuse.

Funding Guidelines for Treatment and Counselling			
REPORTING PERIOD	June 1, 2021 through May 31, 2022		
	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

Financial Statements



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INDEPENDENT AUDITOR'S REPORT

To the Council 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, 2022, 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, 2022, 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

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 Canadian accounting standards for not-for-profit organizations, 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

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Independent Auditor's Report To the Council 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 15, 2022

Bruce MS Mahon Professional Corporation
Chartered Professional Accountants

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Statement of Operations
Year Ended May 31, 2022

	2022	2021
REVENUE		
Registration	\$ 1,503,503	\$ 1,452,521
Administration	104,800	111,675
Other revenue	2,584	11,843
	1,610,887	1,576,039
EXPENSES		
Wages and benefits	669,220	619,612
Information management	173,494	187,520
Office	157,452	158,003
Complaints	63,802	120,549
Registration	55,622	56,131
Council	44,871	24,021
Professional fees	30,691	24,579
Events	14,300	15,000
Amortization	13,642	12,769
Insurance	12,141	9,984
Memberships	9,385	8,400
Competency	6,108	-
Travel	2,925	750
Communications	864	676
	1,254,517	1,237,994
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	356,370	338,045
Interest income	24,517	27,091
EXCESS OF REVENUE OVER EXPENSES	\$ 380,887	\$ 365,136

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Statement of Changes in Net Assets
Year Ended May 31, 2022

	2021 Balance	Excess of revenue over expenses	Transfers (Note 8)	2022 Balance
UNRESTRICTED	\$ 2,036,339	\$ 394,529	\$ (465,017)	\$ 1,965,851
INVESTED IN CAPITAL ASSETS	18,755	(13,642)	16,017	21,130
INTERNALLY RESTRICTED				
Operations Fund	1,000,000	-	250,000	1,250,000
Discipline Fund	600,000	-	55,000	655,000
Information Technology Fund	156,000	-	144,000	300,000
Evaluation and Innovation Fund	100,000	-	-	100,000
Treatment and Counselling Fund	110,000	-	-	110,000
	1,966,000	-	449,000	2,415,000
	\$ 4,021,094	\$ 380,887	\$ -	\$ 4,401,981


	2020 Balance	Excess of revenue over expenses	Transfers (Note 8)	2021 Balance
UNRESTRICTED	\$ 1,663,929	\$ 377,905	\$ (5,495)	\$ 2,036,339
INVESTED IN CAPITAL ASSETS	26,029	(12,769)	5,495	18,755
INTERNALLY RESTRICTED				
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
	1,966,000	-	-	1,966,000
	\$ 3,655,958	\$ 365,136	\$ -	\$ 4,021,094

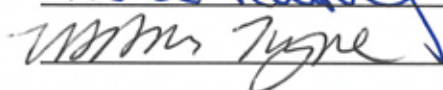
COLLEGE OF ALBERTA DENTAL ASSISTANTS
Statement of Financial Position
May 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash (Note 3)	\$ 3,097,212	\$ 2,730,640
Guaranteed investment certificates (Note 4)	1,994,770	1,973,671
Prepaid expenses	73,204	69,246
	5,165,186	4,773,557
CAPITAL ASSETS (Note 5)	21,130	18,755
	\$ 5,186,316	\$ 4,792,312
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 44,934	\$ 32,845
Wages payable	12,651	21,135
Deferred revenue (Note 6)	726,750	714,653
Trust fund liability (Note 3)	-	2,584
	784,335	771,217
NET ASSETS		
Unrestricted (Note 2)	1,965,851	2,036,340
Invested in capital assets	21,130	18,755
Internally restricted	2,415,000	1,966,000
	4,401,981	4,021,094
	\$ 5,186,316	\$ 4,792,312

COMMITMENTS (Note 7)

ON BEHALF OF THE COUNCIL

 President

 Treasurer

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Statement of Cash Flow
Year Ended May 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 380,887	\$ 365,136
Item not affecting cash:		
Amortization of capital assets	13,642	12,769
	394,529	377,905
Changes in non-cash working capital:		
Accounts payable and accrued liabilities	12,088	10,184
Deferred revenue	12,097	30,128
Prepaid expenses	(3,958)	(15,849)
Wages payable	(8,484)	6,731
Trust fund liability	(2,584)	(25,636)
	9,159	5,558
Cash flow from operating activities	403,688	383,463
INVESTING ACTIVITIES		
Purchase of capital assets	(16,017)	(5,495)
Increase in guaranteed investment certificates	(21,099)	(23,727)
Cash flow used by investing activities	(37,116)	(29,222)
INCREASE IN CASH FLOW	366,572	354,241
Cash - beginning of year	2,730,640	2,376,399
CASH - END OF YEAR	\$ 3,097,212	\$ 2,730,640
CASH CONSISTS OF:		
Cash - unrestricted	\$ 3,097,212	\$ 2,728,056
Cash - restricted (Note 3)	-	2,584
	\$ 3,097,212	\$ 2,730,640

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Note to Financial Information
Year Ended May 31, 2022

1. NATURE OF ORGANIZATION

College of Alberta Dental Assistants (the "College") is established under the Health Professions Act and is a not-for-profit organization and accordingly, is exempt from payment of income tax. 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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

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.

Investments

Short term investments, which consist primarily of guaranteed investment certificates, are carried at amortized cost plus accrued interest.

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

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

Interest income is recognized as it is earned.

Revenue from legal fee recoveries is recognized when collection is reasonably assured.

(continues)

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Note to Financial Information
Year Ended May 31, 2022

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

Use of estimates

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.

Financial instruments policy

The College initially measures its financial assets and liabilities at fair value. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash and guaranteed investment certificates.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and wages payable.

Financial assets measured at amortized cost are tested for impairment when there are indicators or impairment. The amount of write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

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.

(continues)

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Note to Financial Information
Year Ended May 31, 2022

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

Fund accounting

The Unrestricted Fund accounts for the College's operation and administrative activities. This fund reports all unrestricted operations.

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 Evaluation and Innovation Fund will be used to support regulatory evaluation 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.

Contributed services

The operations of the College are dependent on the voluntary service of many individuals. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

3. TRUST FUND LIABILITIES

	2022	2021
Ortho Module Projects	\$ -	\$ 2,584

Included in cash is \$- (2021 - \$2,584) held in trust for use in specific projects.

4. GUARANTEED INVESTMENT CERTIFICATES

	2022	2021
Redeemable short term investment certificate with stated interest rate of 0.80%, maturing on June 13, 2022.	\$ 1,413,806	\$ 1,413,806
Guaranteed Investment certificate with stated interest rate of 2.85%, maturing May 16, 2023	329,763	307,547
Guaranteed Investment certificate with stated interest rate of 0.85%, maturing August 16, 2023	238,247	229,614
Accrued interest receivable	12,954	22,704
	\$ 1,994,770	\$ 1,973,671

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Note to Financial Information
Year Ended May 31, 2022

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Equipment	\$ 20,473	\$ 20,473	\$ -	\$ -
Furniture and fixtures	16,294	15,424	870	1,559
Computer equipment	77,762	57,748	20,014	16,786
Computer software	5,128	5,128	-	-
Leasehold improvements	25,728	25,482	246	410
	\$ 145,385	\$ 124,255	\$ 21,130	\$ 18,755

Amortization in the current year totaled \$13,642 (2021 - \$12,769).

6. DEFERRED REVENUE

The prior year deferred registration fees of \$714,653 have been included in the 2022 registration revenue on the Statement of Operations. The College collected \$726,750 of deferred registration fees to be included in the 2023 registration fee revenue.

7. COMMITMENTS

The College rents its premises under an operating lease that expires on May 31, 2028. Estimated future minimum lease payments over the remaining term of the lease is \$200,616 and include the following payments over the next six fiscal years: 2023-2025, \$30,864 and 2026-2028, \$30,864. The College is also responsible for its proportionate share of common area costs.

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 2023 to 2025 and \$32,900 in fiscal 2026.

8. TRANSFERS

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

	2022	2021
Capital Asset Fund		
From Unrestricted Fund	\$ 16,017	\$ 5,495
Operations Fund		
From Unrestricted Fund	250,000	-
Discipline Fund		
From Unrestricted Fund	55,000	-
Information Technology Fund		
From Unrestricted Fund	144,000	-
	\$ 465,017	\$ 5,495

The transfers from unrestricted net assets to restricted funds are not available for general purposes without the approval of the Council.

COLLEGE OF ALBERTA DENTAL ASSISTANTS
Note to Financial Information
Year Ended May 31, 2022

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, 2022.

(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.

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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