



**College of Alberta
Dental Assistants**

Governance Policy 007

Artificial Intelligence Governance and Oversight

GOV-POL-007 Artificial intelligence governance and oversight

Legislative Authority: This policy is established under the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Health Professions Restricted Activity Regulation*, the *Fair Registration Practices Act*, and the *Labour Mobility Act*. Authority is further supported by the Bylaws of the College of Alberta Dental Assistants (2023).

1.0 Purpose

This policy establishes governance expectations for the use of artificial intelligence by the College of Alberta Dental Assistants.

This policy defines how artificial intelligence may be used to support regulatory functions while ensuring that all use aligns with the public interest, supports defensible decision making, and maintains public confidence in the College.

This policy confirms that artificial intelligence is a support tool and must not replace professional judgment, statutory decision making, or governance authority.

This policy aligns with the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

2.0 Scope

This policy applies to Council, the Registrar and Chief Executive Officer (or authorized delegate), governance committees, College staff, contractors, and any individual or entity using artificial intelligence to support College activities.

This policy applies to all current and future uses of artificial intelligence that support regulatory, governance, or operational functions of the College

3.0 Principles

The College applies the following principles to ensure artificial intelligence use is appropriate, controlled, and aligned with effective regulatory governance.

1. **Public interest** is protected by ensuring artificial intelligence use supports the mandate of the College to protect and serve the public interest.
2. **Accountability** requires that the College remains responsible for all outputs, decisions, and outcomes supported by artificial intelligence.
3. **Transparency and defensibility** ensure that artificial intelligence use supports processes that are transparent, objective, impartial, and procedurally fair.
4. **Human oversight** ensures that artificial intelligence does not replace professional judgment or statutory decision making and that human review and final decision making are required.

5. **Appropriate use** ensures that artificial intelligence is used only where its purpose is reasonable and appropriate within the regulatory mandate of the College.
6. **Privacy and confidentiality** are maintained by ensuring artificial intelligence use complies with applicable privacy obligations and protects confidential and proprietary information.

4.0 Artificial intelligence governance framework

Council maintains oversight of artificial intelligence use consistent with legislation and the governance framework established in GOV-POL-001 Governance and Accountability Framework and the associated governance policy suite. The intent of this section is to clarify how artificial intelligence use is governed and overseen within the College.

4.1 Governance oversight

1. Council maintains oversight of risks associated with artificial intelligence use in alignment with the public interest and the regulatory mandate of the College.
2. Artificial intelligence use is considered within the governance framework in accordance with GOV-POL-005 Risk, Assurance and Oversight.
3. Artificial intelligence use must remain consistent with Council approved policy, legislative requirements, and regulatory expectations.

4.2 Operational authority

1. The Registrar and Chief Executive Officer (or authorized delegate) oversees the implementation and operational use of artificial intelligence within the College.
2. Artificial intelligence tools and environments must be approved prior to use and are subject to defined conditions and limitations.
3. Individuals using artificial intelligence remain accountable for all outputs and work products supported by artificial intelligence.

4.3 Use in regulatory contexts

1. Artificial intelligence must not be used to make or determine, in whole or part, registration, program approval, competence, or compliance decisions.
2. Artificial intelligence may be used to support administrative, analytical, or preparatory activities where appropriate controls are in place.
3. All artificial intelligence outputs must be reviewed and validated by an authorized decision maker prior to use in any regulatory or governance context.

4.4 Approval and risk assessment

1. Artificial intelligence use beyond low-risk activities is subject to review and approval in accordance with GOV-PRC-021 Artificial Intelligence Approval and Risk Assessment Procedure.
2. Proposed artificial intelligence use is evaluated based on regulatory risk, privacy considerations, and potential impact on public confidence.
3. Artificial intelligence use introducing significant regulatory, legal, or reputational risk is escalated in accordance with GOV-PRC-010 Decision Escalation and Referral Procedure.

4.5 Vendor and third-party use

1. Contractors and vendors using artificial intelligence to support College activities must comply with this policy and related procedures.
2. Vendors must provide information regarding artificial intelligence governance, controls, and risk management practices upon request.
3. Vendor artificial intelligence use is subject to review and reassessment where material changes or risks are identified.

4.6 Monitoring and continuous improvement

1. Approved artificial intelligence tools and uses are subject to periodic monitoring and review.
2. Artificial intelligence use may be modified, restricted, or discontinued where risks change or issues are identified.
3. Artificial intelligence governance practices are updated in response to technological, legislative, and regulatory developments.

5.0 Expected outcomes

1. **Public interest** is protected through controlled and accountable use of artificial intelligence.
2. **Artificial intelligence** use supports transparent, objective, impartial, and procedurally fair regulatory processes.
3. **Risks associated** with artificial intelligence are identified, assessed, and addressed through governance oversight.
4. **Artificial intelligence** use remains aligned with legislation, Council approved policy, and the regulatory mandate of the College.
5. **Human oversight** ensures that all regulatory and governance decisions remain defensible and made by authorized decision makers.
6. **Continuous monitoring** and review support safe and appropriate use of artificial intelligence
7. **Strategic alignment** ensures artificial intelligence governance supports the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change.

6.0 Related legislation and references

Legislation and regulation

Dental Assistants Profession Regulation.

Fair Registration Practices Act.

Health Professions Act.

Health Professions Restricted Activity Regulation.

Labour Mobility Act.

College authority and governance

- Bylaws of the College of Alberta Dental Assistants (2023).
- Code of Ethics (2020) of the College of Alberta Dental Assistants.
- Council and Registrar and Chief Executive Officer (or authorized delegate) Relationship Policy (2024).
- Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust.

Related college policies

- GOV-POL-001 Governance and Accountability Framework
- GOV-POL-002 Council Roles, Conduct and Ethics
- GOV-POL-003 Delegation and Registrar Authority
- GOV-POL-004 Committees and Decision Pathways
- GOV-POL-005 Risk, Assurance and Oversight
- GOV-POL-006 Governance Review and Transparency

7.0 Definitions

- College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act* responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
- Artificial Intelligence (AI):** Systems or tools that perform tasks normally requiring human intelligence, including text generation, data analysis, pattern recognition, or content creation.

8.0 Document information

Policy type	Governance			
Policy owner	Registrar and Chief Executive Officer (or authorized delegate)			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	June 20, 2026			
Effective date	June 20, 2026			
Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	GOV-POL-001 Governance and Accountability Framework GOV-POL-002 Council Roles, Conduct and Ethics GOV-POL-003 Delegation and Registrar Authority GOV-POL-004 Committees and Decision Pathways GOV-POL-005 Risk, Assurance and Oversight			

	GOV-POL-006 Governance Review and Transparency GOV-PRC-010 Decision Escalation and Referral Procedure GOV-PRC-020 Artificial Intelligence Acceptable Use Procedure GOV-PRC-021 Artificial Intelligence Approval and Risk Assessment Procedure College of Alberta Dental Assistants Code of Ethics 2020 Bylaws of the College of Alberta Dental Assistants (2023) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust
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